



Great Coates Village Nursery School

Governor Sub – Committees

Finance, Premises and Resources

- Membership will be no fewer than 3 governors, plus the Head teacher.
- The quorum for each meeting shall be 3 governors
- The committee is to meet termly (3 times a year) and other wise as required, using the terms of reference as a guide to agenda setting.
- The committee is to report to each meeting of the full governing body.

Terms of reference

- To review and approve the annual budget and Finance Governor to approve budget
- Monitoring and evaluating the budget allocated to the school to achieve value for money;
- Preparation and presentation of an annual budget to the full governing body for approval;
- To report to the Governing Body regularly on budgetary performance as the year progress;
- To make expenditure/virement decisions up to an agreed limit £10,000 and review expenditure decisions made by the Head teacher with regard to virement limits.
- To undertake a detailed budget monitoring role on behalf of the Full Governing Body including:
- Monitoring of school fund annually;
- Consider the self-assessment under the Schools Financial Value Standard as an annual item;
- Reviewing staff pay and conditions;
- Agreeing procedures for staff conduct and discipline
- Setting priorities for improvement and monitoring and evaluating the impact of the improvement plans which relate to the committee's area of operation;
- Developing and review policies identified within the school's policy review programme and in accordance with its delegated powers;
- Agree the level of financial delegation to the Head teacher.

- Ensure that the principles of 'best value' are adhered to;
- Review, monitor and evaluate the annual maintenance programme;
- Project manage maintenance repairs and redecoration within the budget allocation;
- Recommend an appropriate staffing structure to the full governing body for approval;
- Recruit, select and appoint staff;
- To ensure, as far as it's practical, that Health and Safety issues are appropriately prioritised;
- To ensure that the school operates within the Financial Regulations of the Scheme for Financing Schools and the Finance Manual;
- To consider any appeal against a decision on pay grading or pay/awards;
- That the Head teacher be delegated authority to incur expenditure and/or make a virement of funds from one cost centre to another within the school budget up to an amount of £10,000, any expenditure or virement above this amount requires the authority of the Finance and Premises Committee;
- Secure the effective implementation of performance management procedure and related policies,
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To report to the Governing Body about any training opportunities for staff and governors;
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes;
- To draft and keep under review the staffing structure in consultation with the Head teacher;
- To make recommendations in respect of awards for the successful meetings of targets set for relevant members of staff only;
- To provide guidance to the full governing body of the following which can be delegated:
 - Appointment of Head Teacher and Deputy Head teacher;
 - Approval of the staffing structure for the school;
 - Approve the School Fund Account
 - Approve auditor for the School Fund Account.

Performance Review Committee

This groups quorum is 2 governors, Chair plus one other, who must be members of the committee. Vice chair to deputise in the absence of the Chair.

Terms of Reference

- To arrange to meet External Adviser to discuss Head Teacher's performance targets;
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually;
- To monitor through the year, the performance of the Head Teacher against the target's;
- To make recommendations in respect of awards for the successful meeting of targets set.

Curriculum and Progress Committee

Terms of Referecne

- To consider and advise the Governing body on standards and other matters relating to the school's curriculum, including statutory requirements, School Curriculum Policies and Children's progress;
- To consider curricular issues which have implications for Finance and Personal decisions and to make recommendations to the relevant committees of the Governing Body
- To review the schools Behaviour and Anti-Bullying Policy, and to make recommendations on changes to the Full Governing Body;
- Ensuring the health, safety and well-being on staff and pupils;
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning;
- To agree annual attendance targets and monitor progress towards these;
- Monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups;

- Ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements

To accept full delegated responsibilities for the discharge of the following duties

Monitor and Evaluate:

- the effectiveness of leadership and management
- the impact of quality of teaching on rates of pupil progress and standards of achievement;
- the impact of continuing professional development on improving staff performance
- the effectiveness of provision for children with special educational needs
- the quality of the curriculum in securing high standards of achievement
- the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils e.g. SEN, gender, pupil premium, EAL, LAC etc)
- identify and celebrate pupil achievement.