



ACLE ST EDMUND C of E PRIMARY SCHOOL

REMITTS FOR GOVERNORS' COMMITTEES

STANDARDS, TEACHING AND LEARNING

Membership

The committee will consist of a minimum of three governors, a representative from the school leadership team and any other persons which the committee may from time to time co-opt.

The chair of the committee will be the governing body's chair, vice-chair or third member of the governing body's co-ordinating group.

The quorum should be three governors.

Meetings

The committee will meet at least once a term, or more often if required. Dates for the year's cycle of meetings will be set at the beginning of the school year.

The committee will use the services of the clerk to the governing body if available; otherwise it will arrange for one of its members to take minutes of the meeting. The committee will report in writing to the full governing body.

Modus Operandi

The committee shall devise an annual programme of monitoring activity which will enable it to hold the school to account for the areas for which it is responsible. Monitoring shall be done in accordance with the Governing Body Monitoring Policy. The school Self-Evaluation Form shall be considered termly and judgements confirmed or revised.

At the committee's discretion, appropriate functions may be delegated to an individual governor where statutory regulations allow.

Terms of Reference

Numbers refer to the relevant section of the SEF.

Monitor the implementation of the relevant sections of the school development and improvement plan.

(1) To consider pupils' standards of attainment and progress in EYFS, KS1 and KS2, through examining school performance data, tracking records and any other relevant information. To consider the standards reached by different groups of pupils, for example, pupil premium, by gender or ethnicity, pupils with special educational needs, looked after children or pupils who are gifted and talented.

(3) Pupils' attendance. To consider the school's strategies for improving attendance and to recommend to the governing body the adoption of statutory school attendance targets.

The extent of pupils' spiritual, moral, social and cultural development.

(1,2) Pupils' achievement and the extent to which they enjoy learning.

(2,3) Pupils' behaviour for learning

(2) The quality of teaching throughout the school including EYFS and the effective deployment of support staff to maximise learning.

(2) The use of assessment to support learning.

(2) The quality of marking, feedback and target setting and the impact on children's learning.

(2) The extent to which a broad and balanced curriculum meets pupils' needs, including, where relevant, through partnerships and the effectiveness of extra-curricular provision.

(SIAMS) To support and maintain the distinctly Christian ethos and values of the school through the vision statement, wider curriculum, collective worship, teaching and learning in RE and children's social, moral, spiritual and cultural development within this context.

In addition

The following functions shall be delegated to the committee:

- To consider the effectiveness of the school's strategies for raising standards and to recommend to the governing body the adoption of statutory Key Stage 2 attainment and progress targets.
- To consider the effectiveness of the school's strategies for promoting pupils' spiritual, moral, social and cultural development, their understanding of healthy lifestyles, their contribution to the school and the community, and the furtherance of their future economic well-being.
- To consider evidence of children's attitudes, behaviour, well-being and other aspects of their learning and personal development.
- To consider evidence gathered about the quality of teaching and learning in the school based on lesson observations, pupil progress, book scrutiny, pupil interviews and any other relevant evidence.
- To consider the effectiveness of the school's arrangements for teaching the National Curriculum, the Early Years Foundation Stage Curriculum and Religious Education. Consideration and review of the school's vision for the curriculum and engagement of children in their learning.

- To ensure that the school complies with statutory requirements with regard to collective worship.
- To consider the effectiveness of the school's provision for extended schooling and other additional curricular arrangements.
- **To review and revise school policy documents allocated to this committee.**



STRATEGY AND RESOURCES

Membership

The committee will consist of a minimum of three governors, a representative from the school leadership team and any other persons which the committee may from time to time co-opt.

The chair of the committee will be the governing body's chair, vice-chair or third member of the governing body's co-ordinating group.

The quorum should be three governors.

Meetings

The committee will meet at least once a term, or more often if required. Dates for the year's cycle of meetings will be set at the beginning of the school year.

The committee will use the services of the clerk to the governing body if available; otherwise it will arrange for one of its members to take minutes of the meeting. The committee will report in writing to the full governing body.

Modus Operandi

The committee shall devise an annual programme of monitoring activity which will enable it to hold the school to account for the areas for which it is responsible. Monitoring shall be done in accordance with the Governing Body Monitoring Policy. The school Self-Evaluation Form shall be considered termly and judgements confirmed or revised.

At the committee's discretion, appropriate functions may be delegated to an individual governor where statutory regulations allow.

Terms of Reference

Responsible for monitoring the effectiveness of leadership and management of the school including;

Numbers refer to the relevant section of the SEF.

Monitor the implementation of the relevant sections of the school development and improvement plan.

(4) The effectiveness of leadership and management in embedding ambition and driving improvement.

(4) The effectiveness of the school in promoting and enhancing children's social, moral spiritual and cultural development.

(4) Reviewing the vision for the school on an annual basis.

(4) The leadership and management of staffing and resources

(3) The effectiveness of care, guidance and support.

