

# The Birmingham Federation of Maintained Nursery Schools

Agreed at Full Governing Body Meeting of 20.9.2021  
Review Date: Autumn Term 2022

## Terms of reference for Sub Committees (SCs) (comprising Curriculum & Pedagogy (C&P) scrutiny; Finance & Staffing (F&S) scrutiny and Policy (P) scrutiny sub committees)

### 1. General Terms

- i. To act on matters delegated by the Full Governing Board (FGB) and those that relate to the general conduct and performance of the individual schools represented.
- ii. To liaise and consult with other SCs where necessary.
- iii. To contribute to the School Improvement Plans.
- iv. To consider safeguarding and equalities implications when undertaking all committee functions.
- v. To annually review and recommend changes to the TOR
- vi. To monitor and implement policies approved, and decisions made, by the FGB

### 2. Membership & quorum

- i. To be quorate, SC meetings must be attended by not less than three governors or 50% of members of the committee, whichever is higher.
- ii. SC membership should be made up of three or more governors from the FGB plus the Executive Head teacher(s) of each cluster in their voting capacity, but no vote can be taken unless a majority of those present are non-staff governors
- iii. The Committee members can ask the FGB to appoint up to 2 non-voting members (associate Governors) with appropriate skills.
- iv. The Committees may agree to invite 'experts' to attend all or part of the meeting to provide advice and/or guidance on specific matters where this is needed.
- v. Each committee will appoint a chair and vice chair. Local clusters might identify different chairs/vice chairs for their C&P and F&S committees.
- vi. Each Curriculum & Pedagogy scrutiny sub committee will nominate a lead governor for 1) safeguarding; 2) CLA/PCLA; 3; SEN D; The lead governors will undertake to ensure consistency across the SCs in all aspects of their remit.(Visits/reporting/compliance and risk )
- vii. Each Curriculum & Pedagogy scrutiny sub committee will nominate 3 x individual school curriculum link governors (one per school). These link governors will undertake to ensure that each school is striving for the highest quality of curriculum leading to improving outcomes.

### 3. Meetings

- i. The FGB is free to determine how often the committee meets. In the academic year 2020/21 this should be minimally once per term, minimally 3 weeks prior to a FGB

- meeting. C&P and S&F will alternate every half term as set out on the schedule of meetings.
- ii. The SC meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
  - iii. The SCs will annually elect a chair from its membership at the first meeting of the academic year. The chair must be a Full Governor but may not be a staff or head teacher Governor.
  - iv. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
  - v. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not a head teacher).
  - vi. The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the FGB and will be presented at that meeting by the chair (or in his/her absence another member of the committee) in support of a SC report to the FGB.
  - vii. Any decisions taken must be determined by a majority of votes of SC members present and voting – but no vote can be taken unless a majority of those present are non-staff governors.

#### **4. Financial management & compliance (F&S only)**

- i. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, head teachers and other nominated staff.
- ii. The SC shall receive budget reports from the head teacher(s) for consideration prior to them being reported to the FGB.
- iii. The SC will review virements and budget revisions made by the Head Teacher to a maximum value of £10,000.
- iv. The SC will approve requests for virements and budget revisions between £10,000 and £30,000 per item. In the event of there being an emergency request the Chair of the SC will have the authority to approve such requests and then report back at the next SC meeting under 'Chair's Actions'
  - i. All virements above £30,000 require prior FGB approval.
  - ii. The SC will give the head teacher(s) responsibility for administration of the budget and its day-to-day control and monitoring.
  - iii. The SC will review orders placed to a value between £5,000.00 and £10,000 per order
  - iv. The SC will approve orders between £10,000 and £30,000 per school if within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing Orders
  - v. Single items of expenditure above £30,000 **per** school require prior FGB approval.
  - vi. The SC will review and approve cumulative expenditure with the same supplier in a financial year between £10,000 and £30,000 **per** school. This may cross a number of years. (Cumulative expenditure above £10,000 requires three quotes).
  - vii. The SC will ensure that items of cumulative expenditure with the same supplier above £30,000 **per** school is escalated to the FGB for approval.
  - viii. The SC will ensure that where expenditure is likely to exceed the limits established under the Public Contract Regulations (PCR) 2015 a formal tendering procedure will be implemented. The PCR levels are currently £189,330 for supplies and services and £4,733,252 for works.
  - ix. The SC will review, adopt and monitor all additional financial policies, including charging and remissions policies.

- x. To establish and maintain a financial plan for all schools within their remit, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- xi. To draft and propose to the FGB for approval an annual school budget taking into account the priorities of the School Improvement Plan.
- xii. To make decisions in respect of service level agreements.
- xiii. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher.

