

Westfield Arts College Governing Body

Committee Terms of Reference

The GB will determine the membership of its committees, which must comprise at least three nominated governors; associate members may also serve on committees. The committee structure and membership will be reviewed annually. Usually, the GB will ask the committee members to elect their own chair, who may be an associate member. The headteacher is entitled to attend all meetings. The agendas and papers of committee meetings are circulated to all governors prior to meetings. The committee is likely to meet at least once each term and voting will be by consensus or majority, the committee deciding whether or not to grant voting rights to associates. Meetings will usually be clerked by a member of the committee, not the clerk to the governors, and minutes should be produced for consideration by the GB, to whom the committee will report at each full meeting.

Quality of Education Committee – meets once per term

- To advise the governing body on its statutory obligations regarding the National Curriculum.
- To consider all curriculum policy documents and to report to the governing body on whether they have been adopted.
- With the assistance of staff, to provide information on how the curriculum is taught, evaluated and resourced.
- To review the policy and provision for religious education and collective worship.
- To review the policy and provision for relationships and sex education
- To contribute to the curriculum component of the College Improvement Plan and to monitor its implementation.
- To receive reports from the headteacher and other staff on the delivery of the National Curriculum, including testing and assessment arrangements, and to review the published information about school performance.
- To agree the relevant annual progress targets for pupil achievement, and report these to the full governing body.
- To consider the school's information on the progress pupils and groups of pupils are making in their learning across the school and report to the full governing body.
- To consider the work of the Therapies & Outreach Team and the effectiveness of its programme of interventions for pupils at risk of not meeting progress targets
- To consider the anonymised outcomes of the annual lesson observation and teacher performance management programme and report these to the full governing body.
- To monitor the effectiveness of the school's procedures for reporting on pupil progress and welfare to parents and carers.

- To consider the school's effectiveness in gathering and analysing the views of pupils and their parents/carers on the quality of teaching the school provides
- To consider information gathered by senior school leaders during scrutinies of pupils' work.
- To consider the evidence the school has of the evidence of impact in the teaching of English/literacy, including reading, and Maths/numeracy.
- To report to the full governing body at each of its meetings.

Personal Development Committee – meets once per term

- To consider all policy documents relating to personal development and to report to the governing body on whether they have been or should be adopted.
- To ensure that the school meets the requirements of disability discrimination legislation, and to report on measures taken by the school to ensure that all pupils are treated equally.
- To contribute to the personal development, behaviour and well-being components of the College Improvement Plan and to monitor their implementation.
- To receive reports from the headteacher and other staff on the delivery of statutory requirements, including SEND, and to review the published information about personal development, behaviour and welfare issues.
- To receive reports from senior staff on pupil behaviour, including bullying, and trends over time, including behaviour for learning.
- To receive reports from senior staff on pupil attendance and exclusion, including trends over time.
- To receive reports from senior staff on the work of the school to meet the social, emotional and mental health needs of all pupils, including the work of The Cove, the Pupil and Parent Support Team and the Vulnerable Children Group.
- To consider the school's effectiveness in gathering and analysing the views of pupils and their parents/carers on the quality of behaviour and welfare at the school.
- To measure the effectiveness of the school's work to prepare pupils for the next stage of their lives, including education, employment or training.
- To consider the school's evaluation of its work in supporting pupils to be safe and to feel safe (including online) and healthy.
- To evaluate how effectively the school's spiritual, moral, social and cultural curriculum supports pupils to become thoughtful, caring and active citizens in school and in wider society.
- To report to the full governing body at each of its meetings.

