



FINANCE COMMITTEE

Committee Members

Ms J Benson
Mr L Davis
Mrs A English
Mr C Hubery BEM
Mr G McCallum
Mrs J Nicholson
Mrs M Smith
Mr M Tweddle

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 capital and revenue 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 Direct School Meals Provision by income and expenditure statements
- To review the year end outturn report
- 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 (SFVS).
- 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 and receive an audited annual statement of income and expenditure.
- 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, Covid Catch up Premium and Recovery 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 for example collaborative working arrangements with other schools and/or bodies to ensure value for money.
- 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.
- To 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
- To review Related Party Transaction Register.
- To confirm management arrangements for the Private School Fund and nominate an officer to administer the fund (Treasurer).
- To appoint an Auditor for the Private School Fund.
- To establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements.
- To ensure actions are taken in respect of relevant health and safety legislation.
- To ensure that premises and the learning environment are maintained and are fit for purpose.
- To provide support and guidance for the Headteacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- To 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.
- To ensure professional surveys and emergency works are arranged as necessary.
- To oversee the use of premises by outside users.
- To establish and keep under review an Accessibility Plan and an Asset Management/Building Development Plan
- To monitor data on accidents and incidents.

MEETINGS: at least termly

QUORUM:

DISQUALIFICATIONS: where there may be a conflict of or a pecuniary interest

VIREMENT AND EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair of Governing Body <i>Where the cumulative effect of multiple virements on the same budget heading exceeds this limit, details are to be reported to the next Finance and Premises Committee meeting for information and retrospective approval</i>	£ 10,000	Any items of expenditure up to	£ 20,000
Limit set for Headteacher with approval from Chair of Governors <i>A log of these approvals will be maintained and details reported to the next Finance Committee meeting.</i>	£ 20,000 to	Above this limit if item was previously notified to the Governing Body.	
Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance Committee at the earliest opportunity.			

NOTE:

Any goods/services purchased and works to be carried out are subject to the latest Durham County Council Contract Procedures Rules as published on the school's Extranet.

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 Covid 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 Oaks/Evergreen/Croft accounts
- Monitoring of SLAs (including staff absence insurance)
- Proposed budgets for next academic year
- Review of Financial Procedures Manual
- Update on Health & Safety and use of premises
- Review of Pupil Premium Plan & Impact
- Review of Sports Premium (Evergreen & 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 reports
- Update on Health & Safety and use of premises
- Update on Pupil Premium
- Update on Sports Premium (Evergreen & 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
- 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)
- 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
Mr G McCallum
Mrs J Nicholson
Mrs G Stringer?
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
- 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.

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

MEETINGS: at least annually

QUORUM:

DISQUALIFICATIONS: where there may be a conflict of or pecuniary interest; any Governor whose spouse/partner is involved

Delegation to the Executive Headteacher

School Staffing (England) Regulations 2009

Appointments: The Governing Body can delegate the power to appoint outside the leadership group to:

- The Executive Headteacher
- One or more Governors with the right of the Executive Headteacher to advise
- One or more Governors and the Executive Headteacher

Governing Body delegates to Executive Headteacher the responsibility for the appointment of:

- Permanent teaching staff posts
- Permanent support staff posts

- Temporary staff

Governing Body delegates to Personnel Committee the responsibility for the appointment of:

- Deputy Headteacher and Heads of School appointments (any SLT posts below HOS)

Full Governing Body Delegation:

- Executive Headteacher appointment

Dismissals:

No delegation (First Committee delegation for all staff including Executive Headteacher except for stage 3 dismissal)

<u>PERSONNEL COMMITTEE</u>		
Terms of reference	Task	Meeting
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.
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.
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
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
To develop and review policies identified within the school's policy review programme and in accordance with its delegated	Draft policies to be prepared and presented to Governors for discussion. Monitoring	Appraisal, Whistleblowing, Recruitment & Selection policy approved by Full Governing Body Autumn term

powers (including Appraisal, Whistleblowing, Recruitment and Selection)	via Executive Headteacher's report and termly agenda item	
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
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 agreement about distribution. Record of distribution to be kept and presented at the next meeting.	Code of Conduct to be approved by Full Governing Body

