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*'Respect, Aspire, Achieve'*

## LOCAL GOVERNING BODY & COMMITTEES TERMS OF REFERENCE 2017/18

### THE LOCAL GOVERNING BODY

The Local Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and renew policies, targets and priorities.

### TERMS OF REFERENCE

1. To agree constitutional matters including procedures where the Local Governing Body has discretion
2. To recruit new members as vacancies arise and to appoint new Governors where appropriate
3. To hold at least three Local Governing Body meetings a year
4. To appoint or remove the Chair or Vice Chair
5. To appoint or remove the Clerk to the Local Governing Body
6. To suspend a Governor
7. To decide which functions of the Local Governing Body will be delegated to committees, groups and individuals
8. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Local Governing Body is necessary
9. To approve the first formal budget plan of the financial year
10. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
11. To review the delegation arrangements annually.

**RESOURCES COMMITTEE  
(Finance & Human Resources)  
TERMS OF REFERENCE 2017/18**

Membership	The Local Governing Body (LGB) shall determine (with recommendations from the Chair of the LGB) and review annually at the first meeting of the academic year, terms of reference, constitution and membership.
Quorum	Three governors
Meetings	Once per term (6), with additional meetings during the budget process with additional meetings as necessary.
Objective	To oversee and determine strategic financial planning and resourcing linked to the School Development Plan (SDP), policies and targets of the school.
General Responsibilities	<ul style="list-style-type: none"> <li>• All committee meetings must have a written agenda and be minuted.</li> <li>• Agendas should be circulated at least 7 days prior to the scheduled meeting (wherever possible). The Chair at the following meeting must sign off minutes.</li> <li>• The committee may appoint associate, non-voting members as agreed by LGB</li> <li>• To review and approve policies and procedures relating to the committee.</li> <li>• To contribute to the Self Evaluation Form (SEF) and to ensure the school has effective systems of accountability in place that are rigorously maintained and monitored by the committee.</li> <li>• To implement the latest government legislation in all matters relating to Finance and Human Resources.</li> <li>• Undertake relevant training pertaining to the committee's responsibilities.</li> </ul>
Finance Responsibilities	<ul style="list-style-type: none"> <li>• To approve the draft and final budgets for recommendation to the LGB</li> <li>• To monitor spending against budget and agreed objectives in the SDP.</li> <li>• To examine the causes of any significant variations in the budget.</li> <li>• To advise and authorize virement in accordance with S2.5 of Financial procedures.</li> <li>• To present regular reports of financial monitoring to LGB.</li> <li>• To ensure the schools funds are monitored and audited.</li> <li>• To review annually audited school accounts.</li> <li>• To review annually Financial Procedures, recommending changes and ensuring they are in line Oxford Diocesan Schools Trust (ODST).</li> <li>• To review annually the statement of Internal Financial Control.</li> </ul>
Human Resources responsibilities	<ul style="list-style-type: none"> <li>• Conduct an annual salary and performance appraisal for Head Teacher (HT) by 31<sup>st</sup> December each year, plus reviews.</li> <li>• Ensure new performance objectives for teachers are set annually by the HT and are linked to the SDP priorities to enable the best possible outcomes for children. To be completed by 31<sup>st</sup> October each year.</li> <li>• Review and ratification of teachers pay and performance, following appraisal recommendations by the HT.</li> <li>• To ensure implementation of the Pay Policy.</li> <li>• In the event of a vacancy to appoint the HT and assist the HT with other appointments as necessary.</li> </ul>

**LEARNING AND TEACHING COMMITTEE  
TERMS OF REFERENCE 2017/18**

Membership	The Local Governing Body shall determine (with recommendations from the Chair of the LGB) and review annually at the first meeting of the academic year, terms of reference, constitution and membership of the committee
Quorum	Three Governors
Meetings	The committee will meet once a term (6) with additional meetings as necessary.
Objective	The Committee is responsible for providing strategic challenge on Learning and Teaching linked to the SDP, policies and targets of the school.
General responsibilities	<ul style="list-style-type: none"> <li>• All committee meetings must have a written agenda and be minuted.</li> <li>• Agendas should be circulated at least 7 days prior to the scheduled meeting (wherever possible). The Chair at the following meeting must sign off minutes.</li> <li>• The committee may appoint associate, non-voting members as agreed by LGB</li> <li>• To review and approve policies and procedures relating to the committee.</li> <li>• To contribute to the Self Evaluation Form (SEF) and to ensure the school has effective systems of accountability in place that are rigorously maintained and monitored by the committee.</li> <li>• To ensure implementation of the latest government legislation in all matters relating to Learning and Teaching.</li> <li>• Undertake relevant training pertaining to the committee's responsibilities.</li> </ul>
Specific responsibilities	<ul style="list-style-type: none"> <li>• Regularly review school data, including RAISEonline, Ofsted Data Dashboard and Target Tracker (for current data on pupil progress).</li> <li>• Conduct regular link Governor visits, pupil interviews and learning walks. To minute the visits and report back to the L&amp;T committee.</li> <li>• Challenge and support the HT and teaching staff to ensure: <ul style="list-style-type: none"> <li>○ Teachers have consistently high expectations of all pupils; they plan and teach lessons that enable pupils to learn exceptionally well across the curriculum;</li> <li>○ All children are making at least good progress in Reading, Writing and Mathematics, relative to pupils' starting points, with accelerated progress for different groups e.g. pupil premium, most able etc.</li> <li>○ The progress across the curriculum of disadvantaged pupils, disabled pupils and those with special educational needs currently on roll matches or is improving towards that of other pupils with similar starting points.</li> </ul> </li> </ul>

**PREMISES, HEALTH AND SAFETY COMMITTEE  
TERMS OF REFERENCE 2017/18**

Membership	The Local Governing Body shall determine (with recommendations from the Chair of the LGB) and review annually at the first meeting of the academic year, terms of reference, constitution and membership of the committee)
Quorum	Three Governors
Meetings	The committee will meet once a term (6) with additional meetings as necessary.
Objective	The Committee is responsible for providing strategic challenge on the Premises, Health and Safety linked to the SDP, policies and targets of the school.
General Responsibilities	<ul style="list-style-type: none"> <li>• All committee meetings must have a written agenda and be minuted.</li> <li>• Agendas should be circulated at least 7 days prior to the scheduled meeting (wherever possible). The Chair at the following meeting must sign off minutes.</li> <li>• The committee may appoint associate, non-voting members as agreed by LGB</li> <li>• To review and approve policies and procedures relating to the committee.</li> <li>• To contribute to the Self Evaluation Form (SEF) and to ensure the school has effective systems of accountability in place that are rigorously maintained and monitored by the committee.</li> <li>• To implement the latest government legislation in all matters relating to Premises, Health and safety</li> <li>• Undertake relevant training pertaining to the committee's responsibilities.</li> </ul>
Specific Responsibilities	<ul style="list-style-type: none"> <li>• To conduct a termly review of the school premises, both internal and external in order to identify any health and safety matters.</li> <li>• To monitor and support current and future developments identified in the SDP</li> <li>• To ensure safeguarding and child protection statutory requirements are fully met and regularly monitored.</li> <li>• Ensure the annual Health and Safety Inspection is carried out and any recommendations implemented.</li> <li>• To ensure the legal requirements relating to Health and Safety are met and regularly monitored.</li> <li>• To assist the school in prioritising a maintenance and repairs programme and monitor its implementation.</li> <li>• To keep under review the use of school premises by other organizations and groups.</li> </ul>