

TERMS OF REFERENCE FOR ALL GOVERNING BODY COMMITTEES AND GOVERNOR RESPONSIBILITIES

HART HILL NURSERY SCHOOL

GENERAL COMMITTEE TERMS OF REFERENCE 2021/2022

The General Committee Terms of Reference will be reviewed and agreed annually at the Autumn Term Governors meeting

Membership of all Committees

- a) The Governing Body is made up of three Parent Governors, six co-opted Governors, one Local Authority Governor, two staff Governors.
- b) The Headteacher will be entitled to attend each meeting of the Committee.
- c) The Committee may co-opt non-voting members as deemed necessary for the functioning of the school. All co-opted non-voting members shall be approved by the full governing body.
- d) The Committee will elect its own chair for the term of office.
- e) The Committee will appoint its own minute secretary.
- f) The rules about pecuniary interest are applicable to all governors.

Quorum

The quorum for any meeting and vote must be one half (rounded up to a whole number) of the complete membership of the committee or full governing body, excluding vacancies; the Committee shall not meet without the head or their nominated representative being present.

Meetings

The Full Committee will meet once per term and otherwise as required (beginning and end of the academic year). Committee meetings must be carried out according to rules which apply to governing body meetings (eg. 7 days written notice of a meeting and its agenda). In order to be quorate a minimum number of 4 governors, plus the Headteacher, must be in attendance for all Full Governing Body Committee meetings. Included in this, the number of staff governors must not outweigh the other representatives.

Minutes of meetings together with any background papers will be circulated to all members of the Governing Body via Governorhub within 7 days of the meeting. Hard copies of all papers will be made available at the meeting if prior notice is given. The standing agenda items will include reports or updates from Governor Representatives

Sub-Committees

There is one sub-committee at Hart Hill Nursery School, the Finance, Personnel and Premises Committee, who will meet once a term, plus any additional requirements, particularly if needed following a draft budget. This committee is now represented by the full governing body and therefore follows the rules above to be quorate.

FINANCE, PERSONNEL AND PREMISES TERMS OF REFERENCE

- a) To provide guidance and assistance to the Headteacher and the governing body in all matters relating to budgeting and finance.
- b) To prepare the school's budget plan and review financial statements, including consideration of long term planning and resourcing.
- c) To consider each year the School's Development Plan priorities and to present an annual budget plan to the governing body for approval.
- d) To monitor all income and expenditure and to report on the financial situation to the governing body each term.
- e) To recommend to the Governing Body the level of delegation to the Headteacher for the day to day financial management of the school.
(note: it is likely that this will be up to 50% of the total supplies and services budget in any one term. In addition an upper limit for any single item is set at £10,000.00).
- f) To vire funds as and when necessary and to report virement to the Governing Body at the next meeting. (note: it is likely that this will not exceed 3% of the total budget in any financial year without prior reference to the Governing Body)
- g) To monitor expenditure and discuss any variation with those responsible for the appropriate budget(s).
- h) To ensure the audit of all funds relating to the school for presentation to the Governing Body.
- i) To receive and where appropriate respond to periodic audit reports of public funds.
- j) To monitor and report on how resources have been allocated for Special Educational Needs.
- k) To monitor and to recommend to the Governing Body subsequent pay awards for staff linked to appraisals.
- l) To support the Headteacher with regards to building works, tenders, Action Plan and any other aspects of the school premises, including all areas of Health and Safety.

The remaining areas will be monitored by Governor Representatives

Chair of Governors

- To take a lead in inducting new governors to the governing body and supporting the school with the new roles and responsibilities
- To support the Headteacher and Senior Leadership Team through regular meetings to touch base with regards to day to day events
- Work in collaboration with the clerk to governors and the Headteacher with regards to Governor recruitment and training needs
- To monitor and support the school with recruitment of new staff, reviewing job descriptions and staffing structure where needed
- To work in collaboration with the Assessment Co-ordinator, reviewing assessment data of groups and consider strategies for further improvement
- To review the SEF and SDP and monitor the school's progress on these documents
- To distribute and collate parent and staff questionnaires and report the findings to the Governing Body
- To be an active voice within the community and the local authority, with regards to the current financial uncertainties

