



FINANCE COMMITTEE

Committee Members

Ms J Benson
Mr L Davis
Mrs C Elsbury
Mr H Embleton
Mrs A English
Mr C Hubery BEM
Mr G McCallum
Mrs J Nicholson
Mr R Patel
Mrs M Smith
Mr M Twedde
Mr D Walker

Terms of Reference

- In conjunction with the Executive Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.
- To establish and maintain an up to date 3 year financial plan, taking into account priorities from the school improvement plan, roll projection and signals from central government and the LA regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget
- To monitor the budget position statement, to identify and address any anomalies from the anticipated position and report termly to the Governing Body.
- To review and monitor outstanding debts and actions taken
- To review and monitor School Meals Provision by income and expenditure statements
- To review the year end outturn statement
- To monitor and approve virements and expenditure over the Executive Headteacher's delegated limit
- To appraise and approve spending decisions where competitive quotations or tenders are required.
- To ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard.

- To approve annually the SFVS submission prior to the 31st March deadline and monitor the implementation of any identified actions.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review the outcomes of the asset register stock check and approve the disposal of obsolete items
- To ensure appropriate use of the Early Years Premium, Pupil Premium, Sports Premium and Y7 Catch up Premium
- To review and monitor all financial policies including lettings, charging and remissions and expenses policies
- To consider and promote income generation.
- To annually review income generation from contracts and lettings, oversee; the use of premises by outside agencies
- To ensure that all appropriate insurances are in place
- Annually review the school's Financial Procedures Manual.
- To monitor service level agreements annually and make decisions in respect of service level agreements, ensuring value for money
- To make decisions on expenditure following recommendations from other committees.
- To ensure pay decisions can be appropriately funded
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with agreed priorities.
- Annually review Financial benchmarking data
- To monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports

Meetings: termly

Disqualifications: when there may be a conflict of, or a pecuniary interest; a fair hearing is required; or a pecuniary interest.

FINANCE COMMITTEE

Terms of reference	Task	Meeting
In conjunction with the EHT to draft the first formal budget plan of the financial year, for approval by the full Governing Body	<p>EHT and SBMs to bring proposed budget plans for the following year to committee for discussion following meeting with school's finance officer.</p> <p>EHT and SBMs to bring final proposed budget plan to be discussed, amended if necessary and recommended to the full Governing Body for approval</p>	<p>Autumn term</p> <p>Beginning of April each year</p>
To establish and maintain an up to date 3 year financial plan, taking into account priorities from the school improvement plan, roll projection and signals from central government and the LA regarding future years' budget.	Financial plan to be part of School Improvement Plan. Draft to be discussed and agreed at meeting then monitored termly	Meeting to be called on completion of draft School Improvement Plan for discussion with Governors Financial plan to be monitored termly
Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget	Finance committee to discuss proposed expenditure upon production of new plan and monitor termly	To be monitored termly
To monitor the budget position statement, to identify and address any anomalies from the anticipated position and report termly to the Governing Body.	Updated information to be provided termly by SBMs to be monitored by Finance Committee	Termly agenda item
To review and monitor outstanding debts and actions taken	Updated information to be provided termly by SBMs to be monitored by Finance Committee	Termly agenda item
To review and monitor School Meals Provision by income and expenditure statements	Monitor annually to ensure value for money	Spring term agenda item
To review the year end outturn statement	SBMs to provide outturn statements annually for Finance Committee's consideration	Spring term agenda

