



## **Terms of Reference – Leadership and Management (FGB)**

**Membership: The committee will comprise of the full governing body, one of whom shall be the Headteacher.**

The membership and Terms of Reference of the Committee shall be reviewed annually.  
The quorum will be one half of the total number of governors currently in post.

### Overall – Terms of Reference

To undertake the requirements of the whole school pay policy (as adopted) with delegated powers to implement the review of salaries and ratify statutory policies:

- Charging & Remission Policy
- Pay Policy and Staffing Structure
- Financial procedures for schools
- Discipline Policy
- Grievance Policy
- Capability of staff policy
- Early Career Teaching (ECT's) Policy
- Safer recruitment Policy and Procedures
- Staff handbook
- Complaints Policy and Procedures
- Lock down policy
- Environmental Policy
- First Aid Policy
- Health and Safety Policy
- Public Equality Statement Policy
- Use of school buildings Policy

### Terms of Reference - Finance

To consider each year's School Development Plan priorities and present an annual budget to the Governing Body for approval.

To review financial planning including long term planning and resourcing.

To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.

To vary specific budget categories by amounts set out in the school Financial Regulations.

To receive and where appropriate respond to periodic audit reports.

To consider and report back upon such matters as may be delegated or devolved to the committee by the Governing Body.

### Terms of Reference - Personnel

The Committee is required to set an Individual School Range, ascertain the school group size and determine delegation for the Deputy Headteachers performance management process.

To determine the staffing structure.

To undertake the selection/recruitment of staff below Deputy Headteacher level.  
To consider and move any initial decision about matters relating to staff discipline and grievances in accordance with any adopted procedures.  
To undertake the Governing Body's role in relation to Early Career Teaching  
To consider and make decisions relating to staff leave of absence with or without pay.  
To consider and take decisions about matters relating to the dismissal of staff, which are referred to the Committee for their consideration, including redundancy procedures as adopted.  
To consider and report back upon such matters as may be delegated or devolved to the committee by the Governing Body.  
To present minutes of the meetings to the Governing Body.

#### Terms of Reference – Premises, Health and Safety

To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety, including pupil welfare.  
To assist the Governing Body and Headteacher to discharge their responsibilities under the Health and Safety at Work Act and the Environmental Protection Act and to ensure the school complies with Health and Safety regulations.  
To consider the LA's policies on health and safety and recommend a policy for the school for adoption by the Governing Body.  
To ensure that the necessary school management organisation is in place to implement the policy.  
To monitor the effectiveness of the school's health and safety arrangements, make occasional inspections of the buildings and grounds and report at least once a year to the Governing Body.  
To monitor the effectiveness of the school's response to any external review or audit of health and safety arrangements  
To recommend to the appropriate committee the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.  
To ensure any necessary liaison with LA's Property Services Department and/or Diocesan appointed building consultants, including overseeing the preparation and implementation of contracts.  
To establish and publish a Freedom of Information scheme and ensure the school complies with GDPR.

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#### **Standing items for Agenda**

Data  
SIP  
Governor visits  
Pupil premium  
Compliance  
Partnerships  
Premises report  
Medical, accident and fire books

Budget  
Staffing/recruitment  
H&S  
Performance management

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**Policies and documents to be reviewed**

Charging & Remission Policy  
Pay Policy and Staffing Structure  
Financial procedures for schools  
Discipline Policy  
Grievance Policy  
Capability of staff policy  
Early Career Teaching (ECT's) Policy  
Safer recruitment Policy and Procedures  
Staff handbook  
Complaints Policy and Procedures  
Lock down policy  
Environmental Policy  
First Aid Policy  
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