

HORSINGTON CHURCH SCHOOL

POLICIES AND PROCEDURES COMMITTEE: TERMS OF REFERENCE

ROLES/RESPONSIBILITIES AND YEAR PLANNER

The committee will work in consultation with the headteacher and make decisions regarding standards and other issues relating to the school's curriculum, including statutory requirements and the school's curriculum policy.

At the final meeting of the governing board in each academic year, the governing board should:

- Consider and confirm the committee's recommendations for its terms of reference, delegated powers and priorities for the academic year. The terms of reference should include the tasks listed below, together with any additional items that the governing board may wish to include.
- Consider and confirm the membership of the committee, process for electing a chair and clerking arrangements.

At the first meeting of the academic year the committee should:

- Elect a chair (if this has been delegated to the committee by the governing board)
- Determine the quorum for any meeting of the committee. In any event, the quorum must be not less than three **governors** who are members of the committee. For the purposes of establishing the quorum of the committee, associate members should **not** outnumber other committee members.

At the full governing board meeting:

- Agree date for next meeting.

DELEGATED TASKS	TERM
AUTUMN TERM	
Review the school's Accessibility Plan and ensuring that a copy is sent to appropriate outside agencies.	Autumn
Approve renewal of premises-related contracts having regard to Best Value principles and ensuring that appropriate procedures are followed. Make recommendations to the governing board on contractual matters.	Autumn
SPRING TERM	
Approve a 5-year rolling programme for redecoration, reporting back to the governing board as appropriate.	Spring
SUMMER TERM	
Consult with the headteacher and make recommendations to the Finance/Human Resources Committee on premises-related expenditure for inclusion in the next year's budget.	Spring
Inspect buildings and grounds, and produce regular reports of findings and make recommendations to the governing board	Summer
TERMLY	
Report to the governing board any decisions made in accordance with the powers delegated by the governing board.	Termly
Review Health & Safety issues	Termly
AS REQUIRED	
Agree and operate an induction procedure for any governor who is appointed to the committee. Monitor and evaluate the effectiveness of the procedure on a regular basis.	As required
Review on an agreed basis delegated policies and make recommendations to the governing board. This should include policies on collective worship and religious education *. *When these policies are reviewed the linked	As required

governor should be invited and present at the meeting.	
Receive and consider the headteacher's views on curriculum priorities.	As required
Ensure that recommendations for action following inspections and audits are satisfactorily carried out.	As required
Approve the costs and arrangements for maintenance, repair and redecoration, referring spending above agreed limited to the Finance/Human Resources Committee.	As required

The role of associate members on the committee

The governing board may choose to extend committee membership and voting rights to an associate member subject to the following restrictions. These rights must be assigned to the associate member at the time of their appointment, and must be recorded in the minutes of the full governing board meeting.

- An associate member may **not** be the chair or vice chair of the committee.
- Associate members may **only** vote in committee if they are in the minority ie: if there are more governors on the committee at the time of the vote than associate members.

Terms of reference agreed: June 2016