



# Children's Hospital School

*'Better Together'*

## GOVERNORS' COMMITTEES – TERMS OF REFERENCE (2024-25)

---

There are 2 Governors' Committees as follows:

- **Finance, Personnel and Premises**
- **Curriculum and Standards**

These will meet at least once per term in addition to meetings of the full Governing Body.

In the event of an Appeal Panel or Disciplinary Panel being required, The Children's Hospital School Governing Body has agreed that any Governor may be asked to be a member subject to availability and training and this responsibility will not lie with any one particular Committee. The Governors' Committees will focus on the following areas of activity:

### **Finance, Personnel and Premises**

- Finance and accounting
- Budget setting
- Estate maintenance and management
- Financial controls and reporting
- Health and safety
- Wellbeing
- Safeguarding and child protection
- Personnel, appraisal and pay progression
- Continuing professional development
- Catering
- Disability, equality and accessibility
- Emergency procedures
- ICT provision

### **Curriculum and Standards**

- Attendance
- Behaviour and rewards
- Admissions
- Curriculum, including enrichment
- Pupil performance (target setting, monitoring of progress towards targets)
- Assessment, recording and reporting
- Special educational needs
- Quality of teaching and learning
- Quality assurance and school evaluation
- School improvement planning
- Community links with parents and the wider community
- Home-school agreement
- School information and website

## **Guidance on Committee Meetings**

- The establishment, terms of reference, constitution and membership to be reviewed every twelve months.
- The membership of any committee of the Governors may include persons who are not Governors, provided that a majority of members of any such committee are Governors.
- The Governors may determine that some or all of the members of a committee who are not Governors shall be entitled to vote in any proceedings of the committee.
- No vote on any matter shall be taken at a meeting of a committee of the Governors unless the majority of member of the committee present are Governors.

## **Quorum**

The quorum for a meeting of the Governors, and any vote on any matter thereat, shall be three Governors.

## **Delegation**

The Governors may delegate to any Governor, committee or the Headteacher, powers or functions as they consider desirable to be exercised by them. Where such power or function is delegated, that person or committee shall report to Governors in respect of any action taken or decision made at the meeting immediately following the taking of action or the making of the decision.

## **Additional sub-committees**

The following additional committees will have a membership of 3 Governors, none of whom shall be members of school staff. The functions of each is defined with the school pay policy. The Governors will invite a Local Authority advisor to join the annual Headteacher appraisal meeting. Each of these will report directly to the finance, personnel and premises Governors committee.

- Pay committee
- Pay appeals committee
- Headteacher appraisal committee

The specific responsibilities of each committee, including policy and documentation reviews are set out as follows:

## Finance, Personnel and Premises

- To participate in the annual budget creation process and advise the full governing body on budgetary issues.
- To monitor expenditure in relation to budget headings throughout each financial year.
- To monitor the school's accounting practice.
- To support the Business Manager in conducting cost: benefit analyses from time to time and to encourage debate within the school about value for money.
- To monitor the school's resource needs and help make judgements about expenditure on more expensive items required at whole school level.
- To monitor the school's Site Development Plan.
- To monitor the repairs and maintenance programme.
- To monitor the quality of the management of the school site and buildings.
- To monitor and review Health and Safety compliance.
- To contribute to the development, monitoring and evaluation of aspects of the School Improvement Plan linked to Finance and Resources,
- To monitor all disciplinary issues affecting employees.
- To liaise with the Trades Unions recognised by Governors.
- To construct and monitor the school's annual pay policy with recommendations to the Full Governing Body.
- To monitor the school's policy and practice in the matter of continuing professional development.
- To monitor the school's policy and practice in the matter of health and wellbeing.
- To ensure the school is meeting its statutory obligations in relation to safeguarding and child protection.
- To monitor all legal issues affecting the school.
- To ensure the school meets current disability, equality and accessibility legislation.
- To monitor the school's severe weather and other emergency planning policies.
- To monitor the ICT development and maintenance planning.

<b>Policies and documentation</b>
Capability of staff
Data protection
Complaints
Health & safety
Recruitment & selection
School budget
School lettings policy & procedures
Attendance management & leave of absence
Staff discipline, conduct & grievance
Standards of financial administration
Teacher appraisal (Professional growth)
Teachers' pay
Whistle blowing
Physical intervention, searching and screening
Educational visits
Restructuring
First aid

## Curriculum and Standards

- To monitor pupil achievement and link to quality of teaching and learning.
- To ensure effective practice, according to the school's self-evaluation scheme, in relation to all curriculum matters as well as teaching, learning and pupil progress and achievement.
- To monitor the content and design of the school curriculum, national initiatives and strategies and to monitor the progress of curriculum development and encourage debate on future development.
- To ensure the school is fulfilling its statutory obligations in relation to the National Curriculum and related legislation e.g. that to do with Sex Education, behaviour and discipline, homework and Special Educational Needs.
- To monitor the quality of teaching and learning.
- To receive reports on, and to monitor, pupil progress and achievement.
- To keep the Governing Body informed on all matters to do with the curriculum, pupil progress and achievement.
- To act as the Governing Body's 'watchdog' on the issues related to vulnerable pupils including LAC, SEND and FSM and to monitor the use of the Pupil Premium.
- To contribute to the development, monitoring and evaluation of those aspects of the School Improvement Plan linked to teaching and learning, curriculum and personal development of pupils.
- To monitor the school's progress in the light of external validation.
- To ensure the school is fulfilling its statutory obligations in relation to the National Curriculum and related legislation e.g. that to do with Religious Education, Collective Worship, Attendance and home school/agreement and Healthy Schools.
- To review all matters to do with pupil discipline (rewards, sanctions, Behaviour and Discipline policy), including exclusions.
- To ensure effective communication with parents about the curriculum, pupil progress and achievement.
- To engage with families and ensure parents and carers have a voice.
- To ensure effective engagement with parents, community groups, other schools and organisations, including medical professionals.

<b>Policies and documentation</b>
Administration of medicines
Admission & referrals policy
Assessment, recording and reporting
Behaviour / Behaviour principles written statement
Examination report & school standards
Continuing professional development (CPD)
Curriculum
Relationships and sex education
Looked after children
Supporting pupils with medical needs & Intimate care
Teaching and learning
Remote learning
Attendance
Phonics
Inclusion
School exclusion
Early career teachers (ECTs)

**Full Governing Body**

<b>Policies and documentation</b>
School improvement plan (SIP)
School evaluation form (SEF)
School budget
Child protection and safeguarding policy
Governor policy
Special educational needs policy
Governor code of conduct
Staff wellbeing policy
Virtual meeting guidance
Headteacher appraisal

**Headteacher**

The governing body agree to delegate the review of following policies and documents to the headteacher:

<b>Policies and documentation</b>
Home school agreement
Business continuity & major incidents
Confidentiality
ICT acceptable use
Animal / dog policy
Severe weather procedures
Charging & remissions
Anti-bullying
Communications
Menopause
Provider access
CCTV
Online safety
Anti-smoking & vaping
Accessibility plan
Equality & diversity statement
Ligature cutter policy & procedures
Privacy notice
Uniform
EYFS
Maternity procedures
Open educational resources
Lone working
Rarely cover
Stress management
Drugs policy
Employee relations
Flexible working
Personal electronic devices

Signed \_\_\_\_\_ (chair of governors) Date \_\_\_\_\_