

Pocklington Infant CE VC School School

Committee Terms of Reference

Name of school:	Pocklington Infant CE VC School
Name of Committee	Appeals Committee
Date agreed:	5 February 2025
Review date:	<i>Terms of reference must be reviewed by the full governing board annually.</i>

Chair of committee:	N/A
Vice Chair of committee:	N/A
Clerk:	N/A
Membership:	Members to consist of any governors not previously involved.
Quorum:	3
Frequency of meetings	<i>Meeting frequency to be determined by the governing board – many committees choose to meet once per term. E.g. The committee will meet a minimum of three times per year, and will take place 4 weeks prior to the full governing board meeting.</i>

Purpose of the Committee

Constitution

The Full Governing Board has established this committee to report to the Governing Board. The committee has no executive powers other than those specifically delegated in these terms of reference.

Membership

The Full Governing Board shall determine, and review annually at the first meeting of the academic year, the terms of reference and membership of the committee. Associate members may be members of the committee, but the majority of committee members shall be governors from the full governing body.

Membership will include: Members to consist of any governors not previously involved.

Accountability

Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the Governing Board.

Objectives:

- To hear appeals against pay policy decisions;
- To hear appeals against dismissal or redundancy decisions;
- To hear appeals against decisions of the Disciplinary Committee;
- To act as the Grievance Appeals Panel;
- To hear parental appeals against exemptions from national curriculum.

Name of school:	Pocklington Infant CE VC School
Name of Committee	Complaints Committee
Date agreed:	5 February 2025
Review date:	<i>Terms of reference must be reviewed by the full governing board annually.</i>

Chair of committee:	N/A
Vice Chair of committee:	N/A
Clerk:	N/A
Membership:	Members to consist of any governors not previously involved.
Quorum:	3
Frequency of meetings	<i>Meeting frequency to be determined by the governing board – many committees choose to meet once per term. E.g. The committee will meet a minimum of three times per year, and will take place 4 weeks prior to the full governing board meeting.</i>

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Accountability

Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the Governing Board.

Objectives:

- Will act in accordance with the school's complains policy and procedures;
- To hear representations relating to complaints made;
- To make decisions relating to the complaint and inform the complainant of the outcome.

Name of school:	Pocklington Infant CE VC School
Name of Committee	Pay Committee
Date agreed:	8 October 2025
Review date:	<i>Terms of reference must be reviewed by the full governing board annually.</i>

Chair of committee:	Chair of Governors
Vice Chair of committee:	N/A
Clerk:	N/A
Membership:	Portia Hewitt, Amy Moore and Kerry Loyns.
Quorum:	3
Frequency of meetings	Meets at least annually.

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Membership will include: Mr Copley (Chair), Mrs Ingle and Mrs Loyns.

Accountability

Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the Governing Board.

Objectives:

- To be responsible for progression to and on the UPS;
- Review of the appraisal process undertaken (to ensure, fair, transparent and robust);
- Salary progressions to be discussed, should include Leadership range, Upper Pay Range Threshold applications and Main Pay range;
- Objectives for staff should also be agreed (