



# **SHEEP DIP LANE PRIMARY SCHOOL**

Sheep Dip Lane, Dunscroft,  
Doncaster, South Yorkshire, DN7 4AU.  
Telephone- 01302 842464

**Head Teacher- Mrs F Parish**

## **TERMS OF REFERENCE (agreed FFHR 15 MARCH 2019)**

### **SCHOOL IMPROVEMENT COMMITTEE**

#### **1. CURRICULUM**

- To review, monitor and evaluate the curriculum
- To ensure the school provides a broad and balanced curriculum
- To ensure that all children have equal opportunities
- To monitor and evaluate provision for all groups of vulnerable children, to ensure that their needs have been identified and addressed and to evaluate their progress and achievement
- To consider recommendations from external reviews of the school, agree action plans and evaluate regularly the implementation of the plans

#### **2. SCHOOL IMPROVEMENT PLAN**

- To recommend for approval to the full Governing Body:
  - I. The School Improvement Plan
  - II. Targets for school improvement, including defined priorities
- To review the impact and progress of the School Improvement Plan at each meeting

#### **3. PUPIL ATTAINMENT**

- To consider all aspects of raising the achievement of all pupil groups
- To monitor and evaluate the rates of progress and standards of achievement of pupils, including any underachieving groups
- To ensure that, where there is underachievement, that appropriate actions are taken to redress this

#### **4. QUALITY OF TEACHING AND LEARNING**

- To monitor and evaluate the effectiveness of leadership and management

- To monitor and evaluate the impact of the quality of teaching on the rates of pupil progress and standards of achievement
- To ensure that all teachers adhere to the National Teaching Standards and School Code of Conduct

#### **5. POLICY**

- To produce and review policy statements for endorsement by the Governing Body
- To monitor and review relevant policies

#### **6. SCHOOL PROSPECTUS**

- To consider and approve the School Prospectus

#### **7. SCHOOL VISITS**

- To receive details of Category A and B school visits
- To oversee the risk assessments of Category C and D visits involving overnight/residential visits and visits abroad and for any high risk outdoor activity

#### **8. LINKS**

- To support the school in its pursuit of links with parents/carers, the local and wider community and other key stakeholders

#### **9. PUPIL TRANSITION**

- To have oversight of issues relating to pupil transition

#### **10. SCHOOL WEBSITE**

- To ensure that the school website is compliant with statutory requirements

#### **11. EXTENDED SCHOOLS AGENDA**

- To support the school in its development work on the extended schools agenda

**Quorum: 3**

## **FINANCE, FACILITIES AND HUMAN RESOURCES COMMITTEE**

### **1. FINANCE RELATED**

#### **1.1 Regulatory**

- Ensure that the school operates within the Doncaster School's Financial Regulations and provide financial information as required to the Local Authority.
- Confirm adoption of Doncaster School's Financial Regulations/To adopt annually the Doncaster Schools Financial Regulations.
- Annually review the school's Finance Policy for approval by the Governing Body.
- Ensure that the financial procedures are documented, regularly reviewed and approved on annual basis.
- Consider and approve the authorised signatories.
- Consider the evidence and approve the best value statement for submission to the Local Authority annually with the budget plan.
- Consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- To prepare, approve and submit the school's SFVS return and subsequently monitor the progress of any improvement actions.
- Ensure the school be registered with the ICO (Information Commissioners Office) and to ensure the Data Protection Act 2018 and the subsequent General Data Protection Regulation are adhered to.

#### **1.2 Financial Planning**

- 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.

#### **1.3 Budget Setting/Monitoring**

- Set and approve the budget, ensuring the budget reflects the school's prioritised educational objectives outlined in the School Development/Improvement Plan
- 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.

#### **1.4 Balances**

- 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.

#### **1.5 Procurement and Expenditure**

- All tenders and written quotes obtained in accordance with the School's Financial Regulations will be considered and the best value bid is approved.
- To approve all procurement in excess of the Headteachers delegated limits.
- 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.

- Explore different expenditure options and assess expenditure bids.
- Consider and approve the Local Authority traded services buy-back decisions.
- To make decisions on expenditure following recommendations from other Committees.