Finance and Premises Committee - meets once per term

- Provide guidance to the GB on all financial matters
- Prepare and review statements of financial policy, short and long term
- Review the Finance Manual and make recommendations to the full Governing Body regarding any amendments necessary
- Prepare a lettings and charges policy for approval by the GB body, and oversee the implementation of the policy
- Prepare, for the approval by the GB, a draft budget for LA delegated funds, Standards Fund monies and any other income or carry-forward sums
- Ensure Best Value principles apply to services purchased with delegated monies
- Monitor the budget using information provided by the headteacher and finance & Business Manager, ensuring that spending remains within prescribed limits
- Report the financial situation each term and make recommendations
- Propose an appropriate level of delegation to the headteacher for the day-to-day financial management of the school as detailed in the schools Finance Manual and ensure this is minuted by the GB
- Monitor income and expenditure of all public funds
- Audit all non-public funds for presentation to the GB
- Respond appropriately to audit report recommendations
- Consider all matters relating to the buildings and grounds, including security and health and safety matters and report to full governing body
- Oversee the preparation and implementation of contracts, including for cleaning and grounds maintenance, and ensure Best Value principles apply
- Liaise as required with the LA
- Ensure the school complies with health and safety regulations
- On behalf of the GB, prepare, implement and evaluate a Health & Safety policy in line with legislation and the recommendations of the LA
- Consider and make arrangements on risk management issues
- Receive copies of all inspection reports in respect of buildings and equipment, including Health & Safety Audit, Fire Audit, inspections reports on PE equipment, D & T equipment, kiln, climbing wall etc.
- Ensure that recommendations for action following inspections and audits are satisfactorily carried out
- To work with Senior Leaders at strategic level on developments of buildings and facilities

Pay Committee – meets annually

Powers	<i>To review the salaries of teachers as prescribed by the pay policy and notify them of the basis on which their place on the pay spine has been determined. To work with appointed governors to determine the pay of the headteacher and deputy head. To undertake salary reviews and to make recommendations to the GB</i>
Status	<i>Non-statutory, but strongly recommended</i>
Membership	<i>At least three governors: employees of the school apart from the headteacher may not be members</i>
Chair	<i>Appointed by GB or committee</i>
Clerk	<i>Recommended that the clerk to the governing body clerks the meetings</i>
Meetings	<i>Once a year, usually in the autumn term. Other special meetings if required</i>
Quorum	<i>Three governors</i>
Voting	<i>Consensus or majority</i>
Minutes	<i>Confidential to members of the committee.</i>

Staff Dismissal Committee – meets as required

Powers	<i>In accordance with Children's Services Authority procedures, to consider and make initial decisions about staff capability, staff discipline and staff dismissal</i>
Status	<i>Statutory</i>
Membership	<i>At least three governors, excluding governors with an interest requiring them to withdraw</i>
Chair	<i>Appointed by GB or committee</i>
Clerk	<i>The clerk to the governing body will clerk the meetings</i>
Meetings	<i>As required. The CSA to be informed of meetings. Confidential.</i>
Quorum	<i>Three governors</i>
Voting	<i>Consensus or majority</i>
Minutes	<i>Confidential to members of the committee. To be distributed within one week</i>

Staff Dismissal Appeals Committee - meets as required

Powers	<i>To consider decisions made by the Staff Dismissal Committee</i>
Status	<i>Statutory</i>
Membership	<i>At least three governors, excluding governors with an interest requiring them to withdraw and governors on the Staff Dismissal Committee</i>
Chair	<i>Appointed by GB or committee</i>
Clerk	<i>The clerk to the governing body will clerk the meetings</i>
Meetings	<i>As required. The CSA to be informed of meetings. Confidential.</i>
Quorum	<i>Three governors</i>

Voting	<i>Consensus or majority</i>
Minutes	<i>Confidential to members of the committee. To be distributed within one week</i>

Pupil Discipline Committee - Meets as required

Powers	<i>To hear appeals from pupils and their parents or carers on permanent and temporary exclusions. (The committee may also meet if there is concern about the number of temporary exclusions a pupil has received, or if an excluded pupil is likely to miss public examinations)</i>
Status	<i>Statutory</i>
Membership	<i>At least three governors with no previous knowledge of and not known personally to the pupil or the parents/carers. The headteacher may not be involved.</i>
Chair	<i>Appointed by GB or committee</i>
Clerk	<i>The clerk to the governing body will clerk the meetings</i>
Meetings	<i>As required. Confidential.</i>
Quorum	<i>Three governors</i>
Voting	<i>Consensus or majority</i>
Minutes	<i>Confidential to members of the committee. To be distributed within one week</i>

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