

Gateshead Council – Education Gateshead

Governor Support

Whickham School – Terms of Reference for committees – 2022/23

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CURRICULUM & STANDARDS COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall be not less than three Trustees.

2. Quorum

The quorum for meetings of the Committee shall be three Trustees, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

- 4.1 To review, monitor and evaluate the curriculum offer.
- 4.2 To monitor school based, local and national performance data and reports, evaluating achievement and progress, and analysing the performance of different groups and subjects including any underachieving groups.
- 4.3 To monitor and evaluate the impact of the priorities identified in the School Improvement Plan which relate to the committee's areas of operation.
- 4.4 To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- 4.5 To monitor the provision for and evaluate the progress and attainment of vulnerable groups e.g. children eligible for FSM, looked after children, young carers, to ensure all their needs have been identified and addressed, and to evaluate the effectiveness of intervention strategies.
- 4.6 To ensure that the requirements of children with special educational needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher and/or SENCO.
- 4.7 To ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.
- 4.8 To monitor and review pupil attendance and exclusions information, and to evaluate strategies to improve these areas.
- 4.9 To ensure that Relationships Education, Relationships and Sex Education (RSE) and Health Education lessons are effective and ensure that the school

can fulfil its legal obligations, and that clear information is provided for parents on the subject content and the right to request that their child is withdrawn.

- 4.10 To advise the Resources committee on the relative funding priorities necessary to deliver the curriculum.
- 4.11 To oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community.
- 4.12 To monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations.
- 4.13 To monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the complaints procedure.
- 4.14 To monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion.
- 4.15 To be satisfied that the school is compliant in following the statutory guidance on the cost of school uniforms, particularly if/when developing and implementing a non-statutory School Uniform Policy.
- 4.16 To ensure all statutory requirements for reporting and publishing information in an accessible way on the school website are met, and to review and monitor the school website to ensure that it is kept up-to-date.
- 4.17 To monitor the provision of the Early Years Foundation Stage, and to ensure that the required policies and procedures for both learning and development and safeguarding and welfare provision for children from birth to five are in place (separate policies for EYFS are not required where procedures are already covered in existing whole school policies).
- 4.18 To monitor the range of the extended school offer and evaluate its impact.
- 4.19 To oversee arrangements for educational visits, including the appointment of a named co-ordinator, and to approve high risk educational visits.
- 4.20 To monitor and review safeguarding incidents and practice within the school, including how the Child Protection Policy adopted by the Trust Board is being implemented, and the impact of any changes in safeguarding personnel.
- 4.21 To review and monitor the school's self-evaluation form.
- 4.22 To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.

- 4.23 To monitor the implementation of, and evaluate the outcomes of, the Behaviour Policy.

5. Policies

Statutory

- 5.1 To ensure a statutory Accessibility Plan is established and adopted and is reviewed and re-adopted every three years.
- 5.2 To ensure a statutory Complaints Policy is established and adopted.
- 5.3 To ensure a statutory Sex & Relationships Education Policy is established and adopted (not required for Nursery schools).

Non-Statutory

- 5.4 To ensure a statutory Behaviour Principles Written Statement is established and adopted.

6. Reporting to the Trust Board

- 6.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Trust Board for inclusion with the agenda of the next meeting of the Trust Board.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Trust Board meeting, any other member of the Committee who was present at the Committee meeting) shall report to the Trust Board on any actions undertaken by the committee, as delegated to the Committee by the Trust Board, including but not limited to the approval of any policies.

RESOURCES (INCLUDING AUDIT & RISK) COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall consist of not less than three Trustees. Employees of the trust should not be on the Committee, and the Chair of Trustees should not be the Chair of the Committee.

