

## **HOLMESDALE COMMUNITY INFANT SCHOOL** **SCHOOL COMMITTEE TERMS OF REFERENCE 2023/2024**

Holmesdale Community Infant School ("HCIS") is a member school of the Greensand Multi-Academy Trust ("the Trust"). These Terms of Reference should be read in conjunction with the Trust's current Articles of Association, the Scheme of Delegation & the Financial Scheme of Delegation.

The School Committee has three core governance functions:

<b>1. Ensuring clarity of vision, ethos &amp; strategic direction.</b>	<b>2. Holding the Headteacher to account for educational performance of the school &amp; its pupils, &amp; the performance management of staff.</b>	<b>3. Ensuring the voices of stakeholders are heard</b>
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The School Committee needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions as defined by the Trust's Scheme of Delegation. It should set suitable aims and objectives and review, agree and monitor those aims and objectives. It should also review, agree and monitor policies, targets and priorities specific to HCIS.

### **School Committee Membership Total:**

• 2 Parent Governors	• 8 Co-opted Governors
• 1 Headteacher	• 1 Staff Governor

**The Trust's recommendation is for School Committees to have 9 - 11 Governors.**

Each School Committee will comprise of local governors who are not members of the Trust Board and must have at least 2 elected (or appointed) parent governors and, ideally, 1 elected (or appointed) staff governor.

The length of service of all Governors shall be four years. Subject to remaining eligible to serve as a Governors, any Governor may be re-appointed or re-elected at the end of their term.

### **Compulsory roles for School Committees:**

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|---|------------------------------------|
| ➤ Chair of Committee                          | ➤ Vice Chair of Committee          |
| ➤ Headteacher (ex officio)                    | ➤ Designated Safeguarding Governor |
| ➤ Designated Governor for Assessment & Impact | ➤ Designated SEND Governor         |
| ➤ Designated Governor for Health & Safety     | ➤ Designated Finance Governor(s)   |

In addition there must be a nominated Governor for Looked After Children.

Schools in the Trust can create additional Designated Governor/Link roles if they wish to. Each of the Designated Governor roles should be held by a different Governor and, ideally, the Chair should not take on one of these roles.

The HCIS School Committee meets six times per academic year. Extraordinary meetings may be convened by the School Committee if necessary.

All School Committee meetings are open (Part 1 only).

Quorum: half (rounded up if an odd number) of the Governors in post must be in attendance at a meeting for it to be quorate and to enable formal decisions to be made. In the event of a tied vote, the Chair or Vice Chair will have a second or casting vote.

There will be some fixed agenda items for all SC meetings (which are set out in a Trust-wide standardised agenda & annual planner), but schools & School Committees will have discretion to add school specific items to their own agendas.

Link Trustee(s) for each School Committee will be in attendance at School Committee meetings a minimum of once per year.

School Committee meetings are required to be professionally clerked.

**HCIS School Committee's main responsibilities include, but are not limited to:**

- Holding six School Committee meetings each academic year;
- Exercising the three core governance functions;
- Setting the school's vision, values, aims & objectives, ensuring that they are aligned with those of the Trust;
- Providing relevant challenge, feedback and support to the Headteacher and School Leaders;
- Providing constructive challenge & feedback to the Trust Board;

**Quality of Education**

- Reviewing, monitoring & evaluating the school's curriculum offer and ensuring that it is inclusive (in accordance with the school's statutory obligations);
- Ensuring that all learners receive the full statutory curriculum;
- Monitoring & evaluating rates of progress and standards of achievement by pupils, including under-achieving groups, using school-based, local and national performance data relating to the school;
- Approving the academic performance targets for the school and annually reviewing the school's performance and examination results;
- Reviewing and scrutinising targets for pupils' progress and attainment, ensuring they are appropriate and that action is planned and taken in order for pupils and the school to meet agreed targets;
- Monitoring & evaluating the impact of quality of teaching on rates of pupil progress and standards of achievement;
- Monitoring & evaluating provision for all groups of vulnerable children (e.g. Looked After Children, English as an Additional Language (EAL) & Pupil Premium) and ensuring all of their needs have been identified and addressed, and evaluating their progress and achievement;



- Ensuring that the requirements of children with special needs are met, as laid out in the Code of Practice, monitoring provision and receiving termly reports from the Headteacher/SENCO and from the Designated SEND Governor;
- Monitoring pupil premium strategy and pupil premium review of spending and sport premium (if applicable) annually and ensuring that these are published on the school website;
- Ensuring compliance with the requirements of the Equalities Act 2010, with reference to particular characteristics, in relation to the curriculum, teaching & learning, assessment, achievement & progress, and monitoring implementation of the scheme, including assessing its impact on staff, learners and parents/carers;
- Reviewing the policy and provision for RE, collective worship & spiritual development, including providing information to parents, and making recommendations as necessary;
- Reviewing the policy and provision for relationship, health and sex education, including providing information to parents and making recommendations where necessary;
- Reviewing Headteacher reports;
- Undertaking regular school visits (at least one visit per academic year), providing feedback to the school and to the School Committee and agreeing action points where appropriate;
- Ensuring that a schedule of Governor visits is maintained and updated on a termly basis by the Clerk;

#### **Behaviour & Attitudes**

- Reviewing and monitoring the level of exclusions and attendance;
- Reviewing and monitoring behaviour management data & policies;
- Monitoring the celebration of pupil achievements;

#### **Personal Development of Children**

- Ensuring that all children have equal opportunities;
- Following undertaking of appropriate risk assessments, approving educational visits and thereafter monitoring arrangements, including the appointment of a named co-ordinator;

