

**Bishop Road Primary School**  
**Committee Terms of Reference 2025-26**

<b>Committee:</b>	<b>Teaching and Learning Committee</b>
<b>Membership:</b>	A minimum of 4 full Governors, including the Headteacher; and associate members as appointed by the Full Governing Body.
<b>Quorum:</b>	The quorum for each meeting shall be 3 Governors.
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>• The Governing Body or the committee can invite additional people to attend meetings as necessary.</li> <li>• The committee is to meet a minimum of three times per year and otherwise as required, using the terms of reference as a guide to agenda setting.</li> <li>• The committee is to report to each meeting of the full governing body.</li> <li>• The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.</li> <li>• The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.</li> </ul>
<b>Responsibilities:</b>	<p><b>Take the lead on:</b></p> <ul style="list-style-type: none"> <li>• ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements</li> <li>• developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers</li> <li>• To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor (where appointed).</li> <li>• Recommend an appropriate staffing structure to the full Governing Body for approval.</li> <li>• Secure the effective implementation of performance management procedures for all staff including any made for the headteacher.</li> <li>• Monitor and evaluate the provision for continuing professional development.</li> <li>• Ensure the well-being of staff.</li> <li>• Contribute to the School Development Plan</li> <li>• Liaise and consult with other committees.</li> </ul>
	<p><b>To accept full delegated responsibilities for the discharge of the following duties:</b></p> <ul style="list-style-type: none"> <li>• Monitor and evaluate: <ul style="list-style-type: none"> <li>○ the impact of quality of teaching on rates of pupil progress and standards of achievement</li> <li>○ the rates of progress and standards of achievement by pupils, including any underachieving groups the quality of the curriculum in securing high standards of achievement</li> <li>○ provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.</li> <li>• To ensure that all children have equal opportunities.</li> <li>• To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.</li> <li>• To identify and celebrate pupil achievements.</li> </ul>
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<b>Committee:</b>	<b>Finance, Buildings, Health, &amp; Safety Committee</b>
<b>Membership:</b>	A minimum of 4 full Governors, including the Headteacher; and associate members as appointed by the Full Governing Body.
<b>Quorum:</b>	The quorum for each meeting shall be 3 Governors.
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>• The Governing Body or the committee can invite additional people to attend meetings as necessary.</li> <li>• The committee is to meet a minimum of three times per year and otherwise as required, using the terms of reference as a guide to agenda setting.</li> <li>• The committee is to report to each meeting of the full governing body.</li> <li>• The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.</li> <li>• The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation. The Full Governing Body must agree the annual budget</li> </ul>
<b>Responsibilities:</b>	<p><b>To accept full delegated responsibility for the discharge of the following duties:</b></p> <ul style="list-style-type: none"> <li>• Monitoring and evaluating the budget allocated to the school to achieve value for money</li> <li>• Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation</li> <li>• Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers</li> <li>• Developing and reviewing health and safety policies in accordance with the school's policy review programme and in accordance with its delegated powers</li> <li>• Preparation and presentation of an annual budget to the full governing body for approval</li> <li>• Agree the level of financial delegation to the Headteacher</li> <li>• Ensure that the principles of 'best value' are adhered to</li> <li>• Review, adopt and monitor the Finance Policy which operates within the Local Authority's Financial Management Scheme and includes delegation of funds, income, purchasing and budgetary adjustments (virements)</li> </ul>

	<ul style="list-style-type: none"> <li>• Review, monitor and evaluate the annual maintenance programme and Health &amp; Safety policies</li> <li>• Ensure the health &amp; safety of staff and pupils</li> <li>• Project manage maintenance, repairs and redecoration within agreed budget decisions</li> <li>• To be responsible for the review of the Pay Policy.</li> <li>• Agree procedures for staff conduct, discipline and grievance</li> <li>• Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers</li> <li>• Contribute to the School Development Plan</li> <li>• Liaise and consult with other committees</li> </ul>
	<p><b>To provide guidance to the Governing Body for the following which the Governing Body has agreed and cannot be delegated.</b></p> <ul style="list-style-type: none"> <li>• Consider each year's School Development Plan priorities and present an annual budget to the Governing Body for approval.</li> <li>• Recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.</li> </ul>
	<p><b>To provide guidance to the full governing body for the following, which cannot be delegated:</b></p> <ul style="list-style-type: none"> <li>• Approval of the annual budget</li> </ul>

<b>Committee:</b>	<b>Pay Committee</b>
<b>Membership:</b>	3 governors. The headteacher may attend in an advisory capacity and will withdraw when his/her salary is under consideration.
<b>Quorum:</b>	The quorum for each meeting shall be 3 Governors.
	The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:
	<ul style="list-style-type: none"> <li>• To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;</li> <li>• To undertake an annual pay review for each member of staff based on the criteria set out in the Pay Policy with effect from 1 September;</li> <li>• To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;</li> <li>• To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;</li> </ul>

- To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually;

In the case of new appointments to the staff, decisions on starting salary will be delegated to the headteacher or Selection Panel as appropriate.

In the case of a new headteacher appointment, the full Governing Body will determine the salary range prior to advert however the determination of the starting salary will be made by the Selection Panel under their delegated powers.

**Agreed by FGB: 25.9.25**  
**Next Review: September 2026**