

Local Governing Board sub-committee terms of reference

Local governing boards are required to meet on at least a termly basis. The Local Governing Board shall be a Committee of the Directors established pursuant to articles [88 to 93A] of the Articles of Association of the Trust.

Subject to the BLP terms of reference, the Local Governing Board may establish such sub-committees as are necessary to carry out its responsibilities, as determined by the Local Governing Board and/or the Trust.

- Subject to these terms of reference, the constitution, membership and proceedings of any committee shall be determined by the Governors. The establishment, terms of reference, constitution and membership of any committee of the Local Governing Board shall be reviewed at least once in every twelve months. The membership of any committee of the Local Governing Board may include persons who are not Governors, provided that a majority of members of any such committee shall be Governors. No vote on any matter shall be taken at a meeting of a committee of the Local Governing Board unless the majority of members of the committee present are Governors.
- Except where it is otherwise constrained within its terms of reference, a Committee may invite attendance by persons who are neither Governors nor committee members where such attendance is considered by the members of the committee to benefit its deliberations.
- Copies of the minutes of committee meetings are to be circulated to all Governors and those who are entitled to attend Local Governing Board meetings.
- Subject to these terms of reference the Chair of the Local Governing Board shall have delegated powers to act on behalf of the Local Governing Board in between meetings where urgent action is needed and there is no time to call a meeting ("Urgent" is defined in the relevant legislation as delay being seriously detrimental to the interests of the school or an individual connected with the school).
- New members of the sub-committee should be asked to agree to the terms of reference of sub-committees they are on.

The Brigshaw Learning Partnership Students and Standards Sub-Committee

Terms of Reference

Purpose

The Purpose of a sub-committee is:

- To assist the decision making of the Local Governing Body, by enabling more detailed consideration of matters relating to students, standards and the community
- To make appropriate comments and recommendations on such matters to the Local Governing Body on a regular basis.
- To enable senior leaders of the school to share their insight with governors

Membership

- Membership will be drawn from the Governing Body but may also include co-opted members who possess useful expertise. A Chair will be appointed by the Local Governing Body.

Quorum for sub-committees

- Any 2 governors who are members of the committee or one-third of members are present (whichever is greater)
- If the number of governors assembled for a meeting of the does not constitute a quorum, the meeting shall not be held. If, in the course of a meeting, the number of governors present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- If, for lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he/she thinks fit, determine the time and date at which a further meeting shall be held.

The role of the sub-committee is to support the Local Governing Body in aspects of decision making and the strategic development of the school. As such, the Students and Standards Committee responsibilities are as follows:

- To ensure the school is a safe place that protects students, staff and visitors from harm
- To contribute to, monitor and evaluate relevant parts of the school's self-evaluation, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, trust school reviews and Ofsted to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To take appropriate action on any other relevant matter referred by the governing body
- To recommend to the Local Governing Body the school's pupil performance targets
- To monitor school based, local and national performance data and reports evaluating achievement and analysing the performance of different groups and subjects
- To monitor provision for, progress and attainment of vulnerable groups including looked after children, young carers and the effectiveness of any intervention strategies for these groups
- To monitor the quality and impact of teaching and learning

- To determine, monitor and evaluate the range and the impact of extended activities on student learning
- To agree training dates and any changes to school session times
- To implement the school's admission policy
- To monitor and review data on student behaviour paying particular attention to groups
- To ensure the school is communicating clearly and appropriately with parents, carers and families
- To ensure the school continues to value its role in the community and maintains effective links with the trust, the sponsor and the wider local community
- To monitor the impact of the school's spiritual, moral, social and cultural provision
- To monitor Careers provision (secondary schools only)

Finance and Resources Committee

Terms of Reference

Purpose

The Purpose of the Committee is:

- To assist the decision making of the Local Governing Body, by enabling more detailed consideration to be given to the school's finances and resources, including proper planning, monitoring and probity.
- To make appropriate comments and recommendations on such matters to the
- Governing Body on a regular basis.
- To enable senior leaders of the school to share their insight with governors
- To act as the Governing Body's audit and risk committee.

Membership

- Membership will be drawn from the Governing Body but may also include co-opted members who possess useful expertise. A chair will be appointed by the Local Governing Body.

Quorum for sub-committees

- Any 2 governors who are members of the committee or one-third of members are present (whichever is greater)
- If the number of Governors assembled for a meeting does not constitute a quorum, the meeting shall not be held. If in the course of a meeting, the number of governors present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- If, for lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he thinks fit, determine the time and date at which a further meeting shall be held.

The role of the F&R Comm is to support the Local Governing Body in all aspects of decision making and the strategic development of the school.

As such, the F & R's responsibilities are as follows:

- To consider and recommend the School's budget and undertaking oversight.
- To contribute to the formulation of the School Improvement Plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the trust and the School.
- To receive and make recommendations on the budget headings and areas of expenditure to be adopted, ensuring compliance with trust-wide principles for contingency and reserves
- To liaise with and receive reports from other committees, as appropriate, and to make recommendations to the committees/LGB about the financial aspects of matters being considered by them.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall trust strategy, the School's financial plan, and with the financial regulations imposed by the ESFA / trust drawing any matters of concern to the attention of the Local Governing Body.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of

bank account arrangements and, where appropriate to make recommendations for improvement.

- To review the school's risks and seek mitigation to reduce their potential and immediate impact
- To monitor the action plan arising from audit recommendations and ensure that progress is being made against all areas of the plan.
- To review the school's insurance arrangements (for relevant school led policies) to ensure all risks are covered.
- To ensure Data Handling and Freedom of Information policies are implemented
- To consider matters relating to employment policy and other human resource matters.
- To consider matters relating to estates and property development/capital investment.
- To consider other matters, as determined from time to time by the Local Governing Body.
- To approve school policies within the Committee's overall finance, resources and audit remit.