

Learning and Development Committee Terms of Reference

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| <ul style="list-style-type: none"> • Sets in place a programme for the implementation and management of 'The Work-Life Balance' Statutory Agreement and PPA and dedicated headship time allocations • Staff CPD plan • Review pay of leadership team • Review staff absence • Delegates to the head teacher the annual review of teachers salaries, performance management and target setting for improvement. • Ensure HT annual review is delegated to HT Performance Management group. • Structures appointments panels and agrees Recruitment policy • Annually reviews the staffing structure • Annual Review of the Whole School pay policy • Considers matters related to the conditions of service of all staff and any grievances forthcoming • Monitors staff professional development • Collate and analysis statistics on accidents and incidents/sickness and absence • Identify health and safety training needs for the year • Review Desk top and dry run exercise of emergency plan • AMP review and premises audit • Regular consideration of Health and Safety issues associated with the site • Agree / Review premises development plan • Asset register • Inventory and assets update and checked independently | <ul style="list-style-type: none"> • Review school inventory records and update • Annual risk assessments review incl. fire Agree premises development plan and health and safety action plans • Review fire drill procedures Health and Safety inspection and action plans • Monitor and review the schools health and safety policy, including regular risk assessments • Consider the need for improvements/extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of pupils • Review and analyse accidents and incidents. • To oversee the pairing of Governors and Teachers (Individual Governors to report activities to the Governing Body) • Financial benchmarking review • Make decisions in respect of service agreements • Pay review statements to staff • Annually review expenses policies • Review DFC expenditure • Budget review and monitoring reports • Make decisions under delegated authority incl.approval of expenditure and availability of funds for recommendations from other committees or Head Teacher • Staff Modellers – Annually • Kids Club? • Accessibility and provision for children with SEN • Review Lettings, Charges and Remissions Policy • SEF – Behaviour and Safety |
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Resources Committee Meeting Terms of Reference

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Strategic Committee Terms of Reference

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| <ul style="list-style-type: none">• Creating purpose and vision for the school and the strategy to achieve this• Engaging and communicating with stakeholders e.g. parents, community, other schools, LA etc.• Draft Budget and budget planning report• Staff Modelers – three years• Scheme of Delegation• Review and challenge the draft annual budget for the forthcoming financial year and present to the Governing Body for approval• Final outturn for full governors• Review up-to-date 3 year financial plan and annual forecast against budget at least once a term• Finalise budget for next academic year including dedicated RE budget• DFC expenditure a complete 3 year plan• 3 year modelers• Propose delegation of authority for financial procedures to the Governing Body for approval on an annual basis, covering school budget, capital fund and voluntary funds (incl.school fund) | <ul style="list-style-type: none">• Statement of internal Control• Statement of financial roles and responsibilities• Best value statement• Ensure that the school operates within the Financial Regulations of the County Council including receipt of any Finance Officer and County Auditor reports and agree action plans with Head Teacher• Make virement decisions as required and report significant changes to the forecast position to the Governing Body.• Determine procedures for Governors to claim expenses• Prepare financial statements for inclusion in the School Profile.• Review the School's Prospectus and amend as appropriate• To ensure that the School serves the community within the context of the Christian values through the experience it offers to all its pupils. Working in conjunction with the Stakeholders Strategic Team• Review Governing Body effectiveness• Sets the schools Individual School (Pay) Range – the ISR, and places the head teacher pay point appropriately within this range.• Agree SLA and buy ins |
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