Education, Schools and Inclusion
Gateshead

Gateshead Council

Governor Support

LA Model Terms of Reference for committees (maintained) – September 2025

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Regulations - Guidance note

The following text is from Part 5, pages 9-11 of "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013" and covers the regulations on committees for governing bodies. Guidance notes are in red.

Application of this Part

21. This Part does not apply to any committee established by the governing body to exercise functions relating to the appointment, grievance, conduct and discipline, capability, suspension or dismissal of individual members of the school staff.

These regulations do not apply to panels that are put together to consider complaints, exclusions or staff disciplinary, capability or grievances. Whilst they should still be followed where possible, some items are not applicable – for example, a complaints panel doesn't need a Terms of Reference, nor would you be able to elect a Chair to the panel at the start of the academic year, as the nature of such a committee would be ad hoc and you wouldn't necessarily know who would be available to sit on the panel until such time as it needed to be convened.

Establishment of committees of the governing body

22.—(1) The governing body must determine the constitution, membership and terms of reference of any committee they decide to establish and review them annually.
(2) The quorum for any meeting of a committee must be determined by that committee, but in any event must be not less than three governors who are members of the committee.
(3) A chair must be appointed annually to each committee by the governing body or elected by the committee, as determined by the governing body.
(4) The governing body may remove the chair to any committee from office at any time.

Governing bodies **must** appoint committee members (committees can't appoint governors to themselves) and annually review and **adopt** Terms of Reference (as governing bodies have to decide what they are delegating to committees, rather than committees deciding what is being delegated to them). Governing bodies can appoint a committee Chair but normally committees will elect a committee Chair at their first meeting of the year. Only governors who are appointed to the committee count towards a quorum (i.e. if only two committee members are present, you can't bring a third governor who is not on the committee into the meeting to make the meeting quorate).

Clerks to committees

23.—(1) This regulation is without prejudice to any rights and liabilities which the clerk may have under any contract with the governing body or with the local authority.
(2) The governing body must appoint a clerk to each committee established by it, who must not be the head teacher of the school.
(3) Notwithstanding paragraph (2), the committee may, if the clerk fails to attend a meeting of theirs, appoint any one of their number (who is not the head teacher) to act as a clerk for the purposes of that meeting.
(4) The governing body may remove any clerk appointed to any of their committees from office at any time.

(5) A clerk appointed to a committee of the governing body must—

(a) convene meetings of the committee;

(b) attend meetings of the committee and ensure that minutes of the proceedings are drawn up; and

(c) perform such other tasks with respect to that committee as may be determined by the governing body from time to time.

If schools don't buy into having committees clerked by Gateshead Governor Support, they must appoint someone as clerk to their committees. The Headteacher can't clerk, and a governor can but only if the clerk doesn't show up for the meeting.

Associate members

24.—(1) The membership of any committee may include associate members.

(2) Subject to paragraph (3), an associate member has such voting rights in a committee to which that person is appointed as are determined by the governing body.

(3) An associate member may not vote on any business transacted by any committee unless the associate member is aged over 18.

(4) An associate member may be removed from office by the governing body at any time.

The governing body decides whether to add Associate Members to committees, with or without voting rights.

Rights of persons to attend meetings of committees

25.—(1) Subject to regulation 16 and to Schedule 1 the following persons are entitled to attend any meeting of a committee—

(a) any member of the committee, provided that the member of the committee is not a governor who has been suspended in accordance with regulation 17;

(b) the head teacher of the school, whether or not that person is a member of the committee;

(c) the clerk to the committee; and

(d) such other persons as the governing body or the committee may determine.

(2) A committee may exclude an associate member from any part of its meeting which the associate member is otherwise entitled to attend when the business under consideration concerns an individual member of staff or pupil.

A committee can invite anyone to a meeting as an observer. Headteachers have a right to attend even if they are not on the committee – although they almost always are on committees.

Meetings of committees

26.—(1) Meetings of a committee are to be convened by the clerk to that committee who, when exercising this function, must comply with any direction given by—

(a) the governing body;

(b) the chair of the committee, so far as such direction is not inconsistent with any direction given under sub-paragraph (a).