Chair of Finance, Personnel and Premises

- To support the school bursar with regular meetings to carry out budget monitoring
- To support the school through the Financial Audit and be available for feedback following this
- To monitor and challenge the school staffing structure, particularly when the draft budget is due for review
- To organise and ensure that the representative of the Finance, personnel and premises committee complete the Financial Skills Matrix in line with the SFVS in the Spring Term
- To work in collaboration with the school bursar to review the schools financial manual
- To be an active voice within the community and the local authority, with regards to the current financial uncertainties
- Undertake training linked to skills of a chair of finance through the Local Authority

Governor Safeguarding Representative Terms of Reference

- To support the school in ensuring all safeguarding procedures are followed correctly.
- To conduct an annual audit of provision relating to safeguarding in co-ordination with the DSL
- To support the Ofsted framework relating to Safeguarding, including termly audits of the school's Single Central Record in co-ordination with the HR Manager.
- Undertake Safer Recruitment, so that the school is supported with its recruitment
- Willing to undertake online training linked to the current safeguarding needs in the school (Currently Domestic Violence and breakdowns in Family relationships)
- To review the SEF and SDP and monitor the school's progress on these documents

Governor SEND Representative Terms of Reference

- To monitor the needs of children in the school who are on the SEND register and how the provision develops to meet these needs.
- To evaluate a sample of SEND files to ensure that the school is meeting the needs of all children and support the SENDCo with improvements in the provision
- To listen to the voice of the parents with regards to the provision and support for them as families
- To monitor the use of DAF funding to support individual needs
- To review the progress the children have made, due to the extra support and interventions that are taking place and report to the governing body
- To work in collaboration with the SENDCo to evaluate the transition in and out of the school for children with significant needs
- To review the SEF and SDP and monitor the school's progress on these documents

Governor Health and Safety Representative Terms of Reference

- To monitor accident statistics and make the relevant recommendations to the Governing Body.
- To monitor all risk assessments and ensure they are reviewed at least bi-annually
- To monitor and report on Water Safety, Fire Safety, Electrical Safety, COSHH and Site security.
- To regularly review the annual audit, as recommended in the Local Authority Health and Safety Policy, in co-ordination with the site agent.
- To review the SEF and SDP and monitor the school's progress on these documents

Early Years Pupil Premium

- To monitor the needs of the children in the school who are in receipt of Early Years Pupil Premium
- To evaluate sample files, speak to staff and families (where appropriate) to ensure that the school is meeting the needs of the children and that is linked to the budget and spending
- To review the progress the children have made, due to the extra support and interventions that are taking place and report to the governing body
- To review the SEF and SDP and monitor the school's progress on these documents

Community Partnerships

- To support the school in making wider community partnerships so that all children have a wider experience available
- To evaluate current provision for community partnerships and monitor its progress
- To review the SEF and SDP and monitor the school's progress on these documents

Parental Partnerships

- To support the school in making wider parental partnerships so that families are aware of the provision in school and how to support their children at home
- To evaluate current provision for parental partnerships and monitor its progress as it develops
- To review the SEF and SDP and monitor the school's progress on these documents

Personnel

- To support HR Manager through regular meetings to discuss staffing
- To monitor the staff sickness and absence levels and work in collaboration with the Deputy Headteacher to support staff with this
- To support the Ofsted framework relating to Safeguarding, including termly audits of the school's Single Central Record in co-ordination with the HR Manager.
- To monitor the staff training record and ensure this is up to date
- To review the SEF and SDP and monitor the school's progress on these documents

Governor Curriculum Representative Terms of Reference

This year the school has chosen to focus on Managing Feelings and Behaviour and The World, so the curriculum representative will have foci in these areas.

- To visit the school and liaise with the school's relevant curriculum co-ordinator at least annually
- To promote and support the curriculum development within the financial limitations set by the school
- To work in collaboration with the Assessment Co-ordinator, reviewing assessment data of groups and consider strategies for further improvement
- To review the progress the children have made, due to new interventions that are taking place and report to the governing body
- To review the SEF and SDP and monitor the school's progress on these documents

Signed by Chair of Governor, on behalf of the governing body.

_____ Print Name

_____ Signature

_____ Date