To monitor and approve virements and expenditure over the Executive Headteacher's delegated limit	SBMs to report termly to finance committee	Agenda item each term
To appraise and approve spending decisions where competitive quotations or tenders are required.	SBMs to report proposals when necessary	To be added to agenda if necessary
To ensure that the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard	SFVS to be updated annually by EHT, SBMs and Finance Committee during the Spring term meeting	Spring term agenda item
To approve annually the SFVS submission prior to the 31 st March deadline and monitor the implementation of any identified actions.	SFVS forms to be completed by SBMs and EHT annually and presented to Finance Committee for discussion and approval	Spring term agenda
To monitor the expenditure of all voluntary funds kept on behalf of the Governing Body	School fund and Friends accounts to be presented by SBMs termly. Audited accounts to be presented each autumn term	Audited accounts to be presented to Finance Committee annually – autumn term agenda item
To annually review the outcomes of the asset register stock check and approve the disposal of obsolete items	SBMs to present write off sheets, when necessary, at each meeting. Asset register stock checks to be reviewed annually	Summer term agenda
To ensure appropriate use of the Early Years Premium, Pupil Premium, Sports Premium and Y7 Catch up Premium	New plans to be provided to finance committee each autumn term and reviewed termly	On each term's agenda (no Early Years premium for any school)
To review and monitor all financial policies including lettings, charging and remissions and expenses policies	Update on financial policies to be provided termly by SBMs to be approved by the Finance Committee	Spring term agenda
To consider and promote income generation	Information on income generation to be provided by SBMs and monitored by Finance Committee as necessary	To be added to agenda if necessary

To annually review income generation from contracts and lettings, oversee; the use of premises by outside agencies	Information on use of premises by outside agencies and income to be provided by SBMs each summer term for monitoring by governors	Agenda item each summer term
To ensure that all appropriate insurances are in place	Staff absence insurance to be reviewed by SBM in spring term for governors' approval. Other insurances to be reviewed as necessary	Staff absence insurance – autumn term agenda Other insurances added to agenda as necessary
To annually review and approve the school's Financial Procedures Manual	To be reviewed each summer term by EHT and SBMs for governors' approval	Autumn term agenda
To monitor SLAs annually and make decisions in respect of SLAs ensuring value for money	Governors to discuss annually prior to budget setting	Agenda item each Autumn term to ensure sufficient notice can be given
To make decisions on expenditure following recommendations from other committees	Planning each year for staffing can be arranged, but other recommendations will need to be added as and when to termly agenda	To be added to agenda when necessary
To ensure pay decisions can be appropriately funded	EHT/SBMs to consider implications of pay decisions for governor's approval	To be added to agenda when necessary
To ensure as far as is practical that any Health and Safety issues are appropriately funded in accordance with agreed priorities	Issues to be brought to attention of EHT, SBM or Health & Safety Governor for discussion as and when necessary	Health & Safety update to be added to each agenda
To annually review financial benchmarking data	SBM to produce benchmarking report each summer term to present to Governors	Agenda item each summer term
To monitor the implementation of actions arising from the internal audit report or of a financial nature from other inspection regime reports	Response to internal audit and other financial reports to be presented by EHT and SBMs including action plans for discussion and approval	To be added to agenda when necessary

FINANCE COMMITTEE **Suggested Termly Agenda**

Autumn term

- Election of Chair
- Apologies
- Declarations of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Virements
- Expenditure over EHT's allowance
- Financial update including Final End of Year Statements
 - Oracle Statements
 - School Funds
 - Friends of The Oaks/Evergreen accounts
- Monitoring of SLAs (including staff absence insurance)
- Proposed budgets for next academic year
- Review of Financial Procedures Manual
- Update on Health & Safety
- Review of Pupil Premium Plan & Impact
- Review of Sports Premium (Evergreen & Croft only) Plan & Impact
- Review of Year 7 Catch up (The Oaks & Croft only) Plan & Impact
- To review and monitor outstanding debts and actions taken
- AOB

Spring Term

- Apologies
- Declarations of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Virements
- Expenditure over EHT's allowance
- Financial updates – end of financial year, budgets for new financial year & Budget setting
- Outturn statements
- Health & Safety update
- Update on Pupil Premium
- Update on Sports Premium (Evergreen & Croft only)
- Update on Year 7 Catch up (The Oaks & Croft only)
- To monitor school meals provision for value by income & expenditure statements
- Approval of Schools Financial Values Standards
- To review and monitor outstanding debts and actions taken
- Review of Charging and Remissions policy
- Review of Lettings policy (new Spring 2019)
- AOB