(2) Subject to any direction given in accordance with paragraph (1), at least seven clear days in advance the clerk must give to each member of the committee and to the head teacher (whether or not that person is a member of the committee)—

(a) written notice of the meeting; and

(b) a copy of the agenda for the meeting, provided that where the chair of the committee so determines on the ground that there are matters demanding urgent consideration, it will be sufficient if the written notice of the meeting states that fact and the notice and agenda are given within such shorter periods as the chair directs.

(3) The proceedings of a committee will not be invalidated by—

(a) any vacancy among their number; or

(b) any defect in the appointment of any member of the committee.

(4) No vote on any matter may be taken at any meeting of a committee unless the majority of members of the committee present are governors.

(5) Every question to be decided at a meeting of a committee must be determined by a majority of the votes of the members of the committee present and voting on the question.

(6) Where there is an equal division of votes the person who is acting as chair for the purposes of the meeting will have a second or casting vote, provided that such person is a governor.

(7) Minutes of the proceedings of a meeting of a committee must be drawn up by the clerk to the committee or the person acting as the clerk for the purposes of the meeting; and must be signed (subject to the approval of the committee) by the chair at the next meeting of the committee.

(8) Subject to paragraph (9) the committee must, as soon as reasonably practicable, make available for inspection by any interested person a copy of—

(a) the agenda for every committee meeting;

(b) the signed minutes of every such meeting; and

(c) any report or other paper considered at any such meeting.

(9) The committee may exclude from any item required to be made available in pursuance of paragraph (8) any material relating to—

(a) a named person who works, or who it is proposed should work, at the school;

(b) a named pupil at, or candidate for admission to the school;

(c) any other matter that, by reason of its nature, the committee is satisfied should remain confidential.

The committee clerk should give a copy of the agenda to committee members 7 clear days (8 days) before a meeting. Committees have to make available to anyone who asks for them a copy of the non-confidential agenda, papers considered at the meeting and signed minutes of the previous meeting (only ‘approved’ minutes have to be given out).

CURRICULUM & STANDARDS COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the committee shall be not less than three governors.

2. Quorum

The quorum for meetings of the committee shall be three governors who are members of the committee (having been appointed to the committee by the governing body).

3. Frequency of meetings

The committee shall meet at least once per term.

4. Delegated functions

4.1 To elect a committee Chair annually (unless the Chair has already been appointed to the committee by the governing body).

4.2 To approve the minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

4.3 To review School Improvement Plan priorities and progress towards them.

4.4 To monitor the school's provision for relationships and sex education (RSE) and health education, including ensuring that:

- all pupils make progress in achieving the expected educational outcomes;
- the subjects are well led, effectively managed and well planned;
- the quality of provision is subject to regular and effective self-evaluation;
- teaching is delivered in ways that are accessible to all pupils with SEND;
- clear information is provided for parents on the subject content and the right to request that their child is withdrawn; and
- the subjects are resourced, staffed and timetabled in a way that ensures that the school can fulfil its legal obligations

4.5 To monitor the compliance of the school website with respect to information that must be published on it, including the SEN Information Report that includes information about the implementation of the governing body's policy for pupils with SEN, and that it is monitored by a governor annually.

4.6 To be satisfied that the school is compliant in following the statutory guidance on the cost of school uniforms, particularly when developing and implementing a statutory School Uniform Policy.

4.7 To review the school's extended school offer, including out of hours clubs.

4.8 To review the school's EYFS provision, including ensuring that the required policies and procedures for both learning and development and safeguarding and welfare provision for children from birth to five are in place (separate policies for EYFS are not required where procedures are already covered in existing whole school policies) (Nursery and Primary schools only).

Achievement/Curriculum and teaching/Inclusion

4.9 To annually review exam and assessment data, and to subsequently monitor pupil attainment and progress by receiving updates on whole school data.

4.10 To review whole school data with a focus on disadvantaged pupils including:

- pupils with special educational needs and/or disabilities (SEND);
- pupils who meet the definition of children in need of help and protection;
- pupils receiving statutory local authority support from a social worker; and
- pupils who otherwise meet the criteria used for deciding the school's pupil premium funding (this includes pupils claiming free school meals at any point in the last 6 years, looked after children (children in local authority care) and/or children who left care through adoption or another formal route)

4.11 To receive updates on the implementation of the curriculum.

4.12 To monitor the promotion of equality across the curriculum and progress on equality objectives, in line with the responsibilities of the Equality Act 2010.