#### **Leadership & Management**

- Annually approving priorities and targets for improvement, and monitoring & evaluating the impact of the School Development Plan (SDP) & Self Evaluation Framework;
- Ensuring that the school is staffed sufficiently for the fulfilment of the school's SDP and the effective operation of the school;
- Monitoring & evaluating the effectiveness of leadership and management;
- Considering recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisors), agreeing actions as a result of reviews and regularly evaluating the implementation of the plan;
- Monitoring the management of data protection at the school, including Freedom of Information & Subject Access Requests;

### **Safeguarding & SMSC**

- Making certain safeguarding procedures and policies are in place and efficiently managed, in conjunction with the Designated Safeguarding Lead(s), and ensuring that the school adopts recommended good practice across all areas of its work with respect to safeguarding;
- Regularly monitoring safeguarding, including reviewing the school's statutory annual safeguarding report;
- Receiving feedback from the Designated Safeguarding Governor following Trust collaboration meetings;
- Undertaking the Trust's recommended review process for safer recruitment & ensuring that the procedures are in place and complied with, including the school's Single Central Record;
- Monitoring the school's provision of SMSC (spiritual, moral, social & cultural development);

### **Finance**

- Receiving feedback from the Designated Finance Governor following termly finance meetings with the Executive Team;

### **Reviewing & Monitoring**

- Engaging with parents/carers, pupils, staff and other stakeholders;
- Monitoring the school's publicity, public presentation & relationships with the wider community;
- Ensuring that any action taken or decision made pursuant to the powers or functions delegated to the School Committee through the Scheme of Delegation are reported to the Trustees on a termly basis (Article 106 of the Trust's Articles of Association);
- Ensuring that all current relevant statutory policies and procedures, and all Trust-wide policies and procedures are implemented by the school;
- Reviewing the school's risk register & regularly monitoring the school's key risks;
- Reviewing, approving and monitoring of school level policies and ensuring they reflect the school's ethos and values;
- Monitoring complaints received by the school from parents/carers and ensuring these are reported to the Trust Board on a termly basis;
- Ensuring that the Designated Health & Safety Governor attends Health & Safety inspections of the school premises and grounds with the SBM and the Finance & Operations Director, and that a report is received by the School Committee identifying any issues;
- Monitoring accidents/incidents involving pupils, staff, Governors or visitors and monitoring the implementation of the school's health and safety arrangements;
- Regularly receiving and reviewing information on the mental health and emotional wellbeing of pupils and staff and supporting the school in any actions / steps deemed necessary to address any issues;
- Being informed about &, where appropriate, consulted on capital projects, estates management, school lettings, planned building and maintenance works at the school;



- Being informed of outcomes of internal scrutiny &, where appropriate, monitoring implementation of recommended actions for individual school;

### **Performance Management & Staffing**

- Participating in leadership team interviews;
- Reviewing the school's staffing structure for efficiency, effectiveness & affordability;
- Monitoring & evaluating the impact of continuing professional development on improving staff performance;
- Monitoring approved Trust-wide procedures for staff discipline and grievance and ensuring that staff are kept informed of these;
- Monitoring information/data relating to staffing, including recruitment & retention, wellbeing, attendance, workload, grievances & staff discipline;

### **Governance & Training**


- Recommending and proposing the appointment or removal of the Chair of Governors for approval by the Trust's Board of Trustees;
- Electing and appointing or removing the Vice Chair;
- Appointing or removing the Clerk to the School Committee and liaising with the Trust's Central Team when recruiting a new clerk;
- Recruiting and appointing new governors where appropriate in collaboration with the Trust's Central Team;
- Overseeing the election process for parent and staff governors and, if the number of parents standing for election is less than the number of vacancies, appointing them (Article 54 of the Trust's Articles of Association);
- Ensuring an induction programme is implemented for new governors in conjunction with the Clerk to Governors and that appropriate checks, including DBS checks, have been carried out;
- Annually appointing Governors to the Designated Governor roles and any link roles;
- Recommending the removal or suspension of a Governor to the Trust Board with reference to the Trust's Governors' Code of Conduct;
- Ensuring that agendas reflect the Trust's annual planner and that meeting minutes clearly evidence discussion, challenge and exercise of the three core governance functions;
- Ensuring Governors are attending appropriate training throughout the year, including Greensand governance training events, and that an up-to-date training record is maintained by the Clerk for all Governors;
- Ensuring any Chair's actions are notified to the School Committee at the next meeting & to the Trust Board in the next termly report;
- Ensuring that the required information of all those involved in school governance has been collected, entered and, where necessary, updated on GIAS and filed centrally with the Trust;
- Ensuring that the governance information required to be published on the school's website and filed centrally with the Trust is maintained and updated on a termly basis;

- Ensuring that a termly report setting out the key work & decisions of the School Committee is prepared for & submitted to the Trust Board each term;
- Maintaining and updating annually a Register of Interests;
- Ensuring that emergency contact information for the School is provided to Surrey County Council annually immediately following the first School Committee meeting;
- Setting dates for meetings in the academic year ahead and in accordance with the Trust's School Improvement Strategy;
- Undertaking regular self-evaluation & review of the effectiveness of the School Committee with regard to these Terms of Reference and by linking the work of the School Committee to key priorities in the SDP.

**Reviewed and adopted on: 26<sup>th</sup> September 2023**

Date of next review: July 2024

**Signed:**

  
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**Chair of Governors**