Summer Term

- Apologies
- Declarations of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Virements
- Expenditure over EHT's allowance
- Financial updates
- Update on Health & Safety
- Update on Pupil Premium
- Update on Sports Premium (Evergreen & Croft only)
- Update on Year 7 Catch up (The Oaks and Croft only)
- Review of asset registers and obsolete items
- Benchmarking data
- Review of income generation from contracts and lettings; the use of premises by outside agencies
- To review and monitor outstanding debts and actions taken
- AOB

PERSONNEL COMMITTEE

Committee members

Ms J Benson
Mr L Davis
Mrs A English
Mr C Hubery BEM
Mrs J Nicholson
Mr R Patel
Mrs M Smith
Mr M Tweddle
Mrs F Wood OBE

Terms of reference

- To carry out an annual review of staffing structures in consultation with the Executive Headteacher and the finance committee
- To ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan (SIP)
- To oversee the recruitment and selection procedures for all staff
- Make recommendations to the Finance and Premises Committee on personnel-related expenditure.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers
- To keep under review work/life balance, working conditions and wellbeing including monitoring attendance management
- To approve the Staff Code of Conduct and make sure that all staff are aware.

Suggested meetings: As and when necessary, at least annually

NB Executive Headteacher has lead responsibility for appointments outside of the leadership group.

PERSONNEL COMMITTEE

Terms of reference	Task	Meeting
<ul style="list-style-type: none"> To carry out an annual review of staffing structures in consultation with the Executive Headteacher and the finance committee 	Draft staffing structure to be prepared and presented by EHT to the committee in preparation for new budget	Summer term agenda, prior to budget setting meeting with Finance Committee.
<ul style="list-style-type: none"> To ensure that the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan 	Staffing review to be undertaken and presented to Governors annually, taking account of the future needs of the school	Summer term agenda, to allow for appointments to take place in the summer term where necessary.
<ul style="list-style-type: none"> To oversee the recruitment and selection procedures for all staff 	Appointments below leadership group delegated to EHT, but Personnel committee invited to be part of all teacher and LSA interviews	Meetings called when necessary by the Executive Headteacher in liaison with the Committee Chair
<ul style="list-style-type: none"> To make recommendations to the Finance Committee on Personnel related expenditure 	Usually this would happen prior to the budget setting meeting. Any other changes to be discussed mid-year would need to be added to the term's agenda	Summer term agenda, prior to budget setting and added to termly agendas where necessary
<ul style="list-style-type: none"> To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (including Appraisal, Whistleblowing, Recruitment and Selection) 	Draft policies to be prepared and presented to Governors for discussion. Monitoring via Executive Headteacher's report and termly agenda item	Appraisal, Whistleblowing, Recruitment & Selection policy approved by Full Governing Body Autumn term
<ul style="list-style-type: none"> To keep under review work/life balance, working conditions and well-being including the monitoring of attendance management 	Staff absence to be monitored as a termly agenda item. Anonymous data to be provided by the EHT/SBM	Summer term agenda
<ul style="list-style-type: none"> To approve the Staff Code of Conduct and ensure all staff are aware 	Draft policy to be prepared and presented to Governors for discussion and	Code of Conduct to be approved by Full Governing Body

	agreement about distribution. Record of distribution to be kept and presented at the next meeting.	
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PERSONNEL COMMITTEE
Suggested Termly Agenda

Autumn term

- Election of Chair
- Apologies
- Declarations of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Staff absence and work/life balance
- AOB

Spring Term

- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Staff absence and work/life balance
- AOB

Summer Term

- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Staff absence and work/life balance
- Review of staffing structure
- Recommendations to Finance Committee on Personnel related expenditure
- AOB

CHILDREN'S COMMITTEE

Committee members

Ms J Benson
Mr S Bowron
Mr L Davis
Mr H Embleton
Mrs A English
Mrs M Farrow
Mr G Hubery
Mr R Patel
Mr G Thompson
Mr M Tweddle

