



## **Curriculum and Personnel Committee**

Mr Lincoln Taylor – Chair  
Mr James Barker  
Mr Stephen Dharamraj - Vice Chair  
Mr Christopher Moon  
Mr Jonathan Maddox (Headteacher)  
Mr Ian Mears  
Mr Clinton Delport  
Mr Stu Brett

## **Terms of Reference**

- To consider, and advise the Governing Body on standards and other matters relating to the School's curriculum, including statutory requirements and the School's annual Curriculum Review.
- To consider curricular and staffing issues and to make recommendations to the relevant committees or the Governing Body
- To receive regular reports following the School's internal reviews of academic departments and ensure the implementation of School improvement monitoring procedures and effective utilisation of data
- To monitor the need for individual Governors to take a particular and close interest in specific areas of provision, eg SEN, and to report to the Committee as required by the Chair of the Committee
- To approve proposals for significant changes to the staffing structure and be informed, as is necessary, of other changes
- To oversee those aspects of the School Development Plan that relate to the work of the Curriculum and Personnel Committee
- To oversee the Digital Strategy
- To approve policies according to the Schedule of Policies\*
- To assist the Headteacher, as required, in the appointment of members of the teaching and non-teaching staff
- To keep under review staff morale, working conditions and well-being, including the monitoring of absence

## **Finance and Premises Committee**

Mr Ian Mears – Chair  
Mr Robert Brown  
Mr Stephen Dharamraj  
Mr Ian Fytche  
Mr Jonathan Maddox (Headteacher)  
Mrs Claire Hawkins  
Mr Stephen Nightingale  
Mr Robert Parker – Vice Chair

## **Terms of Reference**

- To oversee the preparation of the annual School Budget Plan and ensure that it is consistent with the School Development Plan priorities agreed by the Full Governing Body
- To oversee the three-year strategic planning of the School's finances
- To ensure accurate accounts are kept
- To review the annual budget and recommend it for approval by the Full Governing Body
- To receive timely reports from the Responsible Officer
- To receive at each meeting, financial reports which have been reviewed by the School's Accountants
- To critically analyse the draft Annual Report and Accounts and agree recommendations to the Academy Trust
- To monitor any Financial Management and Governance returns which may be required periodically
- To monitor expenditure and ensure corrective action is taken when necessary
- To evaluate spending to ensure value for money in raising standards of education
- To monitor income and expenditure of all public funds according to an agreed timescale
- To ensure key financial decisions are properly recorded
- To ensure recommendations arising from School audits are properly implemented
- To ensure the Finance Team is adequately resourced with sufficient training and experience to manage Bourne Grammar School finances
- To ensure Bourne Grammar School operates within a robust control environment
- To establish procedures for governors to claim expenses
- To ensure a record is kept of the pecuniary and business interests of governors and staff
- To oversee decisions in respect of service agreements and contracts
- To make recommendations to the Full Governing Body on matters relating to finance and premises
- To oversee those aspects of the School Development Plan that relate to the work of the Finance and Premises Committee
- To approve policies according to the Schedule of Policies
- To assist the Headteacher, as required, in the appointment of members of the teaching and non-teaching staff
- To prepare, implement and monitor an Asset Management Plan taking a 10-year view of the School's estate.
- To review matters of health and safety
- To annually review the Finance Policy

## **Pastoral and Community Committee**

Mr Geoff Greatwood – Chair  
Father Chris Atkinson  
Mrs Joyce Burrows – Vice-Chair  
Mr Liam Edwards  
Mr Jonathan Kendrew  
Mr Jonathan Maddox (Headteacher)  
Mr Ian Mears  
Mr Stephen Dharamraj  
Cllr Mrs Sue Woolley

### **Terms of Reference**

- To oversee the personal development and well-being of students, including ‘looked after’ children, and to consider relevant matters related to their social well-being
- To evaluate the School’s plans, policies and procedures relating to the personal development and well-being of students, and to make recommendations to the Full Governing Body.
- To ensure that policies and procedures are in place to reduce barriers to learning and improve behaviour, attendance and punctuality
- To ensure policies are in place to promote the spiritual, moral, social and cultural development of students
- To ensure that the School offers equality of opportunity to all students regardless of gender, disability, ethnicity, religion, background, sexual orientation or special educational needs.
- To ensure that all requirements relating to Safeguarding and Child Protection are met, and that any identified issues are addressed
- To have an oversight of the utilisation of Pupil Premium
- To monitor provision of information to parents, staff and students on matters relating to pastoral issues
- To monitor provision of information to parents and the wider community on matters relating to the environment, security, health and safety and use of community and school facilities as necessary
- To ensure the School fosters and supports appropriate and sustainable links with feeder primary schools and other schools within the wider locality, and with local businesses
- To oversee those aspects of the School Development Plan that relate to the work of the Pastoral and Community Committee
- To approve policies according to the Schedule of Policies
- To assist the Headteacher, as required, in the appointment of members of the teaching and non-teaching staff