

Cramlington Learning Village: Finance & Resources Committee

Terms of Reference

Financial Policy and Planning

To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.

To review, adopt and monitor all additional financial policies, including a charging and remissions policy.

To establish and maintain a five-year financial plan, taking into the account priorities of the School Improvement Plan and Business Plan, roll projection and signals from central government future years' budgets, within the constraints of available information.

To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.

To make decisions in respect of service level agreements.

To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

Financial Monitoring

To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.

To receive at least termly budget monitoring reports from the headteacher.

To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.

To liaise with the Standards & Outcomes committee and provide any information necessary to support the committee's activity.

Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.

To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.

To recommend to the full governing body the appointment or reappointment of the auditors.

Premises

To establish and keep under review an Accessibility Plan and a Building Development Plan .

To make recommendations to the governing body on major capital works, improvements and long-term building projects which reflect the school's teaching and learning requirements.

To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.

To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.

To inform the governing body of the outcomes of the annual premises and grounds inspection and set out for approval by the governing body a proposed order of priorities for maintenance and development.

To arrange professional surveys and emergency work as necessary.

- The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.

To create a project committee where necessary to oversee any major developments.

To adopt, review and monitor a Health and Safety policy.

To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.

To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.

To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.

To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.

To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.

In consultation with staff, to oversee any process leading to staff reductions.

To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

To administer the Pay Policy in relation to non-teaching staff.

Audit

To advise the governing body on the appointment, reappointment, dismissal and remuneration of the internal audit service.

To agree and challenge the work programme of the internal audit service.

To consider the reports of the internal audit service and, when appropriate, advise the governing body of material controls issues.

To monitor the implementation of agreed recommendations relating to internal audit reports.

To advise the governing body on the appointment, reappointment, dismissal and remuneration of the external auditor

To consider the reports of the external auditors and internal audit service and, when appropriate, advise the governing body of material controls issues.

To monitor the implementation of agreed recommendations relating to the external auditor's management letter.

To establish relevant performance measures and indicators, and to monitor the

effectiveness of the external auditor.

To review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and any relevant issue raised in the external audit management letter, including regularity audits.

To recommend the annual financial statements to the governing body.

To review the adequacy of the Risk Management Policy and procedures and to regularly review the Risk Register.

To monitor the implementation of Risk Management Action Plans.

To review the governing body's arrangements in respect of whistleblowing and anti-fraud and corruption and to make recommendations as necessary.

To ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed, including being notified of all cases.

To undertake Value For Money (VFM) reviews as identified by the governing body.

Sporting Club

To uphold the Sporting Club Management Agreement and receive feedback from the community, town council and county council on the use of the sporting facilities

To review the activity and financial position of the Sporting Club through its community lettings and operating costs.

To make recommendations to the governing body on major capital works, improvements and funding opportunities that would increase the scope and quality of sporting provision for the school and its community.

Approved: 25/01/2016

Cramlington Learning Village: Standards & Outcomes Committee

Terms of Reference

Teaching, Learning and Assessment

To consider recommendations from external reviews of the school (e.g. Ofsted or local improvement advisers), agree actions as a result of such reviews and evaluate regularly the implementation of the Action Plan.

Curriculum

To review, monitor and evaluate the curriculum offer to ensure that the school meets statutory requirements in relation to curriculum content and provision.

To advise the Finance & Resources committee on the relative funding priorities necessary to deliver the curriculum taking into account advice from the Headteacher.

To liaise with the Finance and Resources Committee and provide any information necessary to support the Committees' activity.

Pupil Progress and Attainment

To review and take account of national data products, particularly the Ofsted School Data Dashboard, RAISEonline and FFT Data Dashboard and Level 3 Value Added Tracker, when reviewing the progress and standards of achievement of pupils.

To monitor and evaluate provision for all groups of vulnerable children (e.g. SEND, Pupil Premium, LAC) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.

To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.

To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.

To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.

Student Welfare

To promote the care, well being and personal development (spiritual, moral, social and cultural) of all students and to keep under review Pupil Premium and its impact on the students of Cramlington Learning Village.

To oversee the adoption of measures designed to encourage students to:

- Be healthy and to maintain healthy lifestyles
- Stay safe
- Enjoy school
- Achieve personally challenging educational standards
- Develop stable and positive relationships
- Make a positive contribution to the school and wider community
- Develop the capacity to achieve economic well-being

To oversee matters relating to student attendance.

To ensure that all children have equal opportunities.

To identify and celebrate pupil achievements.

To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

SEND

To ensure that the requirements of children with special needs and disabilities are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENDCO and an annual report from the SEND portfolio holder.

Performance Management

To establish and review a Pay Policy for all categories of staff and be responsible for the administration of the Pay Policy in relation to Teachers and Teaching Assistants.

To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.

To ensure that the policies and procedures for teacher appraisal are clearly linked to the assessment of individual staff performance and to the decisions on individual staff pay progression.

To monitor the operation of the annual salaries review for teaching staff.

To monitor and evaluate the implementation and impact of performance management arrangements on the quality of teaching and learning across the school.

To monitor and evaluate the effectiveness of leadership and management.

To monitor and evaluate the impact of continuing professional development on improving staff performance.

Policies

To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).

To oversee and keep under review policies and procedures relating to the employment of teaching and non-teaching staff and to ensure that the school complies with its statutory requirements in this respect.

Communication

To monitor and receive information from pupils, parents and other stakeholders on the performance of the school and its wider links with the local community.

To monitor the school's publicity, public presentation and relationships with the wider community.

To ensure all statutory requirements for reporting and publishing information are met, including the requirements that relate to governors, and the school website content is fully compliant with these requirements and is presented in an accessible way

To be aware of and take into account student views – student meetings to be included within termly Governor visits and their views incorporated into feedback to the Governing Body.

Recommendations to the Full Governing Body

To recommend for approval to the full governing body the:

- Self-evaluation form
- School Improvement Plan (formerly the Development and Transformation Plan)
- Targets for school improvement.

Approved: 01/02/2016