Attendance and behaviour/Personal development and well-being

4.13 To monitor data on attendance and punctuality/absences.

4.14 To monitor data on behaviour, exclusions and bullying.

4.15 To monitor the school's SMSC (Spiritual, Moral, Social and Cultural development) provision, including the school's promotion of fundamental British values in its curriculum, in line with the responsibilities of the Prevent duty.

Leadership and governance/Safeguarding

4.16 To receive safeguarding updates, including ensuring that key aspects of Keeping Children Safe in Education are in place and are being followed.

4.17 To review parent and pupil survey results and to monitor pupil views.

4.18 To monitor the effectiveness of parental engagement and communication.

4.19 To monitor the effectiveness of the promotion of community cohesion.

5. Policies

Statutory

5.1 To ensure a School Attendance Policy is established and adopted, and is reviewed and re-adopted annually.

5.2 To ensure a School Exclusions Policy is established and adopted, and is reviewed and re-adopted annually.

5.3 To ensure a School Uniform Policy is established and adopted, and is reviewed and re-adopted annually.

5.4 To ensure an Equality Objectives Policy is established and adopted, and is reviewed and re-adopted every four years.

5.5 To ensure a Relationships and Sex Education and Health Education Policy is established and adopted, and is reviewed and re-adopted annually (**NOT** required for nursery schools. Schools **MUST** consult parents when reviewing (changing) their policy).

5.6 To ensure a Careers Guidance Policy is established and adopted, and is reviewed and re-adopted annually (secondary education).

6. Confidential items

6.1 To approve any confidential minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

6.2 To review the quality of teaching and the impact it has on the delivery of the curriculum.

7. Reporting to the governing body

7.1 The committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the Governance Professional to the governing body for inclusion with the agenda of the next meeting of the governing body.

7.2 The committee Chair (or, if the committee Chair is not present at the governing body meeting, any other member of the committee who was present at the committee meeting) shall report to the governing body on any actions undertaken by the committee, as delegated to the committee by the governing body, including but not limited to the approval of any policies.

RESOURCES COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the committee shall be not less than three governors.

2. Quorum

The quorum for meetings of the committee shall be three governors who are members of the committee (having been appointed to the committee by the governing body).

3. Frequency of meetings

The committee shall meet at least once per term.

4. Delegated functions

4.1 To elect a committee Chair annually (unless the Chair has already been appointed to the committee by the governing body).

4.2 To approve the minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

4.3 To ensure that the school's Single Central Record of Recruitment and Vetting Checks is up-to-date, and that it is monitored by a governor periodically.

Finance

4.4 To receive three multi-year budget monitoring reports each year from the Headteacher (with three additional interim reports provided to the Headteacher) monitoring income and expenditure against the annual budget plan, including any variances that affect the outturn.

4.5 To review the end of year budget, and to receive and approve a budget for the year ahead, including a 3-year budget (and if applicable, any deficit budget).

4.6 To monitor Pupil Premium expenditure, and to ensure a strategy statement is published by 31st December each year that **must** explain how the school's pupil premium funding is being spent, and the education outcomes being achieved for disadvantaged pupils.

4.7 To monitor P.E. & Sport Premium expenditure, and to ensure that as part of the conditions of grant, by 31st July 2025, the school has published on its website a report detailing how it has spent its P.E. and sport premium funding allocation. The published report must include:

- the amount of premium received
- a full breakdown of how it has been or will be spent
- the impact seen by the school on pupils' participation and attainment in

PE and sport

- how this improvement will be sustained
- the percentage of pupils in their year 6 cohort who have met the national curriculum requirement to:
  - swim competently, confidently and proficiently over a distance of at least 25 metres
  - use a range of strokes effectively - for example, front crawl, backstroke and breaststroke
  - perform safe self-rescue in different water-based situations (Primary schools only).

4.8 To review/approve any Service Level Agreements and/or contracts that are due for renewal, and that exceed the Chair of governors/Vice-Chair of governors and Headteacher's delegated expenditure limit (all other SLAs can be approved by the Headteacher, with the Chair of governors'/Vice-Chair of governors' agreement where required, as set out in the school's Financial Scheme of Delegation).

