



# Rosehill Infant and Nursery School Governing Board

## Committee Terms of Reference 2023/24

### Resources Committee

Membership –

Quorum – any 5 governors who are members of the committee

### Terms of reference

#### Strategic

- Monitor and evaluate the following priorities from the School Development Plan
- Leadership and management To ensure effective Leadership and management of the school- growing to a three form entry and increasing clear accountability at all levels
- Teaching – Staffing
- Monitor and agree changes to the aspects of the school's self evaluation analysis in relation to:
  - Leadership and management
  - Health and safety aspects
  - Finance
  - Personnel
  - Building
  - Website management

#### Staffing

- Review the school's staffing structure and make recommendations to the Governing Board
- Review staff pay
- Approve, review, monitor and evaluate the implementation of the pay policy
- Approve, review, monitor and evaluate the implementation of the performance management policy
- Approve, review, monitor and evaluate the staff discipline and grievance policies and procedures
- Approve, review, monitor and evaluate the implementation of all the policies relating to the Governing Board's equality duties that affect staff

#### Premises

- Approve, review, monitor and evaluate the implementation of a site development plan with clear indication of the priorities and the benefits that would be derived from them

- Ensure school buildings and physical classroom environment are fit for purpose
- Ensure the school's insurance arrangements are appropriate

### **Health & Safety**

- Review health & safety arrangements to ensure that the required policies and procedures are in place and that the appropriate risk assessments are carried out and recorded
- Monitor and review the site security

### **Strategic**

- Monitor and evaluate the following priorities from the School Development Plan
- Outcomes – Pupils making outstanding progress in reading, writing and maths with a sharp focus on closing attainment gaps for key groups
- Quality of teaching – to improve the quality and consistency of outstanding teaching across the curriculum
- Curriculum and assessment development
- Personal development, behaviour and welfare – pupils to be independent and resilient in different contexts across the school.
- Monitor and agree changes to the aspects of the school's self evaluation analysis in relation to:
  - Outcomes
  - Teaching
  - Personal development, behaviour and welfare
  - Early years
  - Curriculum
  - Safeguarding
  - Extended schools
- Identify priorities for expenditure in terms general budget spending and pupil premium and sports premium spending and make these known to the resources committee
- Monitor and evaluate the school's communication strategy and make recommendations to the Governing Board

### **Standards**

- Analyse data concerning pupil progress from the Foundation stage to KS2 (primary) paying particular attention to the progress and attainment data of identifiable groups, including those eligible for pupil premium and sports premium funding.
- Monitor and evaluate the quality of teaching and learning, including a review of strengths and areas for development.
- Monitor performance against attainment targets set by the Governing Board
- Recommend annual attainment targets to the Governing Board.
- Ensure arrangements for statutory assessments and for issuing progress reports to parents are in place

## **Curriculum**

- Ensure that the school's curriculum offer matches the ethos of the school and meets the needs of the pupils.
- Approve, review, monitor and evaluate the subject and pastoral policies on a planned basis

## **Pupils**

- Approve, review, monitor and evaluate the elements of the equality duty action plan that affect pupils and parents
- Review, monitor and evaluate the policies for inclusion and supporting vulnerable children with inclusion and looked after children link governors.
- Approve, review, monitor and evaluate the school's behaviour policies
- Monitor and evaluate the school's extra curricular activities.
- Ensure that the school maintains effective links within the Newham family of schools and with the local community.
- Approve, review, monitor and evaluate the complaints policy and procedures
- Approve, review, monitor and evaluate the food policy and ensure nutritional standards meet statutory requirements
- Approve, review, monitor and evaluate the Health Education policy
- Monitor and evaluate the out of school hours learning policy
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## **Safeguarding**

- Approve, review, monitor and evaluate the school's safeguarding policies
- Review data on the implementation of the child protection procedures
- Ensure governors and staff receive appropriate safeguarding and safer recruitment training
- Prepare an annual report for the Governing Board on the arrangements for carrying out pre-appointment checks on staff and volunteers and the accuracy of the school's single central register.

## **Work Programme –**

### **Staff Discipline Grievance and Appeals Committee**

Membership – all governors other than those employed at the school

Quorum – any 3 governors who are members of the committee

### **Terms of Reference**

- To consider disciplinary cases in line with the Governing Board's disciplinary procedures
- To consider grievances in line with the Governing Board's grievance procedure.
- To consider appeals in line with the Governing Board's procedures.

### **Complaints Committee**

Membership – all governors other than those employed at the school

Quorum – any 3 governors who are members of the committee

### **Terms of Reference**

To determine complaints that reach stage 3 of the Governing Board's complaints procedure.