

Park High School

Terms of Reference for Governors' Committees 2019-20

General

The committees support the work of the Governors in the three key areas of:

- Strategic view
- Accountability
- Critical friend

In particular, they will continue to support the Governors' role in having an oversight of the school's development of effective self-review.

All the committees work on sections of the School Development Plan relevant to their terms of reference. In addition, the committees encourage and support staff, pupils and parents to celebrate success wherever possible.

The committees agree their agenda plans annually and, because of the overlapping nature of the terms of reference, monitoring progress against this plan will be an item on the agenda at the Governance and Development Committee. The school plan process will determine some of the agendas and the committees will also consider reports and issues raised by Ofsted and other external bodies. If necessary, the committees will also be prepared to discuss complaints relevant to their terms of reference.

Each committee should, where possible, have a membership that includes Member appointed Governors, Staff Governors and Parent Governors.

Committees receive Governors Monitoring Visits and Governor Champion reports as appropriate

Committees approve school policies as appropriate for their areas of responsibility

Committee on Governance and Development

This meets approximately six times a year and the Staff Adviser is the Business Manager and Clerk to the Governors.

The membership consists of the Chair of Governors, Vice-chair of Governors, Chairs of the other committees and the Headteacher. The quorum $\frac{1}{2} + 1$

It is responsible for:

- The strategic plan

- School self-review, including the review and planning papers, Governor Monitoring Visits and reports on quality
- The work of the Governors in general. This includes reviewing meetings and having a view of the composition of the Governing Body
- The allocation of school policies for review by committees
- The size and membership of committees and the allocation of roles such as Governor Champions
- Monitoring the progress of agenda planning for committees
- The work of the committees. This includes discussion of the workload and review of the terms of reference as appropriate
- Governor development
- Admissions
- Boroughwide matters, such as those related to demography and relationships between schools, that might affect Park High
- Oversight of strategic initiatives. For 2017-18 these will be:
 - Succession planning for the Governing Body

Committee on Curriculum & Achievement

This meets approximately six times a year and the Staff Adviser is the Deputy Headteacher (Teaching and Learning). The quorum is $\frac{1}{2} + 1$.

It is responsible for:

- The Governors' curriculum statement, including the 6th Form
- The timetabled school curriculum
- The quality of teaching and learning
- The work of the departments
- Pupil achievement data, including examination results, tracking data, equity issues
- Policies pertaining to teaching and learning
- The teaching and leadership of PSCHEE

- SEND [achievement]
- Able, Gifted and Talented [achievement]
- The school's monitoring and review of the curriculum

Committee on Premises & Finance

This meets approximately six times a year and the Staff Adviser is the Business Manager and The Premises and Facilities Manager.

The Chair of Governors may not be member of this committee. The quorum is ½ +1.

It is responsible for:

(Premises)

- The site and its maintenance
- Building and planning development
- Health, safety and security issues relating to all users of the site
- Monitoring premises expenditure
- Licensing and lettings (contracts and operations)
- Approval of tenders and contracts for proposed building works

(Finance)

- The school's financial procedures: to ensure that they are carried out in accordance with standing orders and financial regulations
- The budget proposals: to agree these and recommend them to the full Governing Body for adoption
- The budget: to receive reports on expenditure, income, virement and cash flow throughout the year for all school budgets
- Accounts
- Financial policies
- Financial delegations: to review these annually
- Financial management standards

- Value for Money: to plan and monitor the most effective possible use of the school's resources in support of the school development plan
- Oversight of contracts including Service Level Agreements (SLAs)

Committee on Staffing

This meets approximately six times a year and the Staff Adviser is the Assistant Headteacher (Professional Development) with the Business Manager a standing invitee.

The Chair of Finance must be a member of this committee and so should one of the Staff Governors; in addition to the Headteacher who must be a member of the committee. The quorum is $\frac{1}{2} + 1$. It is responsible for:

- Structures and associated budget for teaching and support staff
- Policies relating to staff
- Staff Voice
- Conditions of service for teaching and support staff
- Headteacher's exercise of delegated powers
- Professional Development and Performance Management
- Initial Teacher Education, Induction and Teaching School
- Leadership and management
- Joint Consultative Committee (JCC)
- Pay and Performance Management for the Senior Leadership Team (SLT)
- Pay and Performance Management for Headteacher

This committee makes decisions where appropriate on individual salaries. This includes making arrangements for performance reviews for the Headteacher, Deputy Headteachers and other staff as appropriate, and making decisions on the award of incremental points.

Committee on Whole School and Community

This meets approximately six times a year and the Staff Advisers are the Deputy Headteacher (Access and Enrichment) and Assistant Headteacher (Safeguarding). The quorum is $\frac{1}{2} + 1$.

It is responsible for:

- Matters, other than the school's work within departments, relating to pupils, parents and the community. This includes:
- Behaviour and Attendance
- Special Educational Needs and Disabilities (SEND) [access and inclusion]
- Equalities, Relationships
- Safeguarding
- Parent Voice and Student Voice
- Reports from Heads of Year
- Pastoral Support

Audit Committee

This meets approximately three times a year and the Staff Adviser is the Business Manager. Neither the Chair of Governors, nor any member of the Finance Committee, nor any Staff Governor, may be a member of this committee. The quorum is three.

It is responsible for:

- Monitoring the school's response to the Management Letter from the auditors
- Receiving reports from Auditors and reporting to Governors on those.
- Reviewing the audited accounts with Finance Committee [Late November/early December]
- Reviewing waivers

As agreed by the Governance and Development Committee on the 17th July 2019.