4.9 To review value for money and benchmarking data, and to ensure a benchmarking exercise is carried out annually (Gateshead audit requirement).

4.10 To receive a report at least once a year on how the use of resources has improved. Quantification of the gains made would be useful – these will often not be cashable savings, but it should be possible to attempt some assessment of what the benefit of the change has been (Gateshead audit requirement).

4.11 To ensure that the school have made arrangements for the annual audit of the school fund, and send a statement to the LA's finance team within 3 months of the end of the agreed school fund year (this cannot be audited by governors).

Premises, Health & Safety

4.12 To receive premises, health and safety updates in order to ensure the school is compliant with statutory health and safety regulations, and to monitor the actions on the school's health and safety action plan.

4.13 To ensure that a review of the fire risk assessment is carried out in line with recommendations from the fire risk assessor.

4.14 To ensure that appropriate arrangements are in place to keep children safe where the school facilities/premises are used by external organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities).

4.15 To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.

4.16 To comply with and support the Headteacher to implement competent health and safety advice.

4.17 To review the premises elements of the Accessibility Plan.

4.18 To arrange professional surveys and emergency work as necessary (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity).

4.19 To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.

4.20 To be aware of any significant incidents that have occurred in the school, and support the Headteacher with managing these.

4.21 To check the inventory annually (Gateshead audit requirement).

4.22 To ensure that at least an annual inspection of the premises and grounds takes place and a cyclical maintenance plan is received identifying any issues, and to monitor the completion of any priorities for maintenance and development (Gateshead audit requirement).

4.23 To approve the health and safety audit report, action plan and any accompanying documentation, prior to it being sent to Gateshead's Health & Safety team for review ahead of a health and safety audit (completed on a 3-year rolling basis) (Gateshead health and safety requirement).

Staffing

4.24 To consider general staffing updates including changes to staffing.

4.25 To monitor staff attendance and sickness absence levels.

4.26 To monitor staff wellbeing, including staff survey results.

4.27 To monitor the amount, type and impact of staff training.

4.28 To review the staffing structure annually along with the curriculum and plans for improvement, to meet SFVS requirements and as part of workforce planning to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity.

5. Policies

Statutory

5.1 To ensure a Charging and Remissions Policy is established and adopted, and is reviewed and re-adopted annually.

5.2 To ensure a Governors' Allowances Policy is established and adopted, and is reviewed and re-adopted annually.

5.3 To ensure a Health and Safety Policy is established and adopted, and is reviewed and re-adopted annually (and to ensure that the Corporate and Education Health & Safety Policies are brought to the attention of the committee).

5.4 To ensure a Pay Policy is established and adopted, and is reviewed and re-adopted annually.

5.5 To ensure a Premises Management Policy is established and adopted, and is reviewed and re-adopted annually.

5.6 To ensure a Staff Behaviour Policy is established and adopted, and is reviewed and re-adopted annually.

5.7 To ensure a Staff Capability Policy is established and adopted, and is reviewed and re-adopted annually.

5.8 To ensure a Staff Capability Policy (sickness absence) is established and adopted, and is reviewed and re-adopted annually.

5.9 To ensure a Staff Disciplinary Policy is established and adopted, and is reviewed and re-adopted annually.

5.10 To ensure a Staff Grievance Policy is established and adopted, and is reviewed and re-adopted annually.

5.11 To ensure a Support for Pupils with Medical Conditions Policy is established and adopted, and is reviewed and re-adopted annually.

5.12 To ensure a Teacher Appraisal Policy is established and adopted, and is reviewed and re-adopted annually.

Non-statutory

5.13 To ensure a Financial Scheme of Delegation is established and adopted, and is reviewed and re-adopted annually (Gateshead LA requirement).

5.14 To ensure a Handling Allegations of Abuse Against Employees Policy is established and adopted (Gateshead LA requirement).

5.15 To ensure an Asset Management Plan is established and adopted, and is reviewed and re-adopted annually (Gateshead audit requirement).