(3) Ensuring that children are safe, including children's ability to manage risks, stay safe online and free from bullying.

(4) The effectiveness of the school's engagement with parents and carers and other stakeholders.

(4) The effectiveness of partnerships in promoting learning and well-being.

(4) The effectiveness with which the school promotes equal opportunity and tackles discrimination and to review the school's compliance with statutory requirements.

(3,4) The effectiveness of safeguarding procedures. To ensure that arrangements for the safeguarding of pupils comply with statutory requirements, and that they are robust and regularly reviewed.

(4) The effectiveness with which the school deploys resources to achieve value for money.

(4) Effectiveness of the role of governors in monitoring school development and shaping vision.

In addition;

The following functions shall be delegated to the committee:

- To ensure compliance with statutory requirements for assessing risk.
- To arrange for the regular inspection of premises, grounds and equipment; to ensure compliance with the relevant requirements of, for example, Health and Safety regulations, Disability Discrimination Act; and to make appropriate recommendations to the governing body.
- To recommend to the governing body the adoption of the annual budget, to keep spending under review, to ensure that regard is paid to the principles of best value and to monitor the effectiveness of spending decisions.
- To consider how well the resources of the school are deployed, and to review the adequacy and suitability of equipment including ICT infrastructure..
- To review the Asset Management Plan and to approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation. To recommend policy on the delegation of authority to take action on minor maintenance expenditure, and in the event of circumstances requiring emergency work.
- The effectiveness of the school in listening and responding to pupils. To review the outcomes of surveys of pupil opinion, and to consider the school's strategies for consulting the pupils' voice in the school.



- To review and revise school policy documents allocated to this committee.

Pay and Personnel

Membership

The committee shall comprise 5 members of the Governing Body plus the Head Teacher. No other paid employee of the school may be a member. The committee shall elect a chair from among its members. No member shall sit on both this and the Pay Appeal Committee, but overlap with the Head Teachers Performance Management Committee is permitted.

The quorum should be three governors (in addition the Headteacher must attend).

Clerk

The committee shall appoint a clerk from among its members to take and circulate minutes. This may be a different person at each meeting. The Chair will arrange meetings and produce agenda.

Meetings

The committee will meet once each term (and at other times as necessary). At each meeting, the date of the next meeting will be determined. For ad-hoc meetings, as much notice will be given as possible by email to notify members of the purpose of the meeting, and to determine availability.

Terms of Reference

The Governing Body has delegated the following responsibilities to the Pay and Personnel Committee:

- To review, on an annual basis, the pay and performance management policies, to ensure the school has a policy that determines pay, the mechanism for staff salaries to be reviewed, and the procedure by which appeals can be made.
- To review, on an annual basis, any other staff policies as relevant (see Schools People Net).
- To review the pay of all members of teaching staff annually in the autumn term, following performance appraisals, in accordance with the Pay Policy and in line with legal requirements.
- Ensure that the Head Teacher notifies each member of teaching staff of his/her annual salary for the academic year.
- To ensure the FGB appoints 3 governors to conduct the Performance Review of the Head Teacher (known as the Head Teachers Performance Management Committee).

- vi) To receive information from the Head Teachers Performance Management Committee regarding whether agreed targets for the year were met (Head Teacher to leave the meeting for this agenda item).
- vii) To ratify the decision of the Head Teachers Performance Management Committee as to whether the Head Teacher will progress up the leadership scale (Head Teacher to leave the meeting for this agenda item).
- viii) Report to FGB that Head Teachers Performance Management has been completed.
- ix) Provide information, as requested, to the Pay Appeal Committee regarding the decisions taken in respect of the issue that is being appealed.
- x) To make decisions with the Head Teacher (in accordance with the Recruitment & Selection policy) with regard recruitment of new/replacement staff.
- xi) To review the staffing structure of the school as required, taking into account budgetary constraints (this would result in a recommendation to the FGB rather than a decision being made at this committee).
- xii) To monitor and check arrangements for staff appraisals and the effective implementation of the performance management policy to ensure standards of teaching and learning are achieved, monitored and maintained and demonstrate a link with the School Improvement & Development Plan (ref Overall School Approval Data).

Review:

The terms of reference for this committee will be reviewed by the FGB at the first meeting of each academic year.

FULL GOVERNING BODY

The following area of the Self-Evaluation Form is not delegated and will be considered annually by the full governing body, normally at a meeting held in the summer term:

The effectiveness of the governing body in challenging and supporting the school so that weaknesses are tackled decisively and statutory responsibilities met.

The governing body self-review will undertake the following functions:

- To review the effectiveness of structures of governance, including the remits of committees, their modus operandi and their delegated functions.
- To consider issues of succession planning.
- To review training undertaken and to identify future training needs.
- To plan full governing body monitoring activities, such as the annual monitoring day.
- To make recommendations for future improvement and to formulate a plan to ensure that it happens.