



Durham Dales Partnership

COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Monitoring Link Governors	
Safeguarding	Mark den Hollander
CiC & PCiC	Mark den Hollander
SEND	Barbara Scott
Health and Safety	
Pupil Premium	Victoria Menzies
Sports Premium	Victoria Menzies
Governor Training & Development	
Maths	
Literacy	
PSHE & RSE	Amie Alderson
Careers	Hilary Currie
EYFS	Caroline Coatsworth
Science	
Computing & School Website	
Wellbeing	Amie Alderson

Terms of Reference

Strategic Leadership and Accountability:

- Work with school leaders to set a clear vision with a focus on pupil progress, achievement, and wellbeing. Ensure this is communicated to the whole organisation and reviewed regularly.
- Set the values for the organisation and ensure these are embedded throughout the organisation and adhered to.
- Determine the strategic direction for the Federation.
- Monitor that school leaders are keeping up with their statutory duties in relation to the maintenance of the Single Central Record (SCR).
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Co-Executive Headteachers and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the Federation Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- Review and agree the Federation's Business Continuity Plan annually.
- Ensure the wellbeing of staff and that staff workload is managed.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the Federation's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree the recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plans.
- Monitor the Federation's budgets throughout the year.
- Agree virement and expenditure limits for the Co-Executive Headteachers.
- Hold at least 3 meetings each academic year.
- Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Governance Structures:

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Agree quorums for committee meetings.
- Agree voting rights for Associate Members.
- Establish and maintain a register of Governors business interests.

- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Governing Board.
- Review and monitor the Governor Induction Process.
- Have regard for Governors professional development i.e. development of an annual training plan.
- Where necessary, suspend or remove Governors from the Governing Board.
- Appoint/dismiss the Clerk to the Governing Board.

Compliance and Evaluation:

- Agree annually the School Financial Value Standard (SFVS) Self-Assessment Checklist prior to the 31 March deadline and monitor the implementation of any identified actions.
- Consider business provided by Local Authority and other sources.
- Suspend or end suspension of staff members in accordance with agreed HR policies.
- Ensure all statutory and non-statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure the school website is up to date and compliant with current DfE requirements.

Terms of Reference:

Curriculum Planning and Delivery:

- To review, monitor and evaluate the curriculum offer.
- Contribute to the development and monitoring of the:
 - ❖ Self Evaluation forms
 - ❖ Federation Improvement Plan
 - ❖ Targets for school improvement
- To develop and review policies identified within the Federation policy's review programme and in accordance with its delegated powers.
- 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 SENCO and an annual report from the SEND Governor.

Assessment and Improvement:

- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact and quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate the rates of progress and standard of achievement of pupils
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all vulnerable groups and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the schools (e.g. OFSTED or LA Advisors), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure all children have equal opportunities.

Welfare:

- To ensure the schools are fulfilling responsibilities regarding child protection and the requirements of "Keep Children Safe in Education".
- To ensure the schools are meeting the requirements of SEND and relevant disability legislation.
- To ensure the schools work effectively with other agencies to support vulnerable children and their families.
- Reports on oversight of health and well-being, British Values and PREVENT strategy.

Engagement:

- To monitor the Federation's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for education visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the schools' website content is fully compliant and presented in an accessible way.

MEETINGS: at least termly

QUORUM: 3

DISQUALIFICATIONS: None

Terms of Reference:**Finance**

- In conjunction with the Co-Executive Headteachers review and agree the first formal budget plans of the financial year for approval by the full Governing Board.
- Establish and maintain an up-to-date three year financial plans, taking into account priorities in the Federation Improvement Plan, roll projection and signals from central government and the LA regarding future years' budget.
- Ensure that priorities detailed within the Federation Improvement Plan are appropriately costed and are reflected in the annual budgets.
- Monitor the Quarterly Written Reports and Financial Reports to identify and address any anomalies from the anticipated position and report termly to the full Governing Board.
- Review and monitor outstanding debts and action taken.
- Review the year end outturn reports.
- Monitor and authorise expenditure over the Co-Executive Headteachers delegated limit.
- Appraise and approve spending decisions where competitive quotations or tenders are required in accordance with current LA Contract Procedure Rules
- Ensure the schools operate within the financial regulations of the LA and the requirements of the DfE SFVS.
- Monitor the implementation of any identified actions in the SFVS return.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Board by review of an audited annual statement of income and expenditure.
- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.
- Oversee use and monitor impact all additional grant funding e.g. Pupil Premium.
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.
- Annually review income generated from lettings, fees and charges, funding raising activities and the sale of assets.
- Monitor and review Wrap Around Care provision including review of annual income and expenditure statements.
- Ensure the schools have appropriate insurance cover in place.
- Annually review and approve the Federation's Financial Procedures Manual.
- Annually review and make decisions in respect of service level agreements and other contracts and lettings.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit reports or of a financial nature from other inspection regime reports
- Ensure any instances of fraud or financial irregularity are reported immediately to the Head of Education and Skills and Chief Internal Auditor and Corporate Fraud Manager.