5.16 To ensure a Dinner Money Debt Policy is established and adopted, and is reviewed and re-adopted annually (Gateshead audit requirement).

5.17 To ensure a Lettings Policy is established and adopted (policy to state there

are no lettings if applicable), and is reviewed and re-adopted annually (Gateshead audit requirement).

5.18 To ensure a Business Continuity Plan is established and adopted, and is reviewed and re-adopted every two years (Gateshead audit requirement).

5.19 To ensure an ICT Policy is established and adopted, and is reviewed and re-adopted every two years (Gateshead audit requirement).

5.20 To ensure a Whistle Blowing Policy is established and adopted, and is reviewed and re-adopted every two years (Gateshead audit requirement).

5.21 To ensure a Non-teacher Appraisal Policy is established and adopted (best practice).

6. Confidential items

6.1 To approve any confidential minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

Staffing

6.2 To be aware of any staffing issues relating to grievances, capability or disciplinary issues (notwithstanding the need to separately hold any panels in relation to these issues).

6.3 To approve any changes related to the staffing structure (including restructures, or requests for early retirement, secondment, flexible working, leave of absence or compressed/reduced hours).

6.4 To receive an (anonymised) report from the Headteacher informing of conclusions on teacher appraisal recommendations that have been moderated across the school to ensure they are consistent between teachers, providing specific detail on any appraisals that have an unsuccessful recommendation. To then determine a successful or unsuccessful appraisal based on the information held within the Headteacher's report.

6.5 To note the Headteacher's (anonymised) report on successful or unsuccessful appraisals for non-teachers.

Pay

6.6 To note that eligible teachers will be awarded pay progression on the basis of one point per appraisal period, unless their performance is being managed in line with the Schools' Formal Capability Policy and Procedure.

6.7 To receive recommendations from the Headteacher on applications for progression on to the upper pay range, based on the Headteacher being satisfied that the teacher is highly competent in all elements of the Teachers' Standards (England) and that the teacher has made substantial and sustained

achievements and contributions to the school. To then determine whether to progress main pay range teachers on to the upper pay range.

7. Reporting to the governing body

7.1 The committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the Governance Professional to the governing body for inclusion with the agenda of the next meeting of the governing body.

7.2 The committee Chair (or, if the committee Chair is not present at the governing body meeting, any other member of the committee who was present at the committee meeting) shall report to the governing body on any actions undertaken by the committee, as delegated to the committee by the governing body, including but not limited to the approval of any policies.

PREMISES, HEALTH & SAFETY COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the committee shall be not less than three governors.

2. Quorum

The quorum for meetings of the committee shall be three governors who are members of the committee (having been appointed to the committee by the governing body).

3. Frequency of meetings

The committee shall meet at least once per term.

4. Delegated functions

4.1 To receive premises, health and safety updates in order to ensure the school is compliant with statutory health and safety regulations, and to monitor the actions on the school's health and safety action plan.

4.2 To ensure that a review of the fire risk assessment is carried out in line with recommendations from the fire risk assessor.

4.3 To ensure that appropriate arrangements are in place to keep children safe where the school facilities/premises are used by external organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities).

4.4 To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.

4.5 To comply with and support the Headteacher to implement competent health and safety advice.

4.6 To review the premises elements of the Accessibility Plan.

4.7 To arrange professional surveys and emergency work as necessary (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity).

4.8 To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.

4.9 To be aware of any significant incidents that have occurred in the school, and support the Headteacher with managing these.

4.10 To check the inventory annually (Gateshead audit requirement).

4.11 To ensure that at least an annual inspection of the premises and grounds takes place and a cyclical maintenance plan is received identifying any issues, and to monitor the completion of any priorities for maintenance and development (Gateshead audit requirement).

4.12 To approve the health and safety audit report, action plan and any accompanying documentation, prior to it being sent to Gateshead's Health & Safety team for review ahead of a health and safety audit (completed on a 3-year rolling basis) (Gateshead health and safety requirement).

5. Policies

Statutory

5.1 To ensure a Health and Safety Policy is established and adopted, and is reviewed and re-adopted annually (and to ensure that the Corporate and Education Health & Safety Policies are brought to the attention of the committee).

