

## Eleanor Palmer School Curriculum Committee

### Terms of reference:

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements, the school's curriculum and the achievement of different groups of pupils.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the full Governing Body.
- Engage with pupils and staff and on-going curriculum development.
- To monitor specific areas of provision (e.g. science, spelling etc) and to feedback to the Curriculum Committee and the full Governing Body.

These terms of reference agreed by the Governing Body	30 / 09 / 20
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Jennifer Allan	G	Sept 04
Kate Frood	G	Jan 03
Boris Telyatnikov	G	Sept 08
Matthew Lawrence	G	Jan 17
Nanouche Umeadi	G	Sep 20
Rosie Thompson	G	Sep 20

Chair of the Committee	Boris Telyatnikov
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Clerk to the Committee	Boris Telyatnikov
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Quorum (minimum of 3, committee can determine higher number)	3
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Date of review:	09/09/20
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### Resources Committee Terms of Reference

- To maintain and regularly revise finance policies in relation to the Schools Financial Value Standard (SFVS) and make recommendations to the full Governing Body, including associated documentation;
- To undertake annual Consistent Financial Reporting (CFR) benchmarking reviews as part of SFVS, comparing budgetary expenditure of Eleanor Palmer with other schools in Camden;
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year;
- To establish and maintain an up to date 3 year financial and capital projects plan;
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body;
- To ensure that the school operates within the Financial Regulations of the Local Education Authority;
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body, e.g.: the "School Fund";
- To annually review charges and remissions policies and expenses policies;
- To annually review and make decisions in respect of service (level) agreements (SLAs);
- To make decisions on expenditure following recommendations from other committees, e.g.: Staff Committee;
- To prepare financial statements for inclusion in the Governing Body School Profile;
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher;
- In the light of the Panel of the Headteacher Performance Management's recommendations, to determine whether sufficient funds are available for increments;
- To monitor Project finance and expenditure;
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises;
- To oversee arrangements for repairs and maintenance;
- To oversee premises-related funding bids e.g.: from School Association Fund;
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy;
- To establish and keep under review a Premises Development Plan (EPPS Works Plan)
- To establish and keep under review an Accessibility plan and have regard for matters of access in all our developments;
- To monitor the Resources strand of the School Development Plan (SDP).
- To oversee the development of a Covenant Scheme;
- To support and evaluate our after school childcare provision, focusing on sustainability and staffing;
- To seek ways in which to reduce expenditure;
- To seek ways in which to increase income generation;
- To monitor income from different sources (including Teaching School monies), focusing on different bank accounts, where funds are located and associated management structures;
- To monitor the impact of Teaching School work on finance and premises priorities, including monitoring effective cross-charging, budgeting and planning.

**Disqualification**

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Chair of the Committee	<b>Tim Peake</b>
Clerk to the Committee	<b>Vicky Green</b>
Quorum	<b>2 non-staff + 1 staff</b>
Committee Established	<b>Committees joined on 11-Oct-2006</b>
Date of review	<b>September 2020</b>

These terms of reference agreed by the Governing Body		
Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
<b>Kate Frood (Headteacher)</b>	<b>G (ex officio)</b>	<b>03-Nov-2005</b>
<b>Vicky Green</b>	<b>AM (School Business Manager)</b>	<b>16 April 2018</b>
<b>Tim Peake</b>	<b>Governor</b>	<b>15-Nov-2005</b>
<b>Boris Telyatnikov</b>	<b>Governor</b>	<b>11 Sep 2014</b>
<b>Christophe Frerebeau</b>	<b>Governor</b>	<b>2 May 2019</b>

## Staffing Committee Terms of Reference 2020/2021

### Terms of reference:

- Monitor and evaluate the relevant aims (including governance) of the SEF/SDP.
- To keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
- To keep under review the Salary Policy for all categories of staff and to be responsible for its administration.
- To keep under review safer recruitment policy and practice.
- To oversee the appointment procedure for all staff.
- To keep under review the Performance Management policy for all staff.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence and headship time.
- To make recommendations on personnel related expenditure to the Finance Committee.
- To consider any appeal against a decision on pay grading or pay awards.
- To develop the leadership and management of the school and monitor its effectiveness.
- To monitor the school's safeguarding procedures.
- To monitor the impact of the work of the Teaching School in terms of our own staff and on the Teaching School Alliance.
- To have regard to matters relating to staffing within Statutory Equality Duties.

The Headteacher Performance Review Group is established separately in accordance with the school Performance Management Policy.

Disqualification –Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

These terms of reference agreed by the Governing Body	17.9.20
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Kate Frood	G	Sept 2005
Lacey Cousins	G	July 2020
Rifca Le Dieu	G	Sept 2017
Shanti Fricker	G	March 2017
Charlie Condou	G	Sept 2019

Chair of the Committee	Rifca Le Dieu
Quorum (minimum of 3 to include two non staff members)	3
Date Committee Established	Jan 2003
Date of review:	Sept 2021