

## 1.1 Terms of Reference for all Committees

### 1.2.1 Staffing Committee

Generally:

- a To ensure that conditions are in place to attract, motivate and retain the right number and quality of staff within the framework of the school concept statement and statutory requirements.
- b To operate within the policies of the Governing Body in accordance with the agreed budget.

Specifically:

- a To determine and recommend to the Governing Body the appropriate establishment for the school and any variation thereof.
- b To approve the recruitment of senior staff (this authority may be delegated to the chairman and headteacher when it is the replacement of an existing position).
- c To advise on appointments at interview as required.
- d To consider the school pay policy in the spring term.
- e To review salary levels and allowances for all staff in accordance with performance management.
- f To consider any discipline or grievance issues relating to the staff of the school.
- g To deal with any matter specifically referred by the Governing Body.

### 1.2.2 Pastoral Committee

Generally:

- a To ensure that effective systems are in place for the pastoral care of pupils and staff within the values outlined in the school concept statements.

Specifically:

- a To receive regular reports [at least one per year] on Health and Safety issues.
- b To receive regular reports [at least one per year] on the application of the SEN policy.
- c To receive termly reports from the School Council.
- d To consider any complaints received from parents referred to the committee.
- e To receive a termly report summarising all exclusions of the previous term and to form the pool from which the Pupil Discipline Committee is preferably appointed to consider pupil exclusions.
- f To deal with any matter specifically referred by the Governing Body.

### 1.2.3 Finance Committee

Generally:

To monitor the financial administration of the school to ensure efficient and effective use of funds in accordance with current regulations and the school concept statement.

Specifically:

- a To consider and recommend to the Governing Body the annual budget.
- b To receive income and expenditure reports of both public and non-public accounts at least once a term to monitor progress of same against the budget.
- c To consider recommendations from other committees which have financial implications.
- d To review, as necessary, all financial controls and regulations.
- e To consider audit reports and make recommendations to the Governing Body.
- f To monitor all major contracts.
- g To review insurance matters annually.
- h To review letting charges annually and to recommend changes.
- j To consider an annual report from the site manager on the fabric of the building and the condition of the school grounds.
- k To review from time to time the various levels of authorisation of expenditure for which provision has been made in the annual budget.
- l To deal with any matter specifically referred by the Governing Body.

#### 1.2.4 Curriculum Committee

Generally:

- a To ensure that the school meets its legal requirements in relation to the curriculum.
- b To ensure that daily acts of collective worship are of a high quality and that efforts are made to comply with the law in this area.

Specifically:

- a In the autumn term to receive and consider the curriculum analysis and public examination results.
- b In the second half of the autumn term to consider proposed curriculum changes for the following school year and to approve the curriculum aspects of the School Development Plan.
- c To approve the school curriculum policies, including health education, careers and sport as required.
- d To consider any complaints received concerning curriculum issues.
- e To consider in the summer term the validated Panda Report.
- f To deal with any matter specifically referred by the Governing Body.