



Blanche Nevile School

Terms of Reference Teaching and Learning Committee 2017 – 2018

Date written: September 2017

Approved by: Full Governing Body

Review date: September 2018

- 1. Membership:** The committee shall be composed of at least three currently appointed governors, plus the Headteacher (who is a governor and counts as such in terms of being quorate).

In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.
- 2. Quorum:** Three governors.

In line with the *Blanche Nevile Policy on Governor Virtual Meeting Attendance*, a governor may attend a meeting by either telephone or video link, but the chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made.
- 3. Chair:** To be appointed by the Full Governing Body at its first meeting in the autumn term and to continue in office until the first meeting of the FGB in the following autumn term. The chair will not be a member of staff.
- 4. Clerk:** A named individual, who can, but need not be, a governor (including the Committee Chair) but not the Headteacher, will be appointed by the Governing Body or the Committee at whichever relevant first meeting in the Autumn Term.
- 5. Voting and Confidentiality:** All governors have voting rights. Associate members shall have limited voting rights; no Associate Member may vote on any decision concerning the budget or financial commitments of the governing body and may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil.
- 6. Meetings:** A minimum of one per term. Ad hoc meetings may be called by the Chair at



any time by giving not less than 7 calendar days' notice to all other Committee members.

7. Remit:

To provide guidance, assistance, challenge to, and oversight of the Headteacher and Senior Leadership Team, on behalf of the Governing Body, in all matters relating to teaching and learning at the school (including, but not limited to: pupil outcomes, teaching quality, assessment and qualifications, the curriculum, pupil transition and destinations).

- I. To contribute towards, and monitor the School Development Plan in respect of the above issues;
- II. Along with the Resources Committee, to make enquiries of and receive reports from the Headteacher and Senior Leadership Team concerning the use of the Pupil Premium received by the school;
- III. To approve statutory targets and monitor progress.
- IV. To consider school improvement planning, the school self-evaluation systems and school development plan (including any post-Ofsted action plans)
- V. To work with the leadership team to ensure the curriculum delivered is balanced and meets the needs of all pupils, and to monitor personal learning plans.
- VI. To promote governor monitoring visits and consider their findings and implications for the school
- VII. To promote governor Link Roles, where non-teaching governors take responsibility for specific subject or thematic areas, consider their findings and implications for the school
- VIII. To be involved should any complaint/comments be made relating to the curriculum (to be a standing item on each Curriculum meeting agenda).
- IX. To encourage and monitor extra-curricular activities.
- X. To consider and approve relevant school policies.
- XI. To receive related reports from the head, staff, the LA and other bodies.
- XII. To deliver any functions delegated to the committee under the Blanche Nevile Scheme of Delegation, not listed above.

8. Reporting Back:

Minutes will be sent to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the Committee and recommendations to the Governing Body where the required power has not been delegated to the Committee.



Approved by the Full Governing Body on 4 October 2017 and adopted by the committee.

Signed _____ Chair of Committee

Date _____



Blanche Nevile School

Terms of Reference Resources Committee 2017 – 2018

Date written: September 2017

Approved by: Full Governing Body

Review date: September 2018

- 1. Membership:** The committee shall be composed of at least three currently appointed governors, plus the Headteacher (who is a governor and counts as such in terms of being quorate).

In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.
- 2. Quorum:** Three governors.

In line with the *Blanche Nevile Policy on Governor Virtual Meeting Attendance*, a governor may attend a meeting by either telephone or video link, but the chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made.
- 3. Chair:** To be appointed by the Governing Body at its first meeting in the Autumn Term, to continue in office until the first meeting of the Governing Body in the following Autumn Term.
- 4. Clerk:** A named individual, who can, but need not be, a governor (including the Committee Chair) but not the Headteacher, will be appointed by the Governing Body or the Committee at whichever relevant first meeting in the Autumn Term.
- 5. Voting and Confidentiality:** All governors have voting rights. Associate members shall have limited voting rights; no Associate Member may vote on any decision concerning the budget or financial commitments of the governing body and may be



excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil.

6. Meetings:

A minimum of one per term. Ad hoc meetings may be called by the Chair at any time by giving not less than 7 calendar days' notice to all other Committee members.

7. Remit:

To provide guidance, assistance, challenge to, and oversight of the Headteacher and Senior Leadership Team, on behalf of the Governing Body, in all matters relating to the finances of the school and the material and human resources controlled by the school (including, but not limited to budgeting, finance, health and safety and the site and buildings).