### **1.6 Voluntary/Private Funds**

- Monitor expenditure of the school's voluntary/private funds and ensure an annual audit is carried out in accordance with Doncaster School's Financial Regulations.
- Appointment of an auditor that is independent of the operation of the funds.
- Approve spending decisions where there is a balance on the school's voluntary/private funds.

### **1.7 Assets/Inventory**

- Consideration and approval of the annual school asset/inventory report
- To annually review and approve fee policy, including lettings charges, remissions and expenses policies.

### **1.8 Evaluation and Benchmarking**

- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant Committee.
- 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.
- Consider the benchmarking conclusions and recommendations.
- 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.

### **1.9 Financial Accounting/Audit**

- To ensure that accounts are properly finalised at year-end in accordance with the Doncaster School's Financial Regulations and other statutory legislations.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.

## **2. PREMISES RELATED**

### **2.1 Health and Safety**

- 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.
- 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.
- 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.
- 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.
- Ensure that the safety rules concerning the use of premises and equipment are displayed in appropriate locations within the school and are enforced.
- 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.
- Ensure that action is taken regarding defects in fire-fighting equipment reported by staff, Safety Officer or the Inspector from the Fire Service.

## **2.2 Inspection**

- To inspect the school's premises regularly including the Annex, but not less than once in each financial year.
- To hold an Annual Building Meeting with the Local Authority not less than once in each financial year.

## **2.3 Non-Structural maintenance**

- To monitor the need for non-structural maintenance in the school and authorise maintenance for which it has budget responsibility.

## **2.4 Lettings**

- To consider and approve all lettings of the school premises.

## **3. HUMAN RESOURCES RELATED**

### **3.1 Appointments and Contracts**

- To appoint to the following permanent/temporary posts:
  - Teaching Staff
  - Salaried Support Staff
- To approve extensions to temporary contracts.
- To consider flexible working requests in line with school policy

### **3.2 Salaries/Pay review**

- To review annually the salaries of teaching staff and approve performance management/appraisals and pay reviews.

### **3.3 Changes/terminations/redundancy**

- To consider applications for voluntary early retirement.
- To consider the termination of employment of staff in redundancy situations.

### **3.4 Gradings**

- To consider the grading of support staff posts.

The Finance, Facilities and Human Resources 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

## **INCLUSION AND SAFEGUARDING COMMITTEE**

To consider all aspects of non-curricular welfare issues.

## **1 Child Protection**

- To review child protection arrangements at least annually to ensure that the school:
  - designates a member of staff to be responsible for co-ordinating child protection within the school and for liaising with other agencies, including the Doncaster Safeguarding Children Board (DSCB) and to receive appropriate training;
  - has an up-to-date policy on child protection in accordance with statutory requirements, DfE and LA advice and the requirements of the procedures of communicates the policy to staff and parents;
  - monitors the policy regularly; and
  - evaluates the policy regularly.
  - DSCB;

## **2 Safeguarding**

- To ensure that policies and procedures are in place to reduce barriers to learning, improve behaviour, attendance and punctuality and reduce exclusions: review annually.
- To ensure that the school offers equality of opportunity to all children whatever their gender, ethnicity, religion, background or ability through all its policies, procedures and practices.
- To ensure all Safeguarding and Child procedures are in place and comply with statutory obligations.
- The Designated Safeguarding Officer to monitor the school's Single Central Record (SCR) at predetermined intervals.
- To consider, in conjunction with the Head of School, all welfare issues concerning pupils.
- To monitor the pattern and frequency of fixed-period exclusions for different groups of pupils and the impact of any unacceptable behaviour on other pupils in line with the Behaviour Policy.
- To monitor any incidents of bullying and harassment – including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability.
- To monitor the school's actions to promote inclusivity and address discriminatory or derogatory language.
- To monitor the views of parents and pupils regarding behaviour and safety.

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

## **Pupil Discipline Committee**

To consider any disciplinary issues relating to pupils.

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

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School website: [www.sheepdiplane.doncaster.sch.uk](http://www.sheepdiplane.doncaster.sch.uk)  
Twitter: [twitter.com/@SDLPrimary](https://twitter.com/@SDLPrimary)