Terms of Reference

- Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements
- Ensure that actions are taken in respect of Health and Safety legislation.
- Ensure that premises and the learning environment are maintained and are fit for purpose
- Provide support and guidance for the Executive Headteacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any issues. Inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Body
- Ensure professional surveys and emergency works are arranged as necessary
- Oversee the use of premises by outside users
- Establish and keep under review an Accessibility Plan and an Asset Management/Building plan
- Monitor data on accidents and incidents.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of Keeping Children Safe in Education
- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school
- To review the Single Central Record to ensure compliance with current statutory guidance
- Monitor pupils' attitudes and values and development of other personal qualities within the school through the provision of RE and PSHCE. Ensure parents are informed of the right to withdraw the child.
- Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap around provision
- Consider developing a whole school drugs policy

Suggested meetings: at least termly

CHILDREN'S COMMITTEE

Terms of reference	Task	Meeting
<ul style="list-style-type: none"> Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements 	<p>Review Health and Safety policies and practice:</p> <ul style="list-style-type: none"> General Health & Safety policy Moving and Handling policy Educational Visits policy Positive Handling policy <p>Review risk assessment procedures as above</p> <p>Receive reports from H & S governor and SBM (School H & S Manager)</p>	<p>Termly to comply with policy dates</p> <p>Autumn term agenda</p> <p>Summer term agenda</p> <p>Summer term agenda</p> <p>Spring term agenda</p> <p>Termly update</p>
<ul style="list-style-type: none"> Ensure that actions are taken in respect of Health and Safety legislation. 	<p>SBM/EHT to provide termly updates relating to Health and Safety to include school issues and any changes to legislation/LA policies</p>	<p>Termly update</p>
<ul style="list-style-type: none"> Ensure that premises and the learning environment are maintained and are fit for purpose 	<p>Buildings and health and safety to be included in termly EHT reports to governors and discussed in detail at every meeting of the Children's committee</p>	<p>Termly update</p>
<ul style="list-style-type: none"> Provide support and guidance for the Executive Headteacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety. 	<p>Buildings and health and safety to be included in termly EHT reports to governors and discussed in detail at every meeting of the Children's committee</p>	<p>Termly update</p>
<ul style="list-style-type: none"> Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any 	<p>SBM & Health and Safety Governor to undertake annual inspections of the premises and grounds</p>	<p>Summer term</p>

issues. Inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Body	and report to the Children's committee. Termly discussion relating to any priorities for maintenance or alterations to the school buildings.	Termly
<ul style="list-style-type: none"> Ensure professional surveys and emergency works are arranged as necessary 	SBM to report all issues requiring surveys and/or emergency work on a termly basis for Governor discussion and monitoring	To be added to termly agenda when required.
<ul style="list-style-type: none"> Oversee the use of premises by outside users 	SBM to update the Children's Committee on the use of premises by outside agencies on a termly basis	Termly
<ul style="list-style-type: none"> Establish and keep under review an Accessibility Plan and an Asset Management/Building plan 	Children's committee to monitor the Accessibility plans of each school on an annual basis	Summer term
<ul style="list-style-type: none"> Monitor data on accidents and incidents. 	EHT to provide data for discussion termly as part of the EHT's report to Governors. Children's committee to scrutinise in detail annually, or according to need if significant incidents have occurred.	Autumn term
<ul style="list-style-type: none"> Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of Keeping Children Safe in Education 	Safeguarding Governor to visit all 3 schools biannually to review policy and practise with Safeguarding leads. To be reported annually to Children's Committee	Spring term
<ul style="list-style-type: none"> Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school 	Safeguarding policies and procedures to be discussed by the committee on an annual basis and reviewed by the safeguarding governor biannually.	Spring term
<ul style="list-style-type: none"> To review the Single Central Record to ensure 	Link Governor for Safeguarding to check	Summer term agenda

compliance with current statutory guidance	the SCR and present findings to the committee. SCR to be signed by Safeguarding Governor	
<ul style="list-style-type: none"> Monitor pupils' attitudes and values and development of other personal qualities within the school through the provision of RE and PSHCE. Ensure parents are informed of the right to withdraw the child. 	Children's committee to receive and discuss updates from co-ordinators from each school.	Summer term
<ul style="list-style-type: none"> Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap around provision 	Monitor nutritional standards with the school	Summer term