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 L Davis
Mrs A English
Mrs M Farrow
Mr C Hubery BEM
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
Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements	Review Health and Safety policies and practice: General Health & Safety policy Moving and Handling policy Educational Visits policy Positive Handling policy Review risk assessment procedures as above Receive reports from H & S governor and SBM (School H & S Manager)	Termly to comply with policy dates Autumn term agenda Summer term agenda Summer term agenda Spring term agenda Termly update
Ensure that actions are taken in respect of Health and Safety legislation.	SBM/EHT to provide termly updates relating to Health and Safety to include school issues and any changes to legislation/LA policies	Termly update
Ensure that premises and the learning environment are maintained and are fit for purpose	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	Termly update
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.	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	Termly update
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	SBM & Health and Safety Governor to undertake annual inspections of the premises and grounds and report to the Children's committee.	Summer term Termly

for the approval of the Governing Body	Termly discussion relating to any priorities for maintenance or alterations to the school buildings.	
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.
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
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
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
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
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
To review the Single Central Record to ensure compliance with current statutory guidance	Link Governor for Safeguarding to check the SCR and present findings to the committee. SCR to be signed by Safeguarding Governor	Summer term agenda

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
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 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 CLA/PCLA 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 L Brannigan
Mr L Davis
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 e.g. 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
- Ensure that the 14-19 curriculum at The Oaks Secondary School and Croft Community School 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), 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
Review, monitor and evaluate the curriculum offer	Receive, review and monitor curriculum overviews for each school annually	Autumn term
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
Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers e.g. curriculum policy	Appropriate policies to be received, reviewed and ratified	As per school's policy review programme (T Skerrett)
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	School's SEND report to be presented annually for discussion and review Annual review procedures to be monitored annually	Autumn term Spring term
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
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	Autumn Term (Policy due for review every 4 years unless amendments required)

	Equalities Act are complied with	
Ensure that the 14-19 curriculum At The Oaks Secondary School and Croft Community School, is broad-based and provides vocational training as well as academic qualifications	Receive, review and ratify the accreditation/qualification offers for The Oaks and Croft, ensuring a broad and relevant spread of accreditation which meets the needs of each cohort.	Autumn term
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
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
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
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
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	Autumn term Termly

	least good progress wherever possible.	
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.	Receive an update on the achievement of diversity groups (race, SEN, CLA)	Autumn term
Monitor and review the impact of Sports Premium (Evergreen and Croft), and Pupil Premium (all schools)	Plan for use of Pupil Premium, Sports Premium and review the impact of this	Termly
Monitor and review pupil attendance data against attendance targets	Review attendance procedures annually, receive updates on attendance figures and set annual target	Autumn term
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
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
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
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
Ensure all children have equal opportunities	Monitor annually Equalities policy to be reviewed every 4 years unless amendments required	Autumn term Four yearly
Advise the Finance Committee on the relative	Finance Committee to be advised via minutes of funding priorities	To be added to the agenda when necessary

funding priorities necessary to deliver the curriculum	necessary to deliver the curriculum	
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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 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 2026 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
- Monitoring of Annual review procedures: organisation, format, pupil/parent/professional input
- Review of Mental Health & Wellbeing policy
- 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
- 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 Homework policy
- Review of Marking policy
- AOB

COMMUNITY COMMITTEE

Committee Members

Ms J Benson
 Mr L Davis
 Mrs A English
 Mrs B Fortune
 Mr C Hubery BEM
 Mrs J Nicholson
 Mr M Tweddle
 Mrs F Wood

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	Summer term

	work with parents and the community	
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

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/Croft 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 A English
Mrs L Kipling
Mr G McCallum
Mrs J Nicholson
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 e.g. 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 e.g. 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 A English
Mr C Hubery BEM
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 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

MEETINGS: as and when required.

QUORUM: Must have at least the same number of Governors as were present at the original hearing.

DISQUALIFICATIONS: Headteacher; Chair of Governors (if have prior knowledge); any Governor involved in the original hearing; where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions)

HEAD TEACHER'S PERFORMANCE REVIEW COMMITTEE

Committee members

Mr C Hubery BEM

Mrs J Nicholson

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 Headteacher's performance and annual pay progression (where eligible)

Meetings: Autumn term plus monitoring visits