- I. To contribute towards, and monitor the School Development Plan in respect of the above issues;
- II. To recommend the first budget plan of the financial year;
- III. To monitor the budget throughout the year;
- IV. To receive a report each quarter on the income and expenditure of all public funds controlled by the school and to provide a summary each term to the Governing Body;
- V. Along with the Teaching & Learning Committee, to make enquiries of and receive reports from the Headteacher and Senior Leadership Team concerning the use of the Pupil Premium received by the school;
- VI. To receive a report from any relevant body engaged in fundraising for the benefit of the school or its students and provide a summary each term to the Governing Body;
- VII. to prepare and review financial policy statements, including consideration of long term planning and resourcing, and also capital expenditure
- VIII. To carry out responsibilities delegated by the Governing Body in accordance with the financial scheme of delegation including reviewing the scheme;
- IX. To monitor the effectiveness of the school's financial procedures including compliance with the Schools Financial Value Statement (SFVS);
- X. To ensure the audit of non-public funds (e.g. the proceeds of fundraising) and report appropriately to the Governing Body;
- XI. To enter into contracts above £5,000 (other than a staffing contract) and below £25,000 per annum (above recommend to Governing Body; below by Headteacher);
- XII. To agree virements between budget headings during the financial year above £5,000 and below £25,000 (above recommend to



- Governing Body; below by Headteacher);
- XIII. To agree with the Headteacher a staffing structure for the school which meets the aims of the School's Development Plan;
 - XIV. To receive and consider reports (e.g. audit reports) and consultation papers from the LA and other bodies concerning finance issues on behalf of the Governing Body;
 - XV. To deliver any functions delegated to the committee under the Blanche Nevile Scheme of Delegation, not listed above.

Health and Safety

- XVI. Review the Health and Safety Policy annually;
- XVII. Receive an annual Health and Safety report from the Headteacher;
- XVIII. Monitor health and safety issues on an on-going basis, including staff wellbeing;
- XIX. Action Governors' statutory and other responsibilities for Health and Safety

Physical Resources

- XX. To be responsible for the site and buildings
- XXI. To consider the Asset Management Plan and agree how it should be dealt with
- XXII. To receive and consider reports on the ICT systems
- XXIII. All the above to include prioritisation and approval of capital expenditure

8. Reporting Back:

Minutes will be sent to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the Committee and recommendations to the Governing Body where the required power has not been delegated to the Committee.

Approved by the Full Governing Body on 4 October 2017 and adopted by the committee.

Signed _____

Chair of Committee

Date _____



Blanche Nevile School
Terms of Reference
Pay Committee 2017 – 2018

Date written: September 2017

Approved by: Full Governing Body

Review date: September 2018

- 1. Membership:** The Pay Committee shall be composed of at least three currently appointed governors.

Any paid employees of the school who are also governors are unable to be members of the Pay Committee.

The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.

Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal; and a majority of members will not have been involved in the group determining the performance management and pay of the headteacher.
- 2. Quorum:** Three governors.

In line with the *Blanche Nevile Policy on Governor Virtual Meeting Attendance*, a governor may attend a meeting by either telephone or video link, but the chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made.
- 3. Chair:** To be appointed by the Governing Body at its first meeting in the Autumn Term, to continue in office until the first meeting of the Governing Body in the following Autumn Term.
- 4. Clerk:** A named individual, independent of the governance, management and administration of the school, appointed by the Governing Body or the



Committee at whichever relevant first meeting in the Autumn Term.

5. Voting and Confidentiality:

All governors have voting rights.

6. Meetings:

Ad hoc as called by the Chair at any time, giving not less than 7 calendar days' notice to all other Committee members.

7. Remit:

The Pay Committee will:

- I. Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher
- II. Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee
- III. Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Committee responsible for staffing matters who in turn will make recommendations for any changes to the full governing body, where appropriate
- IV. Receive a summary report from the Headteacher on support staff pay determinations
- V. Nominate one of its members to undertake the annual audit of performance management
- VI. Contribute towards, and monitor the School Development Plan in respect of the above issues;
- VII. To consider and approve relevant school policies.
- VIII. To receive related reports from the head, staff, the LA and other bodies.
- IX. To deliver any functions delegated to the committee under the Blanche Nevile Scheme of Delegation, not listed above.

8. Reporting Back:

Minutes will be sent to the next ordinary meeting of the Governing Body (Part 2). This will include decisions made under delegated powers by the Committee and recommendations to the Governing Body where the required power has not been delegated to the Committee.

The minutes of the Pay Committee are confidential and will not normally be circulated beyond the full governing body. In the event of an individual pay appeal, the governing body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.



Approved by the Full Governing Body on 4 October 2017 and adopted by the committee.

Signed _____

Chair of Committee

Date _____



Blanche Nevile School
Terms of Reference
Safeguarding Committee 2017 – 2018

Date written: September 2017

Approved by: Full Governing Body

Review date: September 2018

- 1. Membership:** The committee shall be composed of at least three currently appointed governors, plus the Headteacher (who is a governor and counts as such in terms of being quorate).

