

Elworth CE Primary School

*The governing body is the school’s accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.*

**Leadership and Management Committee**

Terms of Reference

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| **Membership** | | | | |
| Head | Chair | 2 x Co-opted | Vicar/Foundation | 1 x Parent |
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| Areas of Responsibility | | | | |
| * SEF Gradings * Share Priorities for Action Plan for School * Staffing Structures * Pupil Numbers and Admissions * Performance Management * Finance and Expenditure * SFVS * Governors Review inc. Action Plan * Governor Training ( via link Governor) * Early Years Management | | | | |

**Leadership and Management**

* To monitor the vision for the school and drive for high expectations, assessing the effectiveness of all levels of management and leadership to deliver.
* To analyse the overall quality of support and care provided for all children to support learning, personal development and well-being.
* To monitor trends in individual pupils, cohorts, specific groups and the overall school attendance.
* To monitor the overall effectiveness of the Governing Body.
* To oversee the role of sub-committees in challenging and supporting leaders and teachers and to advise the Governing Body on all other matters specified in the overview of the Committee structure.
* To ensure that the Governing Body fulfil their statutory duties.
* To monitor the overall management of the EYFS
* To monitor the whole school review programme for policies.
* To review and adopt the local authority Pay and Conditions policy for teachers before seeking its approval from the full Governing Body.
* To implement and amending, if necessary, the school’s performance management policy and ensuring that school teachers (including the Headteacher) receive a regular review of their performance.
* To receive a report from the head teacher on an annual review of teachers' salaries as required by the Pay and Conditions Document and make arrangements to inform staff of the outcome (staff representatives cannot take part in this exercise).
* To review the salary of the Headteacher annually.
* To determine the use of the school premises outside school sessions, including advising the Governing Body on the charging policy (setting charge cannot be delegated to a Committee by law).
* To undertake any formal consultations on personnel matters.
* To review and recommend to the Governing Body for adoption, procedures for dealing with discipline and grievances, pertaining to staffing issues, and ensure staff are aware of these.
* To consider and make any decisions about matters relating to discipline of staff or staff grievances in accordance with the procedures adopted.
* To identify and address issues related to developing pupils’ spiritual development.
* To monitor parents’/carers’ views and opinions.

**Finance**

* To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
* To consider and recommend the annual budget to the Governing Body, which is targeted at delivering the School Development Plan.
* To consider the impact of pupil number forecasts on the school’s future funding.
* To oversee the financial management of the budget, to monitor the income and expenditure of all official funds (i.e. fully delegated and earmarked funds) and report the financial situation to the Governing Body each term.
* To ensure compliance with the Local Authority’s financial regulations and financial procedures.
* To oversee the efficient, effective and economical management of the school’s resources, including staff, accommodation use, material resources and equipment
* To consider recommendations from other committees, which have financial implications and to provide advice to the Governing Body accordingly.
* To evaluate the effectiveness of the school’s deployment of resources to achieve value for money and of financial decisions.
* To ensure the adequacy of the internal financial control framework within the school and to appraise any proposed changes to financial systems, procedures and limits of delegated authority on behalf of the Governing Body.
* To ensure that the same high standards of stewardship afforded to the official funds are applied in relation to the school’s unofficial funds.
* To receive and appraise, on behalf of the Governing Body, the termly financial reports on transactions and balances within the Unofficial Fund and the end of year accounts and Auditor’s certificate.
* To review annually the school’s charging policy and the adequacy of the school’s insurance and make recommendations to the Governing Body accordingly.
* To monitor all financial information provided by the Local Authority and to report, as appropriate, to the Governing Body.
* To consider all spending plans and to advise the Governing Body.
* To agree the level of delegation to the Headteacher of day to day financial management of the school.
* To ensure that the requirement for non-public funds to be audited is carried out annually.
* To monitor the extent to which school engages parents when making decisions at all levels.
* To review and develop communication with parents and carers.
* To monitor the school’s and Governors’ engagement with external agencies and providers, especially through EIP (SHECIP).
* To contribute to the development of the school improvement plan and self evaluation form and school profile.