

## Terms of Reference

### Challenge and Improvement Committee terms of reference:

- Approve the school improvement plan on an annual basis;
- To monitor progress against the School Development Plan in respect of the delivery of the national curriculum and other curriculum requirements, including school performance;
- Make recommendations for updating the School Development Plan and ensure it is designed to deliver the national curriculum/EYFS or other curriculum requirements in line with the school curriculum statement;
- To receive and review the self-evaluation form ensuring it is updated to the school's current position;;
- To ensure the school has effective self-evaluation procedures and that these are used to advise the Committee on school performance and pupil progress;
- To ensure that the school receives appropriate support from an Improvement Advisor to advise governors on performance and achievement;
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation;
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan;
- To ensure that all children have equal opportunities;
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

### **SEND**

- Receive termly reports from the special educational needs co-ordinator;
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor(where appointed);
- To review the Special Educational Needs (SEN) Policy and recommend it to the full Governing Board;
- To approve written information to parents and other stakeholders in relation to the school's Curriculum Statement and SEN policy;

### **Data Review and Assessment**

- Receive ASP (analysing school performance) data comparing the school's performance in the previous academic year to schools nationally;
- Consider the examination results of the previous academic year and use the results to inform the school's improvement priorities;
- Review school targets for Year groups at KS1 & KS2;
- Review progress against the school improvement plan termly and consider the individual priorities;
- Receive in year data indicating pupil progress;

- To receive and review data on pupil progress on a termly basis, including interventions that are used;
- Receive end of year data indicating pupil progress;
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement;
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups;
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement;
- To monitor and evaluate rates of progress and standards of achievement of children in receipt of pupil premium
- Appoint a governor responsible for monitoring the progress and attainment of disadvantaged pupils;
- To ensure the national curriculum assessment procedures are carried out and results made available;
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.

### **Quality of Teaching**

- To ensure that the quality of teaching standards is reviewed on a regular basis and performance of teachers is reviewed on a regular basis and objectives recorded by 31 October each year;

### **Teaching and Learning**

- the quality of pupils' engagement in learning;
- the school's effectiveness in preparing pupils for life in a modern democratic Britain and a global society;
- how effectively the school encourages pupils to enjoy learning, to be creative and to reflect on their experiences;
- how effectively the school encourages pupils to recognise right and wrong and to apply this understanding;
- how effectively the school develops pupils' social skills;
- how effectively the school encourages pupils to explore cultural and religious diversity;
- how effectively the school encourages pupils to explore their outdoor environment, to be aware of their surroundings, and to care the natural world and the other peoples and creatures which share it;
- how effectively the school promotes pupils' health and fitness, and attitudes to healthy eating.
- How effectively the school promotes e-safety and encourages children to be 'e-safe';
- Ensure the school provides Drugs education;
- To monitor and review Collective Worship, Religious Education and RE Policies;
- To approve the policy for the delivery of Relationships, Sex and Health Education (RSHE);

- To approve written information to parents and other stakeholders in relation to the school's RSHE and Sex Education Policy;

### **Community**

- how effectively the school promotes the confidence and engagement of parents;
- how effectively the school works with other agencies;
- To ensure the school builds on community links;

### **Curriculum**

- To monitor the effectiveness of the school's curriculum policies;
- To consider local authority statements which name the school and advise the full Governing Board;
- To receive reports from governors who visit subject coordinators and classes.
- Consider and give advice on any matter involving the curriculum referred to it by the Improvement Advisor.

### **Governing Body**

- Undertake training to ensure they have required skills to fulfil their roles;
- Advise the Governing Body on receipt of any LA statement which names the school.

The committee will report on its work and decisions through its minutes or by other means to the meetings of the full governing body. Where necessary, some issues may be considered on the full governing body agenda.

### Finance and General Purposes Committee terms of reference

In consultation with the Head teacher, to draft the first formal budget plan of the financial year;

- to agree and approve the five year budget plan;
- to establish and maintain an up to date 3 year financial plan;
- to consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body;
- to ensure that the school operates within the Financial Regulations of the East Riding of Yorkshire Council;
- to ensure systems are in place to enable Best Value to be demonstrated, and to prepare the Annual Best Value statement;
- to consider the self-assessment under the Schools Financial Value Standard (SFVS) annually and recommend for approval to the full governing body;
- to monitor expenditure of all voluntary funds kept on behalf of the Governing Body;
- to approve the auditors of the school fund account;
- to approve the audited annual statement of the school fund account;
- to annually review the charges and remissions policies and expenses policies;

- to make decisions in respect of service level agreements and annual contracts;
- to make decisions on expenditure following recommendations from other committees;
- to prepare financial statements for inclusion in the governing body report to parents;
- to draft and keep under review the staffing structure in consultation with the Head teacher;
- to establish a pay policy for all categories of staff and to be responsible for its administration and review;
- to oversee the appointment procedure for all staff;
- to establish and review a Performance Management policy for all staff;
- to oversee the process leading to staff reductions;
- to keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence;
- to make recommendations on personnel related expenditure;
- to consider any appeal against a decision on pay grading or pay awards;
- to approve and adopt School Policies and Local Authority policies relevant to staffing and finance;
- to ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- to oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy;
- to establish and keep under review a Building Development Plan;
- to establish and keep under review an Accessibility plan;
- to oversee arrangements for repairs and maintenance;
- to make recommendations on premises related expenditure;
- in consultation with the Headteacher to oversee premises related funding bids;
- to advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises;
- to approve and adopt School Policies and Local Authority policies relating to Attendance, Safeguarding and Health and Safety.

### **Safeguarding, Attendance and Behaviour**

- To receive reports on safeguarding matters;
- To monitor and evaluate:
  - The effectiveness of the school's procedures in response to COVID-19;
  - the quality of pupils' behaviour at all times in school;
  - the school's analysis of and response to pupils' behaviour;
  - the effectiveness of the school's action to prevent and tackle all forms of bullying and harassment;
  - the effectiveness of the school's actions to prevent and tackle discriminatory and derogatory language;
  - the views of pupils, parents, staff, governors and others on behaviour and safety;
  - overall and persistent absence and attendance rates;
  - punctuality in arriving at school and at lessons;
  - the impact of the school's strategies to improve behaviour and attendance;
  - the effectiveness of the school's safeguarding procedures;

- To receive the health and safety report and address any health and safety matters;
- Monitor the operation of the LEA's Health and Safety Policy Statement;
- To review the Health and Safety Policy and recommend it to the full Governing Board;
- To ensure that the school is secure, in line with safeguarding requirements;
- To receive reports following health and safety site inspections and ensure that recommendations are implemented;
- To review, monitor and sign off risk assessments, where required (eg educational visits);

**Appeals/Complaints/Discipline Committee terms of reference:**

- to act as Appeals, Discipline or Dismissal Committee;
- the membership must not overlap with the membership of the Pupil Exclusions or Appeals Committee.

**Performance Management terms of reference:**

- to annually review the performance of the Headteacher