

NORTH HUDDERSFIELD TRUST SCHOOL GOVERNING BODY

Name of Committee: Governor Steering group

1. **Purpose statement:** To support the governing body in setting a clear vision and strategy for school development, which is aligned with school action plans.

Terms of Reference

1. To plan the work of the Governing Board and its committees.
2. To draft an annual programme of meetings for the full governing board and the committees.
3. To identify the key priorities from the School Improvement Plan for consideration at full governing board meetings.
4. To identify priorities for discussion at the Governing Board committees.
5. To ensure governor consideration of key priorities dovetails with the relevant timescales in the School Improvement Plan and annual events e.g. budget setting, pupil progress and attainment outcomes.
6. To ensure an effective distribution of the governance workload.
7. To evaluate the effectiveness of the Governing Board processes.
8. To identify development and recruitment opportunities for the governing board in terms of skill requirements and training needs.
9. To support the governing body in developing the relationship with the trust board.
10. To Consider additional items the Governing Board may wish to include.

NORTH HUDDERSFIELD TRUST SCHOOL GOVERNING BODY

Name of Committee: Finance

Propose statement: To provide advice, support and guidance to the Headteacher and Governing Body on all matters relating to school finances.

1. In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
2. To establish and maintain a financial plan covering up to three years into the future depending upon the availability of information on future school funding.
3. To consider a budget position statement including virement decisions at least termly and report significant anomalies from the anticipated position to the Governing Body.
4. To ensure that the school operates within the Financial Regulations of the Local Authority.
5. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
6. To regularly review charges and remissions policies and expenses policies.
7. To oversee decisions in respect of service agreements.
8. To make decisions on developmental expenditure following recommendations from other committees.
9. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
10. To oversee the overall expenditure of the school and to compare this with benchmarked figures in order to ensure proportionality of expenditure.
11. To discuss and evaluate the value for money that the school's work represents.
12. Through the chair, to oversee statements on the use of the school credit card.
13. To oversee financial procedures in order to ensure as far as possible that sufficient internal controls are in place, and to ensure that the school meets all of the requirements of the Financial Value Standard.

Disqualification

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

NORTH HUDDERSFIELD TRUST SCHOOL GOVERNING BODY

Name of Committee: Personnel

Purpose Statement: To oversee personnel procedures, performance issues and appointments.

Terms of Reference

1. To keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
2. To establish a Pay Policy for all categories of staff and to be responsible for its administration and review **this includes the approval of annual pay increments.**
3. To oversee the appointment procedure for all staff.
4. To establish and review a performance management policy for all staff.
5. To oversee the process leading to staff re-structure/changes.
6. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
7. To make recommendations on personnel related expenditure in relation to the staffing budget determined by the Finance Committee.
8. To consider and approve the Headteacher's recommendation on pay grading or pay awards.
9. Oversee the school's implementation of policy on equality and diversity.
10. All minutes, agenda and related papers will be sent out to committee members no less than 5 days prior to a meeting.

NORTH HUDDERSFIELD TRUST SCHOOL GOVERNING BODY

Name of Committee: Pupil Needs

Purpose Statement: To review and evaluate the opportunities presented to pupils, both within and outside of the curriculum, the quality of teaching and learning, and the mechanisms of support available to aid learning and support the wider pastoral care of the pupils.

Terms of Reference

1. To advise the governing body on curriculum, and teaching and learning including statutory requirements and the every child matters agenda.
2. To contribute to the development of the school improvement plan and School Self-Evaluation.
3. 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 and Every Child Matters.
4. To ensure the promotion of healthy lifestyles including healthy eating, consumption of water and appropriate education and information on health related issues.
5. To ensure that there are effective and enforceable policies on child protection, bullying and racial issues and that all pupils have confidence that these issues will be dealt with in an appropriate manner.
6. 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.
7. To ensure that regard is paid to pupils' spiritual, moral, social, emotional and cultural development.
8. 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.
9. To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the governing body.
10. 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.
11. To ensure arrangements for a wide programme of extra-curricular activities and that educational visits follow the guidance available from the local authority.
12. To ensure effective provision for students with Special Educational Needs (SEN).

13. To monitor and review curriculum related policies
14. To consider any curricular and careers matters referred by staff, students, parents or the governing body.
15. To evaluate and review the provision of extended school services.
16. To receive reports on progression of former pupils post 16 and to support senior leadership through the creation and delivery of plans to further reduce NEET statistics.
17. To receive reports on pupil attendance and to discuss the plans of school leadership to further develop attendance strategy.

NORTH HUDDERSFIELD TRUST SCHOOL GOVERNING BODY

Name of Committee: Standards Sub-Committee

Propose statement: To monitor progress of the school towards targets, and pupil outcomes and to oversee plans to raise performance levels.

Terms of Reference

1. To oversee school approaches to monitoring, evaluation and review in order to ensure that the school critically evaluates performance.
2. To oversee and agree the completion of school self-evaluation documentation.
3. To monitor school approaches to the development planning process and to approve the school development plan for recommendation to the Full Governing Body.
4. To ensure that the school has rigorous and challenging approaches to target setting.
5. To hear and discuss reports on pupil progress and to receive forecasts on likely levels of achievement.
6. To receive reports on pupil attainment and achievement and to ensure suitable levels of challenge and support on the plans of school leadership to further improve these.
7. To receive reports on the impact of Monitoring, Evaluation & Review (MER) on the quality of teaching and learning across the school and any professional development arising.