CHILDREN'S COMMITTEE
Suggested Termly Agenda

Autumn term

- Election of Chair
- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Update on Building & Health and Safety issues
- Update on use of premises by outside agencies
- Review of Health and Safety Policies and Practice
- Monitor data on accidents and incidents
- Review of Toileting & Intimate Care policy
- Review of Prevent Action Plan & Pathway
- Review of Keeping Children Safe in Education policy
- Monitoring and Review of SEN policy & SEN Information Record
- Review of Medication policy
- Review of Sex Education policy & practice
- Review of Photographic & Video policy
- Review of Students who are Missing or Improperly Absent policy (2 yearly – Autumn 2021)
- Review of Packed Lunch policy
- AOB

Spring Term

- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Update on use of premises by outside agencies
- Update on Building & Health and Safety issues
- Monitoring of Child Protection policies and practice
- Review of Anti-Bullying policy
- Review record of anti-bullying incidents/outcomes
- Review of Supporting Pupils with Medical Conditions Policy
- Review of Inclusion Policy
- AOB

Summer Term

- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Update on use of premises by outside agencies
- Update on Building & Health and Safety issues including annual report from Health & Safety governor
- Monitoring of nutritional standards in school
- Review of drugs education policy and practice
- Monitor attitudes, values & development qualities through provision of RE & PSHCE
- Review of Asset management and accessibility plan
- Review of Moving & Handling policy
- Review of Educational Visits policy
- Review of Attendance policy
- Review of LAC/PLAC policy
- Review of Online Safety policy
- Review of Single Central Record from link governor
- AOB

SCHOOL COMMITTEE

Committee Members

Ms J Benson
Mr P Bodo
Mr S Bowron
Mrs J Curtis
Mr L Davis
Mrs C Elsbury
Mrs A English
Mrs M Farrow
Mr C Hubery BEM
Mr M Tweddle
Mrs F Wood OBE

Terms of reference

- Review, monitor and evaluate the curriculum offer
- Contribute to the development and monitoring of the Self Evaluation Form, School Improvement Plan, Targets for School Improvement
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers eg curriculum policy
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor
- Ensure the SEND policy is monitored and reviewed regularly and that the policy is known to parents/carers
- Ensure the school complies with the provisions of the Equalities Act 2010
- At The Oaks Secondary School and Croft Community School, ensure that the 14-19 curriculum is broad-based and provides vocational training as well as academic qualifications
- Ensure that all pupils at The Oaks Secondary School and the secondary department of Croft Community School have access to careers advice
- Monitor and evaluate the effectiveness of leadership and management
- Monitor and evaluate the quality of teaching and learning and the impact on rates of pupils' progress and standards of achievement
- Monitor and evaluate the impact of continuing professional development on improving staff performance
- Receive pupil progress and assessment data; monitor and evaluate rates of progress and standards of achievement against agreed targets for all pupils and for all groups of pupils
- 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.
- Monitor and review the impact of Early Years Premium, Sports Premium (Evergreen and Croft), Year 7 Catch up Funding (The Oaks and Croft) and Pupil Premium (all schools)

- Monitor and review pupil attendance data against attendance targets
- Monitor and review pupil exclusion information
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made
- Regularly review the Assessment Policy and ensure that the policy is operating effectively
- Ensure all children have equal opportunities
- Advise the Finance Committee on the relative funding priorities necessary to deliver the curriculum

