



## Bampton C.E. Primary School

### Terms of Reference and Standing Orders Curriculum, Community and Personnel Committee

#### **1. Purpose**

To review and evaluate teaching and learning, pupil achievement and standards, as well as to ensure the school staffing complement supports the school's aims and ethos. To ensure that clear procedures are in place for the performance management of all staff and for rewarding consistently good performance and to hold the Headteacher to account for the effective implementation of those procedures.

#### **2. Membership**

The Curriculum Community and Personnel Committee will consist of at least six members. The following governors are members of the Curriculum and Community Committee: Gill Waite (Chair), Mike Jones (Vice Chair), Julian Easterbrook, Fiona Farmer, Alison Bardsley, Wendy Jane Copping, plus the Headteacher, Carol Phillips. Membership of the Committee will be reviewed once a year.

#### **3. Quorum**

The quorum shall be three in total (including the Headteacher).

#### **4. Meetings**

Members of the Committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the Committee Chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting of any committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for Full Governing Body meetings.

The meetings will take place three times a year unless the Chair decides an additional meeting is required.

#### **5. Chairmanship**

The Chair of the Curriculum Community and Personnel Committee will be decided by the Committee members.

If the Chair is absent from a meeting, a governor may be elected to take the Chair for the duration of that meeting.

#### **6. Partnership with the Headteacher**

In carrying out its functions the committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

#### **7. Minutes**

All committee meetings must be minuted. The Clerk to the Committees is Helen Roberts. In the absence of the Clerk, the Committee will appoint either a non governor, or a governor who is not part of the committee to record the minutes of the meeting.

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The Minutes will be circulated with the Agenda of the next Full Governing Body Meeting.

## **8. Terms of Reference**

The Committee has delegated powers to carry out the following specific tasks:

- *Curriculum and Community matters:*

1. To advise the Governing Body on standards and achievement, including statutory requirements.
2. To establish a broad and balanced curriculum.
3. To contribute to the development of the School Improvement Plan and Self-Evaluation Form (SEF).
4. To monitor and review academic and pastoral arrangements to ensure the school delivers a broad and balanced curriculum in keeping with the ethos of the school and the requirements of the National Curriculum.
5. Ensure that statutory targets are agreed, reported to the Governing Body and the local authority and communicated to the School community.
6. To ensure the promotion of healthy lifestyles including healthy eating and appropriate education and information on health related issues.
7. To ensure that there are effective and enforceable policies on Safeguarding, bullying and racial issues and that all pupils have confidence that these issues will be dealt with in an appropriate manner.
8. To ensure that as far as possible school is a place of positive experience and enjoyment for pupils and that the Rewards system reflects this.
9. To ensure that regard is paid to pupils' spiritual, moral, social, emotional and cultural development.
10. To ensure that pupils develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
11. To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Governing Body.
12. To make arrangements for the governing body to be represented at school improvement discussions with the local authority and for reports to be received by the governing body.
13. To ensure arrangements for educational visits follow the guidance available from the local authority.
14. To ensure effective provision for students with Special Educational Needs and Disabilities (SEND).
15. Monitor and review curriculum policies as selected by governors.
16. To evaluate and review the provision of extended school services.

- *Personnel Matters:*

1. To determine staffing levels and management structure.
2. To provide support, guidance and accountability for the Headteacher on all Personnel matters.
3. To consider the Headteacher's recommendations on Teachers' salaries in line with the School Pay Policy.
4. To review the School Pay Policy and its implementation in line with DfES and local authority regulations and guidelines, refer any financial implications to the Finance and Personnel Committee, and report back to the Governing Body.
5. To support strategic planning for internal promotions and permanent staffing posts.
6. To receive reports and monitor the decisions delegated to the Headteacher on temporary appointments (in accordance with the local authority's general policy on the employment of schoolteachers on fixed term contracts).
7. To report to the Governing Body on decisions taken by the Committee in the exercise of any delegated powers.
8. To review the Performance Management Policy and its implementation in line with DfES and local authority regulations and guidelines and report back to the Governing Body.

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9. To ensure that DBS, police and list 99 checks are completed satisfactorily.
10. To oversee the appointment procedure for all staff.
11. Ensure policies are in place for staff discipline, grievance, capability, and redundancy based on local authority guidance.
12. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
13. To ensure proper arrangements are in place to consider any appeal against a decision on pay issues.

**In addition, the Committee will:**

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to governing body and school self review
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan.
- Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.

The Full Governing Body agreed these Terms of Reference on .....14 Nov 17..... (Date)

Signed..........(Chair of Committee)