

**HATFIELD SHEEP DIP LANE PRIMARY SCHOOL – TERMS OF REFERENCE**

Last updated at the meeting on 11 October 2017

**School Improvement Committee**

- To produce and review policy statements for endorsement by the Governing Body.
- To review the progress of impact of SIP regularly at each meeting.
- To consider links with all aspects of the curriculum.
- To consider all aspects of raising achievement of all pupil groups.
- To determine pupils' achievement targets.
- To inspect the school's premises regularly including the Annex, but not less than once in each financial year.
- To ensure that there is a Health and Safety and Risk Assessment policy in place in the school and that it is regularly reviewed and updated as necessary.
- To monitor the need for non-structural maintenance in the school and authorise maintenance for which it has budget responsibility.
- Following professional consultation to advise the Governing Body of structural defects that could adversely affect the health and safety of staff, pupils and the public.
- To monitor the safe condition, installation, storage and maintenance of all equipment at the school, ensuring that such equipment can be used safely in the normal running of the school.
- To ensure that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- To ensure that the safety rules concerning the use of premises and equipment are displayed in appropriate locations within the school and are enforced.
- To ensure the adoption of safe working practices by staff and pupils, and contractors when on site.
- To deal with potential hazards to health and safety, liaising where appropriate with representatives of the Local Authority and contracting organisations.
- To liaise with an Inspector from the Health and Safety Executive and the Health and Safety Officer from the Local Authority on all Health and Safety matters.
- To ensure that action is taken regarding defects in fire-fighting equipment reported by staff, Safety Officer or the Inspector from the Fire Service.
- To consider and approve all lettings of the school premises.

- To receive details of Category A and B school visits.
- To oversee the profile of the quality of Teaching & Learning.
- To oversee the risk assessments for Category C and D visits involving overnight/residential visits and visits abroad and for any high risk outdoor activity.
- To support the school in its pursuit of effective links with parents/carers, the local and wider community and other key stakeholders.
- To ensure that the school website is compliant with statutory regulations.
- To consider and approve the School Prospectus.
- To support the school in its development work on the extended schools agenda.

Quorum: 3

### **Finance, Facilities and Human Resources Committee**

- Set and approve the budget, ensuring the budget reflects the school's prioritised educational objectives outlined in the School Development/Improvement Plan.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the School Improvement Plan (SIP). This will include forecasting the likely future pupil rolls and income levels.
- To monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.
- Formally approve in year budget revisions to the annual budget set within the Headteacher's delegated limits.
- To ensure that accounts are properly finalised at year-end in accordance with the Doncaster School's Financial Regulations and other statutory legislations.
- Consider the policy for balances in accordance with Doncaster School's Financial Regulations, including regularly reviewing the level of the school balance and the spending plan for the balance.
- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Doncaster School's Financial Regulations and provide financial information as required to the Local Authority.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant Committee.
- To monitor expenditure of all the school's voluntary/private funds and ensure an annual audit is carried out in accordance with the Doncaster School's Financial Regulations.

- Appointment of an auditor that is independent of the operation of the funds.
- To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.
- Approve the school's annual budget plan.
- That the Headteacher be authorised to enter into contracts and pay accounts up to £5,000 per single item.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher of £5,000.
- To approve all procurement in excess of the Headteachers delegated limits.
- All tenders and written quotes obtained in accordance with the School's Financial Regulations will be considered and the best value bid is approved.
- Consider and approve the Local Authority traded services buy-back decisions.
- Consider the evidence and approve the best value statement for submission to the Local Authority annually with the budget plan.
- To make decisions on expenditure following recommendations from other Committees.
- Confirm adoption of Doncaster School's Financial Regulations.
- To annually review the school's Finance Policy for approval by the Governing Body.
- To ensure that the financial procedures are documented, regularly reviewed and approved on annual basis.
- Consider and approve the authorised signatories.
- Approval of the annual school asset/inventory report.
- To annually review and approve fee policy, including lettings charges, remissions and expenses policies.
- To ensure that the school's financial performance is benchmarked and compared at least annually to similar schools, reasons for differences examined and action taken where necessary.
- Evaluate the soundness and effectiveness of the school's financial management systems against the school's Financial Regulations by carrying out an annual self assessment.

- Consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- To appoint to the following permanent/temporary posts:  
  - Teaching Staff
  - Salaried Support Staff
  - Supply/Relief Staff
- To approve extensions to temporary contracts.
- To review annually the salaries of teaching staff and approve salary statements.
- To consider applications for voluntary early retirement.
- To consider the grading of support staff posts.
- To consider the termination of employment of staff in redundancy situations.
- To endorse the traded services buy back form.
- To consider the benchmarking conclusions and recommendations.
- To approve the school's detailed financial procedures.
- To consider the annual school asset report.
- To adopt annually the Doncaster Schools Financial Regulations.
- To inspect the school's premises regularly including the Annex, but not less than once in each financial year.
- To ensure that there is a Health and Safety and Risk Assessment policy in place in the school and that it is regularly reviewed and updated as necessary.
- To monitor the need for non-structural maintenance in the school and authorise maintenance for which it has budget responsibility.
- Following professional consultation to advise the Governing Body of structural defects that could adversely affect the health and safety of staff, pupils and the public.
- To monitor the safe condition, installation, storage and maintenance of all equipment at the school, ensuring that such equipment can be used safely in the normal running of the school.
- To ensure that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- To ensure that the safety rules concerning the use of premises and equipment are displayed in appropriate locations within the school and are enforced.

- To ensure the adoption of safe working practices by staff and pupils, and contractors when on site.
- To deal with potential hazards to health and safety, liaising where appropriate with representatives of the Local Authority and contracting organisations.
- To liaise with an Inspector from the Health and Safety Executive and the Health and Safety Officer from the Local Authority on all Health and Safety matters.
- To ensure that action is taken regarding defects in fire-fighting equipment reported by staff, Safety Officer or the Inspector from the Fire Service.
- To consider and approve all lettings of the school premises.

The Finance, Facilities and Staffing Committee will meet a minimum of three times a year but usual practice is to hold meetings on a monthly basis wherever practicable to do so.

Quorum: 3

### **Governing Body**

To approve a whole school pay policy.  
To set the staffing complement.

### **Appeals Committee**

To consider all appeals submitted by members of staff.

Quorum: 3

### **Curriculum and Religious Worship Complaints Committee**

- To consider the complaints in connection with the school curriculum and religious worship.
- To consider school records appeals.

Quorum: 3

### **Pupil Discipline Committee**

To consider any disciplinary issues relating to pupils.

Quorum: 3

### **Welfare Committee**

To consider all aspects of non-curricular welfare issues.

Quorum: 3

### **Staff Disciplinary Committee**

To consider all staff discipline issues referred to the Governing Body.

Quorum: 3

### **Staff Disciplinary Appeals Committee**

To consider any appeal by a member of the school staff in respect of any previous decision of the Staff Disciplinary Committee.

Quorum: 3

### **Special Educational Needs Committee**

To monitor and review special educational needs provision and to make recommendations to the Governing Body as appropriate.

Quorum: 3