In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.
- 2. Quorum:** Three governors.

In line with the *Blanche Nevile Policy on Governor Virtual Meeting Attendance*, a governor may attend a meeting by either telephone or video link, but the chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made.
- 3. Chair:** To be appointed by the Governing Body at its first meeting in the Autumn Term, to continue in office until the first meeting of the Governing Body in the following Autumn Term.
- 4. Clerk:** A named individual, who can, but need not be, a governor (including the Committee Chair) but not the Headteacher, will be appointed by the Governing Body or the Committee at whichever relevant first meeting in the Autumn Term.
- 5. Voting and Confidentiality:** All governors have voting rights. Associate members shall have limited voting rights; no Associate Member may vote on any decision concerning the budget or financial commitments of the governing body and may be



excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil.

6. Meetings: A minimum of one per term. Ad hoc meetings may be called by the Chair at any time by giving not less than 7 calendar days' notice to all other Committee members.

7. Remit: To provide guidance, assistance, challenge to, and oversight of the Headteacher and Senior Leadership Team, on behalf of the Governing Body, in all matters relating to the safeguarding and promotion of welfare of children (including, but not limited to safeguarding policy and practice, behaviour and attendance, pastoral support, home-school liaison and equalities issues).

- I. Ensuring that the school has regard to statutory duties and guidance, including 'Keeping children safe in education 2016'
- II. Take oversight of the Staff Central Record and ensure this is always up to date
- III. Take an overview of vulnerable groups, including but not limited to Children Looked After, Children subject to a child protection (CP) plan, Subject to a child in need plan, EH assessments, Children where concerns have been raised, Privately fostered children.
- IV. Oversee the school's approach to attendance, including attendance figures and concerns, and punctuality
- V. Oversee the school's approach towards behaviour, and any related incidents, including bullying or incidents of discrimination.
- VI. Receive and consider reports about incidents of abuse: incidents of abuse towards staff; allegations of abuse against staff; incidents of abuse towards parents
- VII. To oversee staff and governor training on safeguarding and ensure this is up to date and in line with statutory requirements.
- VIII. To contribute towards, and monitor the School Development Plan in respect of the above issues;
- IX. To consider and approve relevant school policies.
- X. To receive related reports from the head, staff, the LA and other bodies.
- XI. To deliver any functions delegated to the committee under the Blanche Nevile Scheme of Delegation, not listed above.

8. Reporting Back: Minutes will be sent to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the Committee and recommendations to the Governing Body where the required power has not been delegated to the Committee.



Approved by the Full Governing Body on 4 October 2017 and adopted by the committee.

Signed _____ Chair of Committee

Date _____



Blanche Nevile School

Terms of Reference Development Working Group 2017 – 2018

Date written: September 2017

Approved by: Full Governing Body

Review date: September 2018

- 1. Membership:** The working group shall be composed of at least three currently appointed governors, plus the Headteacher (who is a governor and counts as such in terms of being quorate).

In addition, the governing body may appoint associate members to the working group in order to draw on expertise and experience from both inside and outside the school.
- 2. Quorum:** Three governors. Where necessary to get a quorum a group member may phone into the meeting.
- 3. Chair:** To be appointed by the Governing Body at its first meeting in the Autumn Term, to continue in office until the first meeting of the Governing Body in the following Autumn Term.
- 4. Clerk:** A named individual, who can, but need not be, a governor (including the Chair) but not the Headteacher, will be appointed by the Governing Body or the working group at whichever relevant first meeting in the Autumn Term.
- 5. Voting and Confidentiality:** All governors have voting rights. Associate members shall have limited voting rights; no Associate Member may vote on any decision concerning the budget or financial commitments of the governing body and may be excluded from any part of a group meeting when the item of business concerns an individual member of staff or a pupil.
- 6. Meetings:** A minimum of one per term. Ad hoc meetings may be called by the Chair at any time by giving not less than 7 days' notice to all other working



group members.

7. Remit:

To provide guidance, assistance, challenge to, and oversight of the Headteacher and Senior Leadership Team, on behalf of the Governing Body, in all matters relating to the development and financial sustainability of the school including fundraising, marketing

- I. To contribute towards, and monitor the School Development Plan in respect of the above issues;
- II. To approve a School fundraising strategy and ensure integration with the activities of the Friends of Blanche Nevile charity
- III. To receive related reports from the head, staff, the LA and other bodies.
- IV. To deliver any functions delegated to the group under the Blanche Nevile Scheme of Delegation, not listed above.

**8. Reporting
Back:**

Minutes will be sent to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the working group and recommendations to the Governing Body where the required power has not been delegated to the group.

Approved by the Full Governing Body on 4 October 2017 and adopted by the working group.

Signed _____

Chair of Working Group

Date _____