



# Committee Terms of Reference

Code: S5

Date of approval: 21<sup>st</sup> October 2020

Date of next review: Autumn 2021

Agreed by Whitchurch Primary School Governing Body	Name
Chair of Governing Body	Peter Tenconi
Headteacher	Caroline Rowley

### **Finance & Resources Committee**

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date sustainable 3-year financial plan;
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body;
- To ensure the school operates within Financial Regulations of Harrow Council;
- To look at audited accounts of all voluntary funds kept on behalf of the Governing Body;
- To annually review the Charging & Remissions Policy;
- To make decisions on expenditure following recommendations from other committees;
- Authorisation of expenditure/virements above the Headteachers limit (£5000);
- To ensure that Health & Safety issues are fully addressed;
- To ensure sufficient funds are available for pay increments;
- To agree all delegations at the first meeting of the academic year;
- 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 (premises and capital works);
- To refer all decisions made to the Full Governing Body during the following meeting;
- Additional relevant items which the Governing Body needs to include in the discharge of their duty;
- To review and update School policies relevant to this committee;
- Finance & Resources committee meetings are expected to take place twice per term;
- A quorate meeting is achieved with the presence of 3 Committee members; Associate members do not count towards quorate.

### **Standards & Achievement Committee**

- To be informed about current curricular practices and standards of attainment;
- To ensure that the implementation of the National Curriculum and associated assessment procedures meet statutory requirements;
- To consider curricular issues which have implication for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body;
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body;
- To oversee arrangements for individual Governors to take a leading role and report on specific areas of provision;
- To refer all decisions made to the Full Governing Body at the following meeting;
- To review and update School policies relevant to this committee;
- Standards & Achievements committee meetings are expected to take place twice per term;
- A quorate meeting is achieved with the presence of 3 Committee members; Associate members do not count towards quorate.

### **Pay Panel Committee**

- To achieve the aims of the whole school Pay Policy in a fair and equal manner;
- To apply the criteria set by the whole school Pay Policy in determining the pay of each member of staff at the annual review;
- To observe all statutory and contractual obligations;
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the Full Governing Body;
- To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- To keep abreast of relevant developments and to advise the Governing Body when the School's Pay Policy needs to be revised;
- To work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (Teachers);
- To refer all decisions made to the Full Governing Body at the following meeting;
- A quorate meeting is achieved with the presence of 3 Committee members; Associate members do not count towards quorate.