

## NORTH HUDDERSFIELD TRUST SCHOOL GOVERNING BODY

**Name of Committee:** Governor Steering group

**Purpose statement:** To support the governing body in setting a clear vision for school development over the year. **This committee does not take decisions – it sets the agenda for other groups to take decisions**

### **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. Additional items the Governing Board may wish to include.

# Standards & Effectiveness Committee

The committee has responsibility delegated by the Governing Board to:

- Monitor progress of the school towards targets, and pupil outcomes and to oversee plans to raise performance levels.
- Contribute to the development of the school improvement plan and school self-evaluation.
- Receive information on and review progress in relation to the school improvement plan and school self-evaluation.
- Ensure that the school has rigorous and challenging approaches to target setting.

## **Achievement:**

- Monitor, review and understand information on school performance indicators.
- Monitor and review school targets.
- Evaluate school performance against national data.
- Ensure that students' performance information is communicated to parents and carers.

## **Teaching and learning:**

- Receive reports on the impact of the quality assurance cycle on the quality of teaching and learning across the school and any professional development arising.
- Review the quality of teaching across the school.
- Monitor the impact of interventions for all groups of pupils.
- Review homework arrangements.

## **Curriculum:**

- Ensure that the school is meeting national curriculum requirements and review the Curriculum Policy statement ensuring it meets the needs of all pupils including those with SEND and is in keeping with the ethos of the school.
- Monitor how the school is developing pupils' spiritual, moral, social, emotional and cultural development.
- Ensure the school has effective provision for SEND.
- Consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the governing body.

## **Behaviour & Attendance**

- Review the Behaviour Policy, receive information about behaviour and monitor behaviour in school.
- Review and monitor attendance data against school and national targets and to discuss the plans of school leadership to further develop attendance strategy.

## **Pupils Needs & Welfare**

- Ensure that there are effective and enforceable policies on child protection, bullying and racial issues and that all have confidence that these issues will be dealt with in an appropriate manner.
- Ensure that as far as possible school is a place of positive experience and enjoyment for pupils and that the rewards system reflects this.

- Ensure that impartial careers advice is provided to pupils.
- Monitor pupils' attitudes, values and how other personal qualities are developed in the school.
- Ensure the promotion of healthy lifestyles including healthy eating, consumption of water and appropriate education and information on health related issues.
- Ensure that pupils develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
- Ensure arrangements for a wide programme of extra-curricular activities and that educational visits follow the guidance available from the local authority.
- 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.

***Any item referred by the full governing board***

### **Membership**

1. Lisa Buckley
2. Gary Deighton
3. Sarah Grant
4. Andrew Fell
5. Qaiser Khan

***Minimum of three members required***

**Chair of Committee**

Sarah Grant

**Clerk**

Kirklees Governor Services

# Resources Committee

The committee has responsibility delegated by the Governing Board for:

## **Finance:**

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for information.
- Review the actual expenditure and monitoring statements at least once a term and report significant anomalies from the anticipated position to the full Governing Body.
- Compare expenditure of the school with benchmarked figures to ensure proportionality of expenditure.
- Receive & review financial projections, including a financial plan covering up to three years into the future depending upon the availability of information on future school funding.
- Scrutinise the Pupil Premium budget allocation and its use.
- Review leases & contracts, including traded services.
- Review the prioritisation of developmental expenditure.
- Review the school's insurance cover to ensure that it provides adequate protection against risks.
- Through the chair, oversee statements on the use of the school credit card.
- Ensure that the school operates within the Financial Regulations of the Local Authority.

## **Staffing:**

- Review/approve all policies relevant to staffing and roles of the committee.
- Establish a Pay Policy for all categories of staff and that it is appropriately implemented.
- Oversee the appointment procedure for all staff.
- Review annually the staffing structure of the school in consultation with the Headteacher and taking into account the budget position, ensuring that it meets the requirements of the curriculum and is in line with the School Improvement Plan.
- Oversee the process by which staff restructures, reviews and changes are made.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence and other indicators.
- Monitor and review the appraisal process for all staff.
- Maintain a focus on equality and diversity ensuring a representative and inclusive working environment.
- Review the Single Central Record.
- Monitor staff training and CPD.

## **Premises, Health & Safety:**

- Ensure the premises have the capacity and are appropriate to allow the delivery of the school's curriculum and future developments.
- In conjunction with the Headteacher the committee will identify to the full governing body any projects which consume a significant portion of the premises budget, and which should be reported on as specific items to the full governing board. The committee will also propose for these projects a subgroup of governors – normally two plus the Headteacher - who have delegated authority to review progress and swiftly agree changes to the outcome of the project.
- Review the school's health & safety policies on an annual basis.
- Review the outcomes of external health and safety audits.
- Ensure that an annual (or more frequently if required) governors' health & safety visit is completed.

- Receive a regular report on accident statistics, near misses and incidents of violence or aggression.
- Review and authorise upcoming offsite activities, ensuring that health and safety planning and risk assessments that have been undertaken for them.
- Maintain a strategic overview of the recommendations of the school's health & safety committee.
- Review the school's accessibility plan.
- Monitor GDPR (General Data Protection Regulations) compliance.

***Any item referred by the full governing board***

***Disqualification***

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

**Membership**

1. Tim Winterburn
2. Andrew Fell
3. Phil Weston
4. Sophie Simpson
5. Ivan Kaiser

***Minimum of three members required***

**Chair of Committee**

Tim Winterburn

**Clerk**

Kirklees Governor Services