



**GEORGE ABBOT SCHOOL, GOVERNOR LOCAL ACADEMY COMMITTEE (GLAC)
CURRICULUM & OUTCOMES COMMITTEE TERMS OF REFERENCE**

Autumn Term 2018

Membership: Minimum of six committee members, including the Headteacher or their SLT delegate (who would have voting rights).

Quorum: Three committee members, including the Headteacher or delegate.

Meetings: One a term and as required.
(Agenda and related papers are to be distributed one week in advance of the meeting).

Function: To plan, monitor and evaluate the outcomes for students, including student progress, welfare and examination results; the school's approach to Learning & Teaching and behaviour; admissions and the School's relationship with stakeholders, including the Trust.

Tasks:

- To evaluate standards of achievement and progress of all School year groups 7 – 13 through the regular monitoring and review of school performance data including comparative analyses of local and national standards.
- To keep under review and to receive reports regarding the implementation of the following policies/documents, taken from the Trust policy list:

Policy/document	Determined by the Trust? (Y/N)	Action for schools determined by the Trust
Charging and remissions	Y	Continue current
School behavior <i>(including statutory exclusion guidance 2017)</i>	N	Continue current
Written statement of behavior principles	Y	Continue current
Sex Education	Y	Continue current
SEN information report	N	Update imminently and review annually
Admissions arrangements	N	Continue current (review every 7 years)
Accessibility Plan	N	Continue current (review every 3 years)
Home-school agreement document	Y	Continue current
Equality information & objectives	N	Continue current (review every 4 years)
Child Protection policy and procedures	Y	Continue current
Supporting pupils with medical conditions	Y	Continue current

Policies delegated to the GLAC should be reviewed annually by the summer term.

- To review related issues for inclusion within the School Development Plan (SDP) and monitor progress of objectives within the SDP each term.
- To review attendance and exclusions.
- To review medical issues affecting students and teachers during the preceding term.
- To review and monitor the school's Admissions Policy annually and recommend any changes to the GEP Trust Board.
- To receive a termly update on Safeguarding and an annual report from the Safeguarding Lead.
- To receive reports, whether from link governors or staff, on the progress and well-being of defined cohorts including: Pupil Premium, Special Educational Needs (SEN), English as a second language (EAL), Looked After Children (LAC), Gifted and Talented , 6th Form.

Terms of Reference to be reviewed annually in the summer term



**GEORGE ABBOT SCHOOL, GOVERNOR LOCAL ACADEMY COMMITTEE (GLAC)
FINANCE & RESOURCES COMMITTEE TERMS OF REFERENCE**

Autumn Term 2018

Membership: Minimum of six committee members, including the Headteacher or SLT delegate (who would have voting rights) and the Business Manager.

Quorum: Three committee members, including the Headteacher or authorised delegate

Meetings: One a term and as required.
(Agenda and related papers are to be distributed one week in advance of the meeting).

Function: To plan, monitor and evaluate the use of resources in the School to ensure best value is achieved and that Trust, DfE, EFA and Ofsted practices and procedures are complied with.

- Tasks:**
- To consider the Academy’s indicative funding, notified annually by the EFA and the Trust and to assess its implications for the School, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the GLAC.
 - To keep under review and to receive reports regarding the implementation of the following policies/documents, taken from the Trust policy list.

Policy/document	Determined by the Trust? (Y/N)	Action for schools determined by the Trust
Teacher’s Pay Policy	Y	Continue current (under review)
Teacher’s Appraisals Policy (including transition to capability)	Y	Continue current (under review)
Staff discipline, conduct and grievance procedures	N	Continue current
Statement of procedures for dealing with allegations of abuse against staff	Y	Continue current
Charging & Remissions	Y	Continue current
Governors’ Allowances (schemes for paying)	Y	Continue current
Health & Safety Policy	Y	Continue current (under review)
First Aid (within Health & Safety Policy)	Y	Continue current
Accounting	Y	None – Trust level only
Investment	Y	None – Trust level only
Competitive tendering	Y	None – Trust level only

Policies delegated to the GLAC should be reviewed annually in the summer term:

- To review resources related issues for inclusion within the School Development Plan (SDP) and review their progress. To also advise the GLAC on the affordability of the SDP.
- To receive, review and monitor a short and medium term staffing structure which should meet the needs of the School and be financially viable.
- To liaise with and receive reports from other Committees, as appropriate, and to make recommendations to those Committees about the financial aspects of matters being considered by them.
- To termly review the Budget and expenditure reporting to the GLAC providing advice on any adjustments that may be required to the SDP.
- To consider and recommend acceptance or non-acceptance of a draft Budget for the forthcoming financial year, reflecting priorities identified in the SDP.
- To agree that the day to day maintenance of the school finances are delegated to appropriate staff as identified in the Trust’s Finance Policy, with appropriate reports being made available to the Trust Resources Committee.

9. To receive, review and monitor the process in place for recruitment, retention, professional development, performance management and the safeguarding and welfare of staff.
10. To review procurement practices and sub contracts allocated by the school and/or the Trust to ensure value and quality are inkeeping with the budget and SDP, providing necessary challenge to the school and/or Trust.
11. To ensure that Voluntary Funds are administered to EFA standards.
12. To ensure that the School reviews safety risks and provides a safe physical environment, carrying out termly site visits on sample areas and monitoring the feedback on findings.
13. *(The Committee delegates its responsibility of reviewing and approving one-off and annual lettings to the school)*

Terms of Reference to be reviewed annually in the summer term
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