Suggested meetings: at least termly

<u>SCHOOL COMMITTEE</u>		
Terms of reference	Task	Meeting
<ul style="list-style-type: none"> Review, monitor and evaluate the curriculum offer 	Receive, review and monitor curriculum overviews for each school annually	Autumn term
<ul style="list-style-type: none"> Contribute to the development and monitoring of the Self Evaluation Form, School Improvement Plan, Targets for School Improvement 	Receive and have input into draft SEF and SIP prepared by school staff. Monitor and review both	Summer term
<ul style="list-style-type: none"> Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers eg curriculum policy 	Appropriate policies to be received, reviewed and ratified	As per school's policy review programme (T Skerrett)
<ul style="list-style-type: none"> Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor 	<p>School's SEND report to be presented annually for discussion and review</p> <p>Annual review procedures to be monitored annually</p>	<p>Autumn term</p> <p>Spring term</p>
<ul style="list-style-type: none"> Ensure the SEND policy is monitored and reviewed regularly and that the policy is known to parents/carers 	SEND policy to be received, reviewed and ratified by the committee on an annual basis and placed on the schools' websites	Autumn Term
<ul style="list-style-type: none"> Ensure the school complies with the provisions of the Equalities Act 2010 	Receive, review and ratify the federation's Equalities Policy, ensuring that the provisions of the Equalities Act are complied with	Autumn Term (Policy due for review every 4 years unless amendments required)
<ul style="list-style-type: none"> At The Oaks Secondary School and Croft Community 	Receive, review and ratify the accreditation/qualification	Autumn term

School, ensure that the 14-19 curriculum is broad-based and provides vocational training as well as academic qualifications	offers for The Oaks and Croft, ensuring a broad and relevant spread of accreditation which meets the needs of each cohort.	
<ul style="list-style-type: none"> Ensure that all pupils at The Oaks Secondary School and the secondary department of Croft Community School have access to careers advice 	Receive an annual update on the provision of high quality Careers advice from the subject co-ordinators at Croft and The Oaks, ensuring that all secondary pupils have access to it.	Summer term
<ul style="list-style-type: none"> Monitor and evaluate the effectiveness of leadership and management 	Effectiveness of L & M monitored through the production and annual review of the SEF	Summer term
<ul style="list-style-type: none"> Monitor and evaluate the quality of teaching and learning and the impact on rates of pupils' progress and standards of achievement 	Review data monitoring, lesson observation and work scrutiny structure in school and an overview of EHT's judgements. Discuss strategies EHT has in place to manage any underperformance	Summer term
<ul style="list-style-type: none"> Monitor and evaluate the impact of continuing professional development on improving staff performance 	Have oversight of the school's CPD programme and evaluate its impact. CPD is listed termly in the EHT's report to the full GB Review CPD policy	Autumn term
<ul style="list-style-type: none"> Receive pupil progress and assessment data; monitor and evaluate rates of progress and standards of achievement against agreed targets for all pupils and for all groups of pupils 	Receive and analyse results from exams/accreditation and pupil progress across the schools in an annual newsletter. Receive and scrutinise up to date data captures from each school on a termly basis, ensuring that pupils are making at least good progress wherever possible.	Autumn term Termly
<ul style="list-style-type: none"> Monitor and evaluate provision for all groups of vulnerable children e.g. Looked after 	Receive an update on the achievement of diversity groups (race, SEN, CLA)	Autumn term

children and ensure all their needs have been identified and addressed.		
<ul style="list-style-type: none"> Monitor and review the impact of Sports Premium (Evergreen and Croft), Year 7 Catch up Funding (The Oaks and Croft) and Pupil Premium (all schools) 	Plan for use of Pupil Premium, Sports Premium and Year 7 Catch up funding and review the impact of this	Termly
<ul style="list-style-type: none"> Monitor and review pupil attendance data against attendance targets 	Review attendance procedures annually, receive updates on attendance figures and set annual target	Autumn term
<ul style="list-style-type: none"> Monitor and review pupil exclusion information 	Pupil exclusion data to be provided in EHT's termly report. Exclusion data to be scrutinised by the committee annually	Summer term
<ul style="list-style-type: none"> Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation 	School Improvement Plan is monitored by the full GB at each termly meeting Any relevant plans to be added to the agenda when necessary	Relevant improvement plans to be added to the agenda as and when necessary
<ul style="list-style-type: none"> Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made 	Reports from external sources to be monitored and evaluated as necessary	Relevant reports to be added to the agenda as and when necessary
<ul style="list-style-type: none"> Regularly review the Assessment Policy and ensure that the policy is operating effectively 	Assessment policy to be reviewed annually. Link Governors to check that the policy is operating during their link visits	Summer term (New policy required for Summer 2019)
<ul style="list-style-type: none"> Ensure all children have equal opportunities 	Monitor annually Equalities policy to be reviewed every 4 years unless amendments required	Autumn term Autumn term 2022

