

# COMMITTEES OF NOAM PRIMARY SCHOOL GOVERNING BODY



## TERMS OF REFERENCE

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### **A** **GENERAL**

*This section applies to all Governing Body (GB) committees and is additional to the committee specific Terms of Reference below.*

1. The membership of all GB committees (a 'Committee') will be determined by the GB. The GB may appoint associate members to Committees, specifying the limits on their voting rights at the time of appointment.
2. If not designated by the GB, committees must appoint their own Chair and Clerk. The Chair must be a governor (other than the Headteacher or Head of Kodesh). The Clerk appointed may be a governor (other than the Headteacher or Head of Kodesh) and need not be a professional trained to undertake the work
3. The Chairman and Clerk shall, subject to and in accordance with any directions given by the GB, have responsibility together to:
  - a) Convene meetings of the Committee;
  - b) Attend meetings of the Committee and ensure minutes are taken;
  - c) Perform such other functions with respect to the Committee as may be determined by the GB from time to time.
4. The Headteacher and Head of Kodesh (if not members of the Committee) and the Clerk to the Committee have the right to attend all committee meetings. In addition the GB or the Committee can allow any other person to attend their meetings. Associate members may be excluded from any part of a Committee meeting when the item of business concerns an individual member of staff or pupil.
5. The Chair and Clerk between them must give each governor and associate member who is a member of the Committee, and the Headteacher (if not a governor) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days before the meeting. If the Chair considers that there are matters that demand urgent consideration he or she can determine a shorter period of notice.
6. Every question to be decided at a Committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the Chair has a second (or casting) vote. The Committee can only vote if the majority of the Committee members present are governors.
7. Minutes must be drawn up by the Clerk and following approval by the Chair must be circulated to the other members of the Committee prior to the next meeting.

Final approval should take place at the next meeting of the Committee.

8. The Chair of each Committee must provide a summary of its activities at the next meeting of the GB, specifying in particular the decisions taken by the Committee and those matters for which GB approval is sought.

## **B COMMITTEES - TERMS OF REFERENCE**

### **1 ADMISSIONS COMMITTEE**

*Members* not less than three Governors  
*Quorum* three  
*Frequency* as required

#### *Terms of Reference*

- To keep the Admissions policy under review and recommend to the GB any changes that appear desirable.
- To manage the admissions process, in accordance with the policy approved by the GB, including the timetable and determination of offers to be made against the admissions criteria and to report to the GB in summary.
- To do such further things in relation to admissions as may be delegated to the Committee by the Governing Body from time to time.

### **2 FINANCE COMMITTEE**

*Members* not less than three Governors  
*Quorum* two Governors  
*Frequency* as required, but not less than once a term

#### *Terms of Reference*

- To oversee the preparation of and to present the school's annual budget to the Governing Body for approval.
- To review and monitor the School budget and financial affairs in-year in accordance with all statutory and other legal requirements.
- To determine and lead fundraising requirements.

### **3 PREMISES COMMITTEE**

*Members* not less than three Governors  
*Quorum* two Governors  
*Frequency* as required, but not less than once a term

#### *Terms of Reference*

- To oversee the management of the school premises and facilities, including maintenance and renewal of the fabric and fixtures, fittings and equipment
- To oversee all matters relating to security at the school.
- To coordinate dealings with the landlord regarding any matters arising in relation to the premises and facilities

#### **4. EDUCATION COMMITTEE**

*Members:* not less than five Governors, including the Headteacher and Head of Kodesh  
*Quorum:* two Governors plus the Headteacher  
*Frequency:* not less than once per term

##### *Terms of Reference*

- To oversee the school curriculum including its development and delivery and its suitability for students both in respect of *kodesh* and *chol*
- To monitor the progress and achievement of all students
- To ensure that parents and other stakeholders are kept informed of curriculum developments and changes
- To be responsible for monitoring the school's strategy to improve standards
- To review and analyse the performance of the school, against national and local indicators
- To review policies and provision relevant to the delivery of the curriculum
- To monitor the arrangements for assessment of pupils
- To monitor the implementation of any school development plans relating to the curriculum
- To monitor the implementation of any action plans resulting from Ofsted or other inspections in order to maintain progress
- To ensure the school's curriculum and its related policies comply with national statutory or other legal requirements including the Equality Act 2010.

#### **5. NEW HOME COMMITTEE**

*Members:* not less than four Governors  
*Quorum:* three Governors  
*Frequency:* as required

##### *Terms of Reference*

- To coordinate all matters relating to the securing and development of a site to provide new permanent premises for the school
- To coordinate all matters relating to the funding of the development
- To coordinate the process leading to the school entering the maintained sector as a voluntary aided school
- To coordinate all matters relating to communications with parents and other stakeholders relating to the process

#### **5. STAFFING COMMITTEE**

*Members:* not less than three Governors  
*Quorum:* two Governors  
*Frequency:* as required

##### *Terms of Reference*

- To agree, annually, objectives for the Headteacher, Head of Kodesh and Deputy Headteacher
- To coordinate the school performance management process
- To set pay and other terms and conditions of employment for the Headteacher and, on the Headteacher's recommendation, the Deputy Headteachers
- To receive and consider annual recommendations from the Headteacher for pay reviews for all other teaching and for all support staff and to decide upon those

recommendations.

- To consider and recommend to the Governing Body any changes to the school's pay policy and any additional benefits to employees outside remuneration, having consulted staff appropriately
- To deal with all other matters relating to staffing

## **B 'AD HOC' COMMITTEES**

1. As required, committees of the GB shall be formed to address or oversee matters arising which relate to the following. The membership, quorum and terms of reference of the committees shall be set as required from time to time by the GB:
  - Complaints made under the Complaints Policy
  - Staff capability, disciplinary and dismissal
  - Pupil exclusion

**January 2019**