



## **Curriculum and Personnel Committee**

Cllr Mrs Sue Woolley - Chair

Mr James Barker

Mr Christopher Moon – Vice-Chair

Mr Alastair Anderson (Headteacher)

Mr Ian Mears

Mr Clinton Delpont

Mr Robert Parker

Mrs Lea Williams

## **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
- To review at each meeting those elements of the School's Risk Register which have been allocated to this Committee (or to the Full Governing Body) and to amend the factors if necessary. Risks may be removed if no longer regarded as necessary elements of the Risk Register and new Risks may be added.

## **Finance and Premises Committee**

Mr Robert Parker – Chair

Mr Ian Mears

Mr Linc Taylor

Mr Jonathan Kendrew

Mr Charles McLean

Mr Ian Fytche – Vice-Chair

Mr Alastair Anderson (Headteacher)

Mrs Angela Burrows

## **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 review internal audit reports produced by the Auditors on behalf of the responsible Officer and to confirm implementation of appropriate recommendations
- To receive at each meeting, financial reports prepared by the School's finance team.
- To critically analyse the draft Annual Report and Accounts
- Agree internal control recommendations by the Auditors 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
- To review at each meeting those elements of the School's Risk Register which have been allocated to this Committee (or to the Full Governing Body) and to amend the factors if necessary. Risks may be removed if no longer regarded as necessary elements of the Risk Register and new Risks may be added.

## **Pastoral and Community Committee**

Mr Geoff Greatwood – Chair  
Father Chris Atkinson  
Mrs Joyce Burrows – Vice-Chair  
Mr Alastair Anderson (Headteacher)  
Mr Ian Mears  
Mr Robert Parker  
Mr Liam Edwards  
Mr Paul Loader  
Mrs Sarah Cottage

### **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
- To review at each meeting those elements of the School’s Risk Register which have been allocated to this Committee (or to the Full Governing Body) and to amend the factors if necessary. Risks may be removed if no longer regarded as necessary elements of the Risk Register and new Risks may be added.