2. Quorum

The quorum for meetings of the Committee shall be three Trustees, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

Finance

- 4.1 To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities, and to recommend approval of the annual budget to the Trust Board.
- 4.2 To oversee the preparation of a three-year financial plan, taking into account priorities identified in the School Improvement Plan, the impact of potential changes in the number of pupils on roll, and any central government or local authority initiatives, and to recommend approval of the three-year budget to the Trust Board.
- 4.3 To receive at least three budget monitoring reports each year from the Trust's chief finance officer, monitoring income and expenditure against the annual budget plan.
- 4.4 To ensure any expenditure, or any virements between budget heads, are in accordance with the levels set and in accordance with the Trust's Financial Scheme of Delegation.
- 4.5 To approve Service Level Agreements that exceed the Headteacher's delegated expenditure limit.
- 4.6 To ensure that the Trust have completed the School resource management self-assessment tool and submitted their completed checklist to ESFA by the specified annual deadline.

- 4.7 To monitor the impact of the use of any additional grants, including but not limited to P.E. & Sports Premium, Pupil Premium, Recovery Premium and School-led Tutoring Grant funding.
- 4.8 To review any local authority audit report and to act upon any issues identified or recommendations made in such reports, and to then monitor the implementation of the agreed audit recommendations.
- 4.9 To review value for money and benchmarking information on an annual basis.

Audit & Risk

- 4.10 To receive appropriate reports and information from the Accounting Officer and Chief Financial Officer.
- 4.11 To consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations.
- 4.12 To have access to the external auditor, as well as those carrying out internal scrutiny, review their plans and reports and also consider their quality.
- 4.13 To review the annual report and accounts.
- 4.14 To ensure transactions above £5,000 are disclosed separately within audited accounts.
- 4.15 To ensure transactions for “Special payments – staff severance, of any value” are disclosed in total, and individually.
- 4.16 To ensure ESFA approval has been obtained for transactions where required.
- 4.17 To ensure any gifts are of a reasonable value that is within its scheme of delegation.
- 4.18 To ensure requirements for managing related party transactions are applied across the trust.
- 4.19 To oversee and approve the Trust’s programme of internal scrutiny that must be covered by a scheme of work, and to ensure that risks are being addressed appropriately through internal scrutiny.
- 4.20 To report to the Trust Board on the adequacy of the trust’s internal control framework, including financial and non-financial controls and management of risks.
- 4.21 To agree a programme of work annually to deliver internal scrutiny that provides coverage across the year.

- 4.22 To review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year.
- 4.23 To agree who will perform the work, and to consider reports at each meeting from those carrying out the programme of work.
- 4.24 To consider progress in addressing recommendations.
- 4.25 To ensure information submitted to the DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the Trust, is accurate and in compliance with funding criteria.
- 4.26 To consider an annual summary report from internal scrutiny for each year ended 31 August outlining the areas reviewed, key findings, recommendations and conclusions, to help the committee consider actions and assess year on year progress.
- 4.27 To review the external auditor's plan each year, and to review the external auditor's findings.
- 4.28 To assess the effectiveness and resources of the external auditor to provide a basis for decisions by the Trust's members about the external auditor's reappointment or dismissal or retendering.
- 4.29 To advise the Trust Board to ensure there is an appropriate, reasonable and timely response by the Trust's management team to findings by external auditors, taking opportunities to strengthen systems of financial management and control.
- 4.30 To address the external auditor's conclusions on regularity in their [the external auditor's] review of the accounting officer's statement.
- 4.31 To produce an annual report of the Committee's conclusions to advise the Trust Board and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

Premises, Health & Safety

- 4.32 To provide support and guidance for the Trust Board and the Headteacher on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.
- 4.33 To comply with and support the Headteacher to implement competent health and safety advice.
- 4.34 To receive and review reports in order to ensure the school is compliant with statutory health and safety regulations.
- 4.35 To review the premises elements of the Accessibility Plan.

