

# Warrington Road Nursery School

## Curriculum / Standards Committee

### Terms of reference:

- to review, monitor and evaluate the curriculum offer;
- to recommend for approval to the full governing body the:
  - Self-evaluation form
  - School Improvement Plan
  - Targets for school improvement
- to monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups;
- to set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation;
- to develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline);
- to monitor and evaluate the effectiveness of leadership and management;
- to monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement;
- to monitor and evaluate the impact of continuing professional development on improving staff performance;
- to monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement;
- to ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor;
- to consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan;
- to ensure that all children have equal opportunities;
- to advise the finance / resources committee on the relative funding priorities necessary to deliver the curriculum;
- to monitor the school's publicity, public presentation and relationships with the wider community;
- to identify and celebrate pupil achievements;
- to oversee arrangements for educational visits, including the appointment of a named co-ordinator.

**Terms of reference:**

**Financial policy and planning**

- plan and prepare a draft budget, taking into account the priorities of the School Improvement Plan, and ensure that the budget plan is agreed by the Governing Body and submitted to the Local Authority by no later than 30 June each year;
- to review, adopt and monitor a scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff;
- take financial decisions in accordance with the scheme of delegation agreed at the meeting of the full governing body;
- to review, adopt and monitor financial policies, including a charging and remissions policy;
- to establish and maintain a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information;
- ensure that the requirement for non-public funds to be audited is carried out at least annually and a copy of the audited accounts are approved by the full governing body, and a copy of the audit certificate is sent to Internal Audit Section of the LA;
- to make decisions in respect of service level agreements;

**Financial monitoring**

- to ensure that the school operates within the Financial Regulations of the LA;
- to monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- to receive at least termly budget monitoring reports from the LA/Headteacher;
- to report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date;
- to determine and monitor the use and impact of the Pupil Premium, the Year 7 catch-up premium and sport funding and report to the full governing body
- to meet with other committees and provide them with the information they need to perform their duties;
- subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school;
- to monitor expenditure of all voluntary funds kept on behalf of the governing body;
- to review, complete and submit the School Financial Value Standard (SFVS);
- to undertake any remedial action identified as part of the SFVS;
- to receive and act upon any issues identified by a Local Authority audit.

**Premises:**

- to provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- to ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
- to inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body;
- to arrange professional surveys and emergency work as necessary
  - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- to create a project committee where necessary to oversee any major developments;
- to establish and keep under review an Accessibility Plan and a Building Development Plan;
- to review, adopt and monitor a Health and Safety policy.

## Staffing Committee

### Terms of reference:

- to ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school;
- to consider and recommend for adoption to the full governing body the school's Pay and Appraisal Policies, including the criteria for pay progression (including the arrangements and operation of the school's appraisal procedures for the Headteacher);
- agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the headteacher;
- ensure that appropriate arrangements for linking appraisal to pay are in place, and can be applied consistently and that pay decision can be objectively justified;
- approve teachers' salaries, including recommendations from the senior leadership team on whether to award performance pay in line with the school's pay policy;
- to make recommendations to the Finance / Resources committee on what provision should be made in the school's budget for pay progression and discretionary pay awards;
- monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly;
- to ensure that staffing procedures (including recruitment procedures) follow current equalities legislation;
- to annually review procedures for dealing with staff discipline, capability and grievances and make recommendations to the governing body for approval;
- to monitor approved procedures for staff discipline, capability and grievance and ensure that staff are kept informed of these;
- to recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary;
- in consultation with staff, to oversee any process leading to staff reductions;
- to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.