



TERMS OF REFERENCE BAMFORD ACADEMY COMMITTEES

CURRICULUM COMMITTEE

Lead governor: P Leak

The Trustees' Curriculum Committee meets twice each term, the January meeting being held jointly with the Trustees' Pastoral Committee. The committee currently consists of three Trustees and the Assistant Head in charge of the curriculum; it frequently invites other senior members of staff to contribute with presentations and suggestions for amendments to policies. It is responsible to the Board for contributing to the planning and monitoring of all aspects of the curriculum and of teaching and learning. It considers how the curriculum could be enhanced for the benefit of all students and the wider community and has the duty of ensuring that the school complies with all statutory obligations in this area.

The work of the committee includes the regular review of a number of school policies, for example policies for the curriculum, for assessment and homework, for Most Able and for Special Educational Needs and Disabled students, for Religious Education, Creative Arts and Arts Mark and for relevant aspects of the school's equality policies (race, disability and gender). The Curriculum Committee is also required to advise the Board about the impact on the curriculum of any proposed changes in staffing, finance, pastoral, facilities and administrative arrangements.

Every year, the committee spends time reviewing the SATS results, analysing the reasons for these, discussing the School's approach for the year ahead and agreeing the targets for achievement. The committee reviews targets, the RE policy, the Teaching and Learning policy, the Admissions policy and its own Terms of Reference.

FACILITIES COMMITTEE

Lead governor: Mr A Powell

Role: The Facilities Committee advises the main Governing Body on all matters relating to the school's premises. This committee meets weekly with the Finance committee.

Responsibilities:

- **Budgets** - The financial budgets are allocated by the school (as we are an Academy) to repair and maintain the school buildings and grounds. The Committee's role is to maximise the use of these funds to keep the school and playing fields in the best condition possible. It will look into proposals drawn up by the school's Senior Leadership Team and other Governors' committees.
- **Health & Safety** - The Committee also oversees the Health & Safety Policy for the school and monitors the school's compliance with this policy. It is very important to ensure that Bamford Academy is a safe place for all students who attend and staff who work there.
- **Catering** - Another duty of the Committee is to review and monitor the provision of catering. This will involve receiving regular feedback from school staff and students and looking into any problems and issues. The catering arrangements will be examined at least once per school year.

PERFORMANCE MANAGEMENT, PAY & PERSONNEL

Lead Governor: L Matthews

Principal's PM: A Powell, J Kirby

This group works to ensure that the school has teaching and non-teaching staff of the highest calibre to provide classroom and whole school education and care. We ensure that the school meets all employment legislation especially in the areas of safeguarding the welfare of our staff and students. Committee members are involved in the short listing and interviewing of staff for new appointments and have undertaken the Safer Recruitment Training required for this. We have established protocols for appointments of staff and for conduct of staff and students within the school.

The Committee consists of Trustees with interests in personnel issues and a subdivision of the committee manages the Principal's performance management with the support of an external adviser.

The Committee elects a sub committee to deal with any personnel complaints and appeals.

FINANCE COMMITTEE

Lead governor: A Powell

Role

The main purpose of the Finance Committee is to advise the Directors & Members of the Academy Trust and the School Governing Body in relation to the management of School's financial resources so that it can discharge its statutory duties.

Format

The Committee consists of five Trustees (including the Principal) as well as the Finance & Business Manager). The Committee elects a Chairman from its members at the beginning of the School Year in September which must not be a Staff Governor.

Responsibilities

This Committee meets weekly and has a series of functions it carries out throughout the financial year; the main ones are:-

Three Year Budget: Working with the School's Senior Leadership Team to prepare the school's three year budget. This comprises a detailed budget for the forthcoming year and outline budgets for years two and three. This budget is presented to the full Governing Body for approval. In preparing the budget the Committee considers long and short term issues, the School Development Plan and any priorities defined by the Governing Body.

Financial monitoring: This is conducted at each Committee Meeting. All expenditure is reviewed against the budget and discrepancies investigated. If there are any areas of concern the Committee requests further information to be provided by the School. A monitoring report is provided to the full Governing Body on a regular basis. Detailed reviews of specific budget areas are conducted by the School and presented to the Committee. These reviews are then used to inform the School's financial planning process.

Authorisation: The Committee is required to review and approve any orders over £10,000.

Policies & Procedures

The Committee is required to review and amend if necessary School Policies such as "Charging and Remissions" and sign off the annual Trustees Report to the ESFA.

Insurance

The Committee undertakes a review once a year on the level and cost of the various insurance cover taken out by the School.

PASTORAL COMMITTEE

Lead governor: M Lewis

The Pastoral Committee oversees the provision the school makes to safeguard and promote the welfare of students in support of their learning and development. Formally, we are responsible for monitoring the effectiveness of the school's pastoral arrangements on behalf of the Board by:

1. reviewing and where necessary prompting and approving amendments to the school's policies which relate to its pastoral work – these policies include Safeguarding and Child Protection, Relationships Management (which covers anti-bullying, inclusion and our attendance systems and procedures); and our Equality policies and schemes;
2. reviewing each year the parts of the School Development Plan and priorities which relate to pastoral matters and progress in implementing them;
3. looking in detail at aspects of the pastoral arrangements; and by
4. advising the Governing Body about any significant pastoral issues and how they may best be addressed.

We schedule the review of policies over two or three years, although some (such as the Special Educational Needs policy) we are required to review annually.

PUPIL DISCIPLINE COMMITTEE

Lead governor: S Mitchell

Separately, a panel of Trustees is required to consider any exclusion and to hear appeals against exclusions. The Committee also considers provision for 'Extended Services' – the initiative under which state schools are required to make provision outside the ordinary school day. At Bamford Academy this provision includes Peacocks Before and After School and Holiday Club.