## **5. Financial monitoring (F&S only)**

- i. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
  - To receive at least termly budget monitoring reports from the head teacher. The Budget Monitoring Reports will include the following system reports;
  - A Cost Centre Group Report or Account Summary Report (or equivalent)
  - A Virement Report,
  - A copy of the latest Suspense File (non-cheque book and EPA schools only)
  - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. *Note: This is not restricted to an individual financial year and may cross a number of financial years.*
  - A Bank Reconciliation and Cash Flow Statement (Full Cheque Book schools only).
- ii. To report back to each meeting of the FGB and to alert them of potential problems or significant anomalies at an early date.
- iii. Prepare and review the financial templates by End December and March each year and submit them to the FGB for review and approval. These are;
  - a. Schools Financial Efficiencies Top 10 Planning Checks for Governors
  - b. Check List for the Full Governing Board
  - c. Budget Monitoring and Summary Report
- iv. To meet with other committees (if needed) and provide them with the information they need to perform their duties.
- v. Subject to the local scheme of delegation (see above), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- vi. As Local authority maintained schools:
  - a. To review, complete and submit the School Financial Value Standard (SFVS) for each school to the full Governing Board for approval.
  - b. To undertake any remedial action identified as part of the SFVS.
  - c. To receive and act upon any issues identified by a local authority audit.

## **6. Premises/Facilities (F&S only)**

- i. To provide support and guidance for the FGB and the head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- ii. To ensure that an annual inspection of all schools' premises and grounds takes place and a report is received identifying any issues.
- iii. To inform the FGB of the report and set out a proposed order of priorities for maintenance and development, for the approval of the FGB.

- iv. To arrange professional surveys and emergency work as necessary.
- v. N.B. - *The head teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the head teacher would normally be expected to consult the Committee chair at the earliest opportunity.*
- vi. To create a project committee where necessary to oversee any major developments.
- vii. To establish and keep under review an Accessibility Plan and a Building Development Plan for all schools.
- viii. To review, adopt and monitor a Health and Safety policy in all schools.
- ix. To ensure that the FGB's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

## **7. Staffing (F&S only)**

- i. To ensure that each school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- ii. To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's performance management procedures for the Head teacher.
- iii. To implement and act upon the Pay Policy, as approved by FGB, for all categories of staff.
- iv. To approve any pay recommendations following the school's performance management procedures for staff up to and including Head of School positions.
- v. To recommend for approval by the FGB any pay recommendations following the school's performance management procedures for Head Teachers and Executive Head Teachers.
- vi. To be responsible for the administration and review of the Pay Policy.
- vii. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- viii. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the FGB for approval.
- ix. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- x. To recommend to the FGB staff selection procedures other than Head Teacher appointments, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- xi. In consultation with staff and the approval of the FGB, to oversee any process leading to staff reductions or restructure of staffing.
- xii. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

## **8. Curriculum planning and delivery (C&P only)**

- i. To review, monitor and evaluate the curriculum offer.
- ii. To recommend for approval to the FGB the:
  - Self-evaluation form
  - School Improvement Plan
  - Targets for school improvement to the FGB

- iii. To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. pupil behaviour/discipline).
- iv. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, local offer and receive termly reports from the head teacher/SENCO and an annual report from the SEN governor (where appointed).

#### **9. Assessment and improvement (C&P only)**

- i. To monitor and evaluate the effectiveness of leadership and management
- ii. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- iii. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- iv. To monitor and evaluate the impact of continuing professional development on improving staff performance
- v. To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- vi. To monitor and evaluate 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.
- vii. To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- viii. 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.
- ix. To ensure that all children have equal opportunities.
- x. To advise on the relative funding priorities necessary to deliver the curriculum.

#### **10. Engagement (C&P only)**

- i. To monitor the school's publicity, public presentation and relationships with the wider community.
- ii. To identify and celebrate pupil achievements
- iii. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- iv. To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

#### **11. Safeguarding (C&P only)**

- i. To ensure there are effective consistent safeguarding policies which are properly implemented so that the FGB can exercise their collective responsibility for safeguarding and are compliant with published legislation and regulations.
- ii. To review policy at least once per year and report to Full Board
- iii. To discuss regulatory changes
- iv. To confirm measures have been taken to ensure that staff, parents and Pupils are aware of the policy and that it is published, fully compliant and presented in an accessible way.
- v. To review effective implementation of the child protection and safeguarding policy looking for evidence that demonstrates:
  - Training
  - Reporting lines
  - Review of any relevant complaints

- Working with LA and safeguarding board
  - Section 175 audit and the progress against resulting action plan
- vi. The lead Governor for safeguarding will:
- Visit the schools in their local cluster termly
  - Complete the governors safeguarding checklist
  - Discuss with lead DSL about recent safeguarding cases and identify any new trends and the mitigation of risk
  - Report back to the FGB.

## **12. Cluster Policies (C&P & F&S)**

- i. To approve policies on behalf of the local cluster, or of individual schools within the cluster, which fall outside of the Federation wide policies as listed in Document: Guidance Document for Effective operation of the Federation Board of Governors - Appendix 1.

## **13. Federation Policies (P)**

- i. To approve policies on behalf of the Federation, which fall outside of the Federation wide policies as listed in Document: Guidance Document for Effective operation of the Federation Board of Governors - Appendix 1.