- 4.36 To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.
- 4.37 To arrange professional surveys and emergency work as necessary (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity).
- 4.38 To ensure that an annual fire risk assessment review is carried out.
- 4.39 To ensure that the Corporate, Education and school's own Health & Safety policy is brought to the attention of the committee.
- 4.40 To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.
- 4.41 To be aware of any significant incidents that have occurred in the school, and support the Headteacher with managing these.
- 4.42 To approve the school's annual Health & Safety performance review and action plan, and ensure that it has been signed by the Chair of Trustees and submitted to the Gateshead LA Health & Safety team.
- 4.43 To ensure they receive regular reports on compliance with the school food standards as well as take-up of school lunches and financial aspects of school food provision.
- 4.44 To check that the school is compliant in following statutory guidance for ensuring a good education for children who cannot attend school because of health needs.
- 4.45 To ensure there is a control framework that manages and oversees assets, and to establish and maintain a fixed asset register.

Staffing

- 4.46 To approve and review the staffing structure (both teaching and non-teaching) for the school, and to ensure that the school is staffed sufficiently to meet the requirements of the School Improvement Plan and the effective operation of the school (taking into account the financial position of the school).
- 4.47 The Trust Board delegates to the Headteacher the appointment of staff, except to the posts of Headteacher and Deputy Headteacher - a selection panel must be appointed by the full Trust Board in accordance with statutory regulations for these vacancies.

- 4.48 To ensure that, where applicable, an appropriately qualified and experienced member of staff undertakes the responsibilities within the school to promote the educational achievement of looked-after and previously looked-after children on the school's roll, and to ensure that the designated teacher undertakes training that is appropriate to carrying out this duty.
- 4.49 To ensure that the school's Single Central Record is up-to-date, and that it is monitored by a Trustee periodically.
- 4.50 In consultation with staff, to oversee any restructure process leading to staff reduction or redundancy.
- 4.51 To consider requests made in line with staffing policies (secondment, flexible working, leave of absence, compressed hours).
- 4.52 To monitor staff attendance and staff absence levels.
- 4.53 To ensure that provision is made for the continuing professional development (CPD) of staff.
- 4.54 To ensure that the school is compliant in following the Statutory Induction Guidance for early career teachers.
- 4.55 To monitor the outcomes of the performance management process for staff, including the Headteacher.

Pay

- 4.56 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- 4.57 To consider and determine recommendations for performance pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.

5. Policies

Statutory

- 5.1 To ensure a Charging & Remissions Policy is established and adopted.
- 5.2 To ensure a Code of Conduct for Staff is established and adopted.
- 5.3 To ensure a Grievance Policy is established and adopted.
- 5.4 To ensure a Health & Safety Policy is established and adopted, and is reviewed and re-adopted every year.
- 5.5 To ensure a Staff Capability Policy is established and adopted.

- 5.6 To ensure a Staff Capability Policy (sickness absence) is established and adopted.
- 5.7 To ensure a Staff Disciplinary Procedure is established and adopted.
- 5.8 To ensure a Statement of Procedures for Allegations of Abuse Against Staff is established and adopted.
- 5.9 To ensure a Teacher Appraisal Policy is established and adopted.
- 5.10 To ensure an Equality Information & Objectives Statement is established and adopted, and is reviewed and re-adopted every four years.

Non-statutory

- 5.11 To ensure a Dinner Money Debt Policy is established and adopted.
- 5.12 To ensure a Gifts and Hospitality Policy is established and adopted.
- 5.13 To ensure a Lettings Policy is established and adopted.
- 5.14 To ensure a Non-teacher Appraisal Policy is established and adopted.

Gateshead Audit

- 5.15 To ensure an ICT Policy is established and adopted and is reviewed and re-adopted every two years.

6. Reporting to the Trust Board

- 6.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Trust Board for inclusion with the agenda of the next meeting of the Trust Board.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Trust Board meeting, any other member of the Committee who was present at the Committee meeting) shall report to the Trust Board on any actions undertaken by the committee, as delegated to the Committee by the Trust Board, including but not limited to the approval of any policies.