5.2 To ensure a Premises Management Policy is established and adopted, and is reviewed and re-adopted annually.

5.3 To ensure a Support for Pupils with Medical Conditions Policy is established and adopted, and is reviewed and re-adopted annually.

Non-statutory

5.4 To ensure an Asset Management Plan is established and adopted, and is reviewed and re-adopted annually (Gateshead audit requirement).

5.5 To ensure a Lettings Policy is established and adopted (policy to state there are no lettings if applicable), and is reviewed and re-adopted annually (Gateshead audit requirement).

5.6 To ensure a Business Continuity Plan is established and adopted, and is reviewed and re-adopted every two years (Gateshead audit requirement).

5.7 To ensure an ICT Policy is established and adopted, and is reviewed and re-adopted every two years (Gateshead audit requirement).

6. Confidential items

6.1 To approve any confidential minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

7. Reporting to the governing body

7.1 The committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the Governance Professional to the governing body for inclusion with the agenda of the next meeting of the governing body.

7.2 The committee Chair (or, if the committee Chair is not present at the governing body meeting, any other member of the committee who was present at the committee meeting) shall report to the governing body on any actions undertaken by the committee, as delegated to the committee by the governing body, including but not limited to the approval of any policies.

FINANCE, STAFFING & PAY COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the committee shall be not less than three governors.

2. Quorum

The quorum for meetings of the committee shall be three governors who are members of the committee (having been appointed to the committee by the governing body).

3. Frequency of meetings

The committee shall meet at least once per term.

4. Delegated functions

4.1 To elect a committee Chair annually (unless the Chair has already been appointed to the committee by the governing body).

4.2 To approve the minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

4.3 To ensure that the school's Single Central Record of Recruitment and Vetting Checks is up-to-date, and that it is monitored by a governor periodically.

Finance

4.4 To receive three multi-year budget monitoring reports each year from the Headteacher (with three additional interim reports provided to the Headteacher) monitoring income and expenditure against the annual budget plan, including any variances that affect the outturn.

4.5 To review the end of year budget, and to receive and approve a budget for the year ahead, including a 3-year budget (and if applicable, any deficit budget).

4.6 To monitor Pupil Premium expenditure, and to ensure a strategy statement is published by 31st December each year that **must** explain how the school's pupil premium funding is being spent, and the education outcomes being achieved for disadvantaged pupils.

4.7 To monitor P.E. & Sport Premium expenditure, and to ensure that as part of the conditions of grant, by 31st July 2025, the school has published on its website a report detailing how it has spent its P.E. and sport premium funding allocation. The published report must include:

- the amount of premium received
- a full breakdown of how it has been or will be spent
- the impact seen by the school on pupils' participation and attainment in

PE and sport

- how this improvement will be sustained
- the percentage of pupils in their year 6 cohort who have met the national curriculum requirement to:
  - swim competently, confidently and proficiently over a distance of at least 25 metres
  - use a range of strokes effectively - for example, front crawl, backstroke and breaststroke
  - perform safe self-rescue in different water-based situations (Primary schools only).

4.8 To review/approve any Service Level Agreements and/or contracts that are due for renewal, and that exceed the Chair of governors/Vice-Chair of governors and Headteacher's delegated expenditure limit (all other SLAs can be approved by the Headteacher, with the Chair of governors'/Vice-Chair of governors' agreement where required, as set out in the school's Financial Scheme of Delegation).

4.9 To review value for money and benchmarking data, and to ensure a benchmarking exercise is carried out annually (Gateshead audit requirement).

4.10 To receive a report at least once a year on how the use of resources has improved. Quantification of the gains made would be useful – these will often not be cashable savings, but it should be possible to attempt some assessment of what the benefit of the change has been (Gateshead audit requirement).

4.11 To ensure that the school have made arrangements for the annual audit of the school fund, and send a statement to the LA's finance team within 3 months of the end of the agreed school fund year (this cannot be audited by governors).

Staffing

4.12 To consider general staffing updates including changes to staffing.

4.13 To monitor staff attendance and sickness absence levels.

4.14 To monitor staff wellbeing, including staff survey results.

4.15 To monitor the amount, type and impact of staff training.

4.16 To review the staffing structure annually along with the curriculum and plans for improvement, to meet SFVS requirements and as part of workforce planning to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity.

