

School Improvement Committee

Membership: Not less than four Governors including the Headmaster

Quorum: Three Governors

Meetings: At least one per term

Terms of Reference:

1. To advise the Governing Board on its statutory obligations relating to the curriculum
2. To keep under review the school's curriculum policy and make recommendations to the Governing Board as and when appropriate
3. To monitor, evaluate and review the implementation of the curriculum policy
4. To prepare, adopt and review the policy and provision for religious education and collective worship and where necessary make recommendations to the Governing Board
5. To prepare, adopt and review the policy and provision for sex education and where necessary make recommendations to the Governing Board
6. To prepare, adopt and review the policy and provision for careers education and work related learning and where necessary make recommendations to the Governing Board
7. To ensure that the requirements of pupils with special educational needs are met so far as is reasonably practicable
8. To monitor, review and publish the assessment and public examination information required for publication under statutory requirements
9. To support curriculum development and associated staff continuous professional development, within the financial limitations set by the Resources & Finance Committee
10. To contribute to the school improvement plan and planning process as required
11. To consider and determine complaints relating to the curriculum
12. To prepare, adopt and monitor the implementation of the staff performance management policy
13. To review the performance of the Leadership Group and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from
14. To liaise with the Resources & Finance Committee to establish the annual and long-term salary budgets and other costs relating to personnel, e.g. staff development
15. To prepare, adopt and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions
16. To review the staffing structure, at least annually, in relation to priorities for school improvement
17. To undertake any formal consultations on staffing matters
18. To prepare and adopt a general complaints policy, procedure and information leaflet for parents. (It is appreciated that this is not strictly a personnel function, but a Governing Board is required to have a complaints procedure. As complaints generally involve the alleged actions of school staff, it is felt that it is appropriate to include this in the remit of the Personnel Committee)
19. To liaise closely with the LA's relevant officer on all personnel issues required by statute and good practice
20. To liaise and consult with the Resources & Finance Committee on any decisions that require a spending commitment over and above the agreed budget provision

21. To prepare and adopt procedures for the appointment of school staff, in line with The School Staffing Regulations 2003 and any subsequent amendments hereto
22. To prepare, adopt, monitor and review all staffing policies and procedures relating to staffing adjustments recruitment and selection equal opportunities employee relations conduct and capability grievance dismissal and similar employment related matters
23. To attend or commission appropriate training for Governors