<ul style="list-style-type: none">• Advise the Finance Committee on the relative funding priorities necessary to deliver the curriculum	Finance committee to be advised via minutes of funding priorities necessary to deliver the curriculum	To be added to the agenda when necessary
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SCHOOL COMMITTEE
Suggested Termly Agenda

Autumn term

- Election of Chair
- Apologies for absence
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Review of attainment (results from previous summer)
- Review of progress - EYFS, KS1, KS2, KS3, KS4 & Sixth Form including diversity groups (race, SEN, CLA)
- Review Curriculum policy & accreditation offer
- Monitor & review impact of Pupil Premium
- Monitor & review impact of Sports Premium (Evergreen and Croft
- Monitor & review impact of Y7 Catch up (Croft and The Oaks)
- Monitor & review attendance data against targets, set annual target
- Monitoring & review of SEND report and policy; to include annual report from SEND governor
- Monitoring of CPD programme and review of CPD policy
- Ensure all children have equal opportunities; review Equalities policy (4 yearly Autumn 2022 unless changes)
- AOB

Spring Term

- Apologies for absence
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Review of progress - EYFS, KS1, KS2, KS3, KS4 & Sixth Form including diversity groups (race, SEN, CLA)
- Monitor & review impact of Pupil Premium
- Monitor & review impact of Sports Premium (Evergreen and Croft
- Monitor & review impact of Y7 Catch up (Croft and The Oaks)
- Monitoring of Annual review procedures: organisation, format, pupil/parent/professional input
- Review of Mental Health & Wellbeing policy (The Oaks only)
- AOB

Summer Term

- Apologies for absence
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Review of progress - EYFS, KS1, KS2, KS3, KS4 & Sixth Form including diversity groups (race, SEN, CLA)
- Monitor & review impact of Pupil Premium
- Monitor & review impact of Sports Premium (Evergreen and Croft
- Monitor & review impact of Y7 Catch up (Croft and The Oaks)
- Receive & have input into draft SEF (including evaluation of Leadership & Management and Teaching & Learning)
- Monitor & review SIP
- Review of CEIAG
- Review of exclusion data
- Review of Assessment Policy – new policy Summer 2019
- Review of Homework policy
- Review of Marking policy
- AOB

COMMUNITY COMMITTEE

Committee Members

Ms J Benson
Mr L Davis
Mr H Embleton
Mrs A English
Mrs B Fortune
Mr C Hubery BEM
Mrs J Nicholson
Mr R Patel
Mr M Tweddle

Terms of reference

- Monitor the school's publicity, public presentation and relationships with parents/carers and the wider community
- Identify and celebrate pupil achievements
- Oversee and monitor arrangements for out of hours provision, extra-curricular activities and educational visits, including overnight stays.
- Ensure that adequate provision is made for pupil transition
- Ensure all statutory requirements for reporting and publishing information are met
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements
- Ensure the school works well with its community, parents and other schools
- Act as pupil discipline committee when necessary by
 - Considering representations from parents/carers in the case of fixed term exclusions in line with statutory guidance
 - Consider the appropriateness of any permanent exclusion where one or more fixed term exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination in line with statutory guidance