5. Policies

Statutory

5.1 To ensure a Charging and Remissions Policy is established and adopted, and

is reviewed and re-adopted annually.

5.2 To ensure a Governors' Allowances Policy is established and adopted, and is reviewed and re-adopted annually.

5.3 To ensure a Pay Policy is established and adopted, and is reviewed and re-adopted annually.

5.4 To ensure a Staff Behaviour Policy is established and adopted, and is reviewed and re-adopted annually.

5.5 To ensure a Staff Capability Policy is established and adopted, and is reviewed and re-adopted annually.

5.6 To ensure a Staff Capability Policy (sickness absence) is established and adopted, and is reviewed and re-adopted annually.

5.7 To ensure a Staff Disciplinary Policy is established and adopted, and is reviewed and re-adopted annually.

5.8 To ensure a Staff Grievance Policy is established and adopted, and is reviewed and re-adopted annually.

5.9 To ensure a Teacher Appraisal Policy is established and adopted, and is reviewed and re-adopted annually.

Non-statutory

5.10 To ensure a Financial Scheme of Delegation is established and adopted, and is reviewed and re-adopted annually (Gateshead LA requirement).

5.11 To ensure a Handling Allegations of Abuse Against Employees Policy is established and adopted (Gateshead LA requirement).

5.12 To ensure a Dinner Money Debt Policy is established and adopted, and is reviewed and re-adopted annually (Gateshead audit requirement).

5.13 To ensure a Whistle Blowing Policy is established and adopted, and is reviewed and re-adopted every two years (Gateshead audit requirement).

5.14 To ensure a Non-teacher Appraisal Policy is established and adopted (best practice).

6. Confidential items

6.1 To approve any confidential minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

Staffing

6.2 To be aware of any staffing issues relating to grievances, capability or disciplinary issues (notwithstanding the need to separately hold any panels in relation to these issues).

6.3 To approve any changes related to the staffing structure (including restructures, or requests for early retirement, secondment, flexible working, leave of absence or compressed/reduced hours).

6.4 To receive an (anonymised) report from the Headteacher informing of conclusions on teacher appraisal recommendations that have been moderated across the school to ensure they are consistent between teachers, providing specific detail on any appraisals that have an unsuccessful recommendation. To then determine a successful or unsuccessful appraisal based on the information held within the Headteacher's report.

6.5 To note the Headteacher's (anonymised) report on successful or unsuccessful appraisals for non-teachers.

Pay

6.6 To note that eligible teachers will be awarded pay progression on the basis of one point per appraisal period, unless their performance is being managed in line with the Schools' Formal Capability Policy and Procedure.

6.7 To receive recommendations from the Headteacher on applications for progression on to the upper pay range, based on the Headteacher being satisfied that the teacher is highly competent in all elements of the Teachers' Standards (England) and that the teacher has made substantial and sustained achievements and contributions to the school. To then determine whether to progress main pay range teachers on to the upper pay range.

7. Reporting to the governing body

7.1 The committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the Governance Professional to the governing body for inclusion with the agenda of the next meeting of the governing body.

7.2 The committee Chair (or, if the committee Chair is not present at the governing body meeting, any other member of the committee who was present at the committee meeting) shall report to the governing body on any actions undertaken by the committee, as delegated to the committee by the governing body, including but not limited to the approval of any policies.

ADMISSIONS COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the committee shall be three governors who are members of the committee (having been appointed to the committee by the governing body).

3. Frequency of meetings

The committee shall meet at least once per year.

4. Delegated functions

4.1 To elect a committee Chair annually (unless the Chair has already been appointed to the committee by the governing body).

4.2 To ensure the school has admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.

4.3 To ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.

5. Confidential items

5.1 To approve the confidential minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

5.2 To determine within statutory provisions and the admissions criteria whether any child should be admitted to the school.

6. Reporting to the governing body

6.1 The committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the clerk of the governing body for inclusion with the agenda of the next meeting of the governing body.

6.2 The committee Chair (or, if the committee Chair is not present at the full governing body meeting, any other member of the committee who was present at the committee meeting) shall report to the full governing body on any actions undertaken by the committee, as delegated to the committee by the governing body.