

**STAFFING AND CURRICULUM COMMITTEE**

**TERMS OF REFERENCE**

1. To comply with the Governor Code of Conduct.
2. To ensure the Staff and Headteacher Performance Management system is carried out in line with LA procedures.
3. To monitor and review the School Development Plan, in particular staffing issues and the development of the curriculum.
4. To draw up and review policies as appropriate, as delegated by the full Governing Body. The committee will monitor RE, sex and relationships education, PSHE, Inclusion and Special Educational Needs, collective worship, other curriculum areas and the implementation of the National Curriculum and make recommendations to the full Governing Body. If the committee is unable to reach consensus, the policy should be brought to the Full Governing Body.
5. To interview for staffing vacancies, except for the Headteacher or Deputy Headteacher, and to appoint an interviewing panel, ensuring that at least one member of the interviewing panel has undertaken safer recruitment training.
6. To ensure that correct safeguarding procedures are in place regarding the appointment of staff, staff awareness of safeguarding issues, checking adult volunteers and students on placement, and also regarding the school curriculum.
7. To keep staffing structure under annual review.
8. To ensure that curriculum policies meet the needs of all children within school.
9. To overview moral, spiritual and cultural development within school.
10. To approve school visits of more than a day.
11. To set link governor monitoring arrangements.
12. To make recommendations to the full Governing Body on curriculum matters as and when necessary.
13. To circulate the minutes and report back to the full Governing Body at its next meeting.

The structure of the agenda will ensure the staff governor (if not SLT) does not take part in staffing discussions.

**MEMBERSHIP:**

Six governors:  
Chair of Committee (A Jamieson)  
Headteacher  
Chair of Governors  
Chair of Finance  
M Wilkinson  
A Holland  
S Corbett

**QUORUM:**

Three non-staff members

**PREMISES COMMITTEE**

**TERMS OF REFERENCE**

1. To comply with the Governor Code of Conduct.
2. To monitor the property and grounds by:
  - Preparing a plan of the property and grounds (to provide an accurate means of area identification) – to be updated on a yearly basis.
  - Preparing an inspection statement sheet (to provide a written record of works needing attention seen during annual inspections).
3. To meet every term or more frequently if required.
4. To review the priority aspects of the School Development Plan at each meeting.
5. To draw up and review policies as appropriate, as delegated by the full Governing Body, with the proviso that if the committee is unable to reach consensus, the policy should be brought to the Full Governing Body.
6. To make an inspection of the property and grounds annually – use inspection statement sheet.
7. To monitor all aspects of health and safety relating to the property and grounds.
8. To prepare specifications and decide on tenders (using the criteria set out by the school) for painting, decorating and minor works up to £10,000. Limit for spending on minor works of £2,000 for Headteacher and Senior Management Team.
9. To work within the Fair Funding 1999 arrangement.
10. To plan and monitor any works according to specifications in Westmorland and Furness Council's Contractors' Health and Safety Code of Practice.
11. Spring term – to inform the LA of future capital programme and minor works needs and to prepare an ongoing programme of works to put before the full governing body.
12. To prepare a means of monitoring the fixtures and fittings.
13. To ensure that correct procedures are in place to ensure the safeguarding of children, with particular reference to contractors on site/site security and safety.
14. To circulate the minutes and report back to the full Governing Body at its next meeting.

**MEMBERSHIP:**

Six governors  
Chair of Committee (Mr D Shaw)  
Headteacher  
Chair of Governors  
Mr C Stanger  
Mrs S Metcalfe  
Mrs M Wilkinson

**QUORUM:**

Three members

**FINANCE COMMITTEE**

**TERMS OF REFERENCE**

1. To comply with the Governor Code of Conduct.
2. To receive reports from committees and/or Governors with specific responsibilities on future financial needs.
3. To receive a detailed report from the Business Manager on a termly basis.
4. To monitor the budget. This will be done by the Chair of the Finance Committee meeting regularly with the Business Manager and reporting back to the Finance Committee.
5. To monitor other school funds annually, eg School Fund (unofficial).
6. To approve the draft budget drawn up by the Headteacher in conjunction with the School Business Manager and Deputy Head.
7. To meet every term or more frequently if required.
8. To set financial delegation limits.
9. To make decisions to transfer resources between budget headings after the budget is approved.
10. To agree procedures and charges for letting of school premises and grounds.
11. To approve charges within the Governing Body discretion.
12. To approve cheque signatories.
13. To approve necessary costs which ensure the school's safeguarding procedures can be implemented.
14. To advise the director of Corporate Finance of significant financial decisions considered by the Governing Body.
15. To ensure reconciliation of school financial records and LA account information.
16. To ensure insurances falling within the school budget are arranged.
17. To monitor future projections of admission intake numbers.
18. To circulate minutes and to be prepared to answer questions at the next full Governing Body meeting as required.
19. To carry out duties as delegated by the governing body in the scheme of delegation.

**MEMBERSHIP:**

Six members  
Chair of Finance Committee (D Rathbone)  
Premises Committee Chair  
Staffing Committee Chair  
Curriculum and Standards Committee Chair  
Chair of Governors  
Headteacher

(School Business Manager attends the Committee meeting)

**QUORUM:**

Three members