Premises:

- Annually approve the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Receive an annual Health and Safety Audit Report and monitor any arising actions.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Co-Executive Headteachers and Governing Board on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and that priorities for maintenance and development are identified.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Annually review the schools' Accessibility Plan and Asset Management/Building Development Plan.
- Receive and consider the recommendations from the annual Energy Report.
- Ensure appropriate Risk Assessments are carried out and reviewed on a regular basis.
- Ensure inspections of the school sites, buildings and equipment take place annually and at appropriate intervals and that reports are shared.
- Monitor data on accidents and incidents.

Staffing

- Carry out an annual review of the staffing structure in consultation with the Co-Executive Headteachers.
- Ensure the schools are sufficiently staffed to fulfil the effective operation of the school and the Federation Improvement Plan.
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Ensure that regular monitoring of the Single Central Record is undertaken and that it is up to date and compliant with current statutory expectations.
- Ensure that the school's policy on safeguarding and child protection is compliant with the most recent KCSIE guidance and DSCP expectations.

Co-Executive Headteachers' Delegated Responsibilities

Appointments

The Governing Board delegated the Co-Executive Headteachers to appoint outside the Leadership Group to:

- Permanent teaching staff posts
- Permanent support staff posts
- Temporary staff

Dismissals

The Governing Board delegates to the Co-Executive Headteachers responsibility in line with the delegation in school HR policies.

Expenditure Limits:

- Any item of expenditure up to £5,000;
- Above this limit, if item was previously notified to the Governing Board;
- Prior Governing Board approval to be sought outside this limit;

A log of these actions will be maintained and details reported to the next Finance Committee meeting.

NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedures Rules for quotations published on the Schools Portal

MEETINGS: at least termly

QUORUM: 3

DISQUALIFICATIONS: *when there may be a conflict of interest; a fair hearing; or a pecuniary interest.*

FIRST/ PAY REVIEW	<p>Terms of Reference:</p> <ul style="list-style-type: none"> • Annually agree the Teachers' Pay Policy. • Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries. • Report to the Finance and Premises Committee on pay review related expenditure. • Consider any requests made in accordance with personnel policies e.g. flexible working, leave of absence etc. (after delegation to the Co-Executive Headteachers). • Make any decisions under the personnel procedures adopted by the Governing Board e.g. disciplinary, grievance, ill-health, capability etc. (after delegated to the Co-Executive Headteachers). • Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure. <p>MEETINGS: at least annually</p> <p>QUORUM: 3</p> <p>DISQUALIFICATIONS: Co-Executive Headteachers; Chair of Governors (if have prior knowledge); where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reductions)</p>
APPEALS	<p>Terms of Reference:</p> <ul style="list-style-type: none"> • Consider any appeal against a decision made under the HR policies adopted by the Governing Board. • Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries. • Consider any appeal against selection for redundancy through a staffing reduction process. <p>MEETINGS: as and when required.</p> <p>QUORUM: Must have at least the same number of Governors as were present at the original hearing.</p> <p>DISQUALIFICATIONS: Co-Executive Headteachers; Chair of Governors (if have prior knowledge); any Governor involved in the original hearing; where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions)</p>

COMPLAINTS	<p><u>Terms of Reference</u></p> <ul style="list-style-type: none"> Consider complaint in accordance with the school's Complaints Procedure. <p><i>The Complaints Committee will consist of at least three Governors with no prior involvement or knowledge of the complaint.</i></p> <p><u>MEETINGS:</u> as and when required <u>QUORUM:</u> 3 <u>DISQUALIFICATIONS:</u> Co-Executive Headteachers, Chair of Governors (if have prior knowledge), any Governor (if have prior knowledge), where there may be a conflict of interest, staff</p>
PUPIL DISCIPLINE	<p><u>Terms of Reference:</u></p> <ul style="list-style-type: none"> To act as the Pupil Discipline Committee for permanent and fixed term exclusions. <p><u>MEETINGS:</u> as and when required <u>DISQUALIFICATIONS:</u> Co-Executive Headteachers, any governor whose child is involved, staff</p>
HT PERFORMANCE MANAGEMENT	<p><u>Terms of Reference:</u></p> <ul style="list-style-type: none"> To arrange to meet with the School Leadership Adviser (SLA) to discuss the Co-Executive Headteachers' performance management targets. To decide with support from the SLA whether the targets have been met and to set new targets annually. To monitor throughout the year the performance management of the Co-Executive Headteachers against the targets. To make recommendations to the appropriate committee in respect of awards for the successful meeting of set targets. <p><u>MEETINGS:</u> Autumn term plus mid year review <u>DISQUALIFICATIONS:</u> Co-Executive Headteachers, staff</p>