



**ST. GILES' SCHOOL  
GOVERNING BOARD**

**COMMITTEE TERMS OF REFERENCE 2025-2026**

**1. GENERAL**

- 1.1 There will be two standing committees to carry out the day-to-day duties of the Governing Board, namely:
  - Resources
  - Achievement & Standards
- 1.2 On an *as-and-when-required* basis in line with school policies governors may be asked to sit on panel for matters such as Complaints, Staff Appointments, Discipline or Appeals.
- 1.3 The Governing Board shall, from time to time, appoint members to serve on standing Committees acting upon the advice of its Chair.
- 1.4 During the period that the number of appointed Governors to the school is maintained at 13, the appointments to the standing Committees shall be:
  - Resources – no fewer than five members
  - Achievement & Standards – no fewer than five members
- 1.5 The standing Committees shall meet as necessary, and no less than once per term unless otherwise agreed by the governing board.
- 1.6 The quorum for individual standing Committees shall be constituted by the attendance of three Committee members, one of whom may be the Chair of Governors.
- 1.7 Each Standing Committee shall appoint an external Clerk to the Committee
- 1.8 The chair of a Standing Committees shall ensure that draft minutes are approved at subsequent meetings and that copies of minutes are circulated to all Governors prior to next full meeting of the Governors.

The committee sub delegates the following responsibilities in full to the Headteacher, School Business Manager and the Leadership Management Team:

- 2.6
- (a) to authorise payment of all monthly emoluments and payroll charges and expenses in respect of the staff; and
  - (b) sanction payment of, and sign for, all costs of monthly consumable goods and services; and
  - (c) to authorise payment of, and sign for, all costs arising up to a maximum of £5000 in respect of each individual order for furniture and fittings, refurbishment and maintenance works; and
  - (d) to ensure value for money is achieved.
- 2.7
- The Committee shall in respect of Clause 2.6 (c) and any expenditure between £5001 and £10,000, have the following additional financial responsibilities:
- (a) to prepare and issue all necessary specifications and terms of reference to enable quotations to be received.
  - (b) to prepare fully detailed reports for the Governing Board together with a recommendation as to the procurement works or services to be awarded; and
  - (c) to present and support the reports to the Governing Board to enable awards to be made.
  - (d) To ensure value for money is achieved.

- 2.8
- The Committee shall have the following responsibilities:

**Personnel matters**

- a) to review annual staffing policies and recommend to the Governing Board for approval; and
  - b) to approve staff duties, grading and remuneration in accordance with the staffing policy and financial framework; and
  - c) to delegate to the Head to fill all staffing posts, other than that of Headteacher and Deputy Headteacher, within the staffing policy and financial framework.
- 2.9
- The Committee shall also have the following responsibilities with regard to staffing matters:
- a) to apply the disciplinary rules and procedures relating to staff and delegated to the Headteacher as appropriate; and
  - b) to suspend in accordance with the relevant procedures, any staff member, excluding any externally contracted staff, or to receive immediate notice that a suspension order has been issued by the Headteacher by virtue of the authority invested in the Headteacher; and
  - c) to apply the procedures which afford staff the opportunity to seek redress for any grievances relating to their employment; and
  - d) to recommend to the Governing Board that any person suspended under 4.6(b) above should be dealt with in accordance with appropriate procedures including dismissal action, after having taken the advice of the LEA who shall be informed of the situation at the earliest opportunity.
- 2.10
- These Terms of Reference shall be reviewed each Autumn term meeting and any recommendation for amendment made to the next meeting of the Governing Board.

### **3. ACHIEVEMENT & STANDARDS (CURRICULUM)**

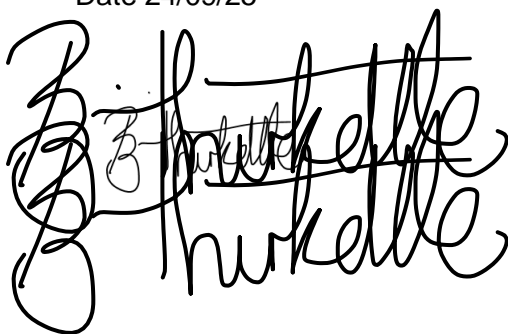
In addition to the general matters previously described, the Committee's particular terms of reference are:

- 3.1 The Chair shall be elected by Committee each Autumn term from the members of the committee
- 3.2 In the temporary absence of the Chair, the Committee shall elect an acting Chair from the quorum.
- 3.3 The Committee does have the authority to co-opt additional, non-voting members.
- 3.4 Any member who has a direct or indirect pecuniary interest, i.e. a greater interest than the generality of governors, in any matter which is the subject of consideration, shall disclose the fact; and
  - a) take no part in the consideration or discussion of the matter.
  - b) withdraw from a meeting during such consideration or discussion.
  - c) not vote on any question relating to the matter.
- 3.5 The Committee shall have the following responsibilities:
  - a) to request and receive information that will enable the Committee to act with full effect; and
  - b) to approve all policies related to the education and welfare of pupils
- 3.6 Additionally, the Committee shall have the responsibility for reviewing, and recommending to the Governing Board for approval:
  - a) the length of the school day; and
  - b) the schools SEND offer- assuring appropriate provision and access for all pupils, and
  - c) pupil progress and performance in all subject areas, using information provided by the school; and
  - d) the school's approach to the pupils' spiritual, moral, social and cultural development; and
  - e) actions relating to links with parents, old scholars and the community at large and all stakeholders, and
  - f) the school web site.
- 3.7 The Committee is also expected:
  - a) to review and monitor the school's curriculum activities. Make recommendations to the full Governing Board regarding the monitoring programme for curriculum activities and the relative time and resources spent on each one; and
  - b) to suggest ideas for discussion by the Governing Board on topics broadly within the area of activity of the committee.

- 3.8 The Committee shall also have the responsibility to ensure that Health and Safety, and Safeguarding policies and procedures exist, are in place, and are followed by all pupils, staff, helpers and visitors engaged in educational activities. All governors should undertake an annual refresher course in safeguarding and keeping children safe in education.
- 3.9 These Terms of Reference shall be reviewed each Autumn term meeting and any recommendation for amendment made to the next meeting of the Governing Board.

Date 24/09/25

Signature .....

A handwritten signature in black ink, appearing to read 'B. Hurrell', written over a faint, larger version of the same signature.