Suggested meetings – termly or as required

<u>COMMUNITY COMMITTEE</u>		
Terms of reference	Task	Term
Monitor the school's publicity, public presentation and relationships with parents, carers and the wider community	Monitor the work of the Friends of the School in each school Receive a report on how well each schools works with parents and other schools	Autumn term
Ensure that the school works well with its community, parents and other schools	Receive overviews of any surveys undertaken relating to parents or the wider community Receive and monitor a termly report via the EHT's report to Governors about the school's work with parents and the community	Summer term
Identify and celebrate pupil achievements	Receive information on specific pupil achievements on a termly basis as and when necessary Annually review the reward systems in use in each school	Spring term
Oversee and monitor arrangements for out of hours provision, extra-curricular activities and educational visits, including overnight stays	Receive and review an annual report on out of hours provision, extra-curricular activities and educational visits from each school	Termly within EHT's report Annual Spring term
Ensure that adequate provision is made for pupil transition	Receive and review an annual report on transition from each school. This should include transition into and out of school and any transition opportunities relating to movement within school Review transition policy	Spring term
Ensure all statutory requirements for reporting and publishing information are met	Procedures to be monitored annually Website as above	Spring term
Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements	Named member of the GB to review the schools websites to check that statutory information is included and report back to the committee	Spring term
Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions	Committee to meet as and when necessary following LA guidance	As necessary

Complaints	Review complaints policy and procedures	Autumn term
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COMMUNITY COMMITTEE
Suggested Termly Agenda

Autumn term

- Election of Chair
- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Review of Complaints policy and procedures
- Review of recording of and Prejudice Incidents
- Review school aims and vision, Collective Vision for the Federation
- Monitor the work of Friends of The Oaks/Evergreen/charity work undertaken by school
- AOB

Spring Term

- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Review transition arrangements for new pupils and those leaving; Review of transition policy
- Review of Behaviour & Restrictive Physical Interventions & Positive Handling policy
- Review record of behaviour management
- Review record of positive handling incidents
- Review record of Serious incidents
- Investigate impact of use of rewards and sanctions
- Monitoring of Extra-Curricular Activities and out of hours provision
- Receive report on review of websites from relevant governor
- AOB

Summer term

- Apologies
- Declaration of interest
- Minutes of Previous Meeting
- Matters arising from the minutes
- Monitor minutes of Student Council/Junior Leadership
- Ensure pupil voice questionnaires are completed and collated and receive feedback
- Review of Home School Agreement
- Receive overviews of any surveys undertaken relating to parents and wider community
- Monitor Development of attitudes, values and personal qualities investigating:
 - Review of school rules
 - PSHCE policy
 - Rights Respecting School work
 - Assemblies
- AOB

FIRST/PAY REVIEW COMMITTEE

Committee Members

Mrs C Elsbury
Mrs A English
Mrs L Kipling
Mr G McCallum
Mrs J Nicholson
Mr R Patel
Mrs M Smith

Terms of Reference

- To annually agree the Teachers' Pay Policy
- To act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries
- Report to the Finance Committee on pay review related expenditure
- Consider any requests made in accordance with personnel policies eg. Flexible working, leave of absence etc. (unless delegated to the Head Teacher)
- Make any decisions relating to the personnel procedures adopted by the Governing Body eg disciplinary, grievance, ill-health, capability etc.
- Make any decisions relating to a member of staff (other than the Head Teacher) under the personnel procedures adopted by the Governing Body (unless delegated to the Head Teacher)
- Deal with matters relating to staffing reductions

Meeting – Autumn Term; as and when necessary

APPEALS COMMITTEE

Committee members

Mr P Bodo

Mrs J Curtis

Mr H Embleton

Mrs A English

Mr C Hubery BEM

Mr D Walker

Mrs F Wood OBE

Terms of reference

- To consider any appeal against a decision made under the personnel procedures adopted by the Governing Body
- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee (or Head Teacher if delegated)
- To consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries
- To consider any appeal against selection for redundancy through a staffing reduction process
- To consider complaints against the school in accordance with the agreed school Complaints Procedure

Meetings: as and when necessary

HEAD TEACHER'S PERFORMANCE REVIEW COMMITTEE

Committee members

Mr C Hubery BEM

Mrs J Nicholson

Mr R Patel

Mrs M Smith

Terms of reference

- To set, with the support of the External Advisor (EA) or Education Development Partner (EDP), Head Teacher's annual performance objectives
- To monitor throughout the year the performance of the Head Teacher against agreed performance objectives
- To review, with the support of the External Advisor or Education Development Partner achievement of performance objectives
- To make recommendations to the First/Pay Review Committee in respect of awards for the successful meeting of set targets

Meetings: Autumn term plus monitoring visits