

**WHYBRIDGE JUNIOR SCHOOL**  
**GOVERNING BODY COMMITTEES**  
**Terms of Reference – Autumn 2016**

**Curriculum & Standards**

Membership	4
Quorum	3
Frequency of Meetings	Once per term
Chair of Committee	J Yilmaz
Clerk	A weatherley

**Key Tasks & Decisions**

1. Agreement of Key Stage Targets by 31 December each year
2. Agreement of attendance targets
3. To monitor progress against the stated Key Stage & Attendance Targets
4. To monitor standards pertaining to teachers performance (PRP)
5. Annual revision and agreement of school brochure (non-statutory)
6. To receive and consider the Annual Safeguarding Report to Governors (Spring Term)
7. Receive information collated via pupil or parent surveys
8. To receive information relating to particular groups of pupils (e.g. Data, progress, plans. No specific details about the individual pupils)
  - Pupil Premium/Ever 6
  - Sports Premium
  - Pupils with Education and Healthcare Plans
  - Looked After Children(LAC)
  - Pupils with English as an additional Language (EAL)
  - Pupils from Ethnic Minority background
  - Pupils of Traveller CommunityThis information will be presented by the Link SEN (Inclusions) Governor
9. To consider the development of Out of school hours learning
10. To consider the development of Extended services
11. To contribute to relevant sections of the SEF
12. To authorise any residential school journeys
13. To receive information and review statutory requirements pertaining to the school website

**Policies**

1. Curriculum Policy
2. Pupil Discipline (including anti-bullying policy)
3. Child Protection Policy
4. Sex & Relationships Education Policy
5. Race Equality Policy
6. Home School Agreement
7. Special Educational Needs Policy

Terms of reference agreed;

Reviewed **SPRING 2016**  
Next Review **SUMMER 2017**

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**Finance & Personnel**

Membership	5 (+1 Associate Mrs D Bodle PA/Finance)
Quorum	3 (inc. 2 non staff, 1 of which is CoGB or VCoGB)
Frequency of Meetings	Once per term
Chair of Committee	A Weatherley
Clerk	E Lacey

**Key Decisions & Actions**

1. Agreement of the school budget
2. To undertake the annual review of the staffing structure(s)
3. Three named governors to undertake the annual Performance Management of the Headteacher during the autumn term
4. Governors to undertake appropriate training in relation to safer recruitment
5. To monitor the pupil numbers and the impact on the budget & staffing requirements
6. To form a Staff Dismissal Appeal Committee, if required
7. To consider the development of Out of school hours learning
8. To consider the development of Extended services
9. To contribute to relevant sections of the SEF
10. To contribute to relevant sections of SFVS self-review
11. To receive and consider outcomes of financial audits/health checks
12. To participate in recruitment of staff, where appropriate
13. To implement the necessary procedures in relation to staffing issues such as staff conduct, disciplinary letters and redundancy situations
13. To determine and review financial policy statements including lettings, expenses for governors and compliance with the financial management standard
14. To agree the level of delegation to the headteacher for the day to day management of the school
15. To receive the audited school fund accounts
16. To undertake any formal consultation on staff matters

**Policies**

1. Charging & Remissions Policy
2. Governors' Allowances (Schemes for Paying)
3. Performance Management Policy
4. Staff Discipline, Conduct & Grievance Policy
5. School Pay Policy

Terms of reference agreed;

Reviewed **SPRING 2016**  
Next Review **SUMMER 2017**

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**Asset Management**

Membership	4
Quorum	3
Frequency of Meetings	Once per term
Chair of Committee	K Turner
Clerk	C Hobson

**Key Decisions & Actions**

1. Termly site inspections
2. Review site security at least amending and recommendations to Governing Body if applicable
3. Monitoring the contracts/service for cleaning and grounds maintenance and any other site related contracts
4. To consider the development of Out of School Hours Learning
5. To consider the development of Extended Services
6. To contribute to relevant sections of the SEF
7. To receive and consider information from H&S Audit/Health Check
8. To receive and consider information from Accident Reports
9. To receive and consider information from updated and reviewed Risk Assessments/Hazard Register
10. Advise Governing Bodies on renewal/commencement of contracts services
11. Ensure regular testing is carried out e.g. electrical/water/etc
12. Ensure school complies with Health & Safety regulations
13. Prepare a priority list relating to maintenance, redecoration and adaptations and ensure finance and personnel committee is aware of financial implications

**Policies**

1. Accessibility Plan
2. Health & Safety Policy (Risk Assessments)
3. Asset Management Plan

Terms of reference agreed;

Reviewed **SPRING 2016**  
Next Review **SUMMER 2017**