



**SCHOOL IMPROVEMENT COMMITTEE – TERMS OF REFERENCE**

**Membership:** The Panel for the Committee shall consist of at least six Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

**Quorum:** The Quorum must be three governors

**Chair:** To be agreed by the committee.

**Clerk:** To be appointed by the committee.

**Frequency of meetings:** As required but usually once each term.

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**CURRICULUM DUTIES**

Make decisions on behalf of the governing body on the arrangements for collective worship and the provision of religious education.

Make decisions on behalf of the governing body on the policy for the provision of sex education and the delivery of PSHE in school.

Make decisions on behalf of the Governing body on arrangements required for pupils with special educational needs.

Consider complaints relating to the curriculum and to advise the governing body (Hearing Body)

**SCHOOL IMPROVEMENT DUTIES**

Annually review the School Improvement Plan and make decisions on behalf of the Governing Body on priorities for the key areas.

Analyse data relating to the school's performance and to agree targets for pupil achievement.

Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.

Succession Planning.

**POLICY REVIEW DUTIES**

Undertake a cyclical review of school policies where required; agreeing changes and making decisions on behalf of the governing body in areas that may not be delegated.

Policies include, but are not restricted to:

- Leave of Absence
- Safeguarding/Child Protection
- Behaviour
- Anti-Bullying
- SEND
- Admissions

**PUPIL DISCIPLINE & COMPLAINTS** *[committee members may be involved as part of the following depending on availability – not necessarily as a full committee but as members brought together for a particular issue]*

Review the use of exclusion within the school.

Consider the views of the head Teacher and of parents of excluded pupils (Hearing Body).

Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).

Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and staff salaries (Appeals Panel).

**DELEGATION TO THE HEAD TEACHER**

Day to day management of the school.

Casual staff appointments.

Temporary appointments to maintain the delivery.

Arrangements for the termination of staff contracts.

To annually determine staff salaries in accordance with the school's pay policy.

Application & administration of all policies as agreed by the governing body.

Day to day financial management of the school plus:

- Virement between expenditure codes
- Virement between income codes
- Disposition of additional SEN funding (in year charges)
- Virement from contingency up to (£2,000) in any instance.

**Revised and agreed 29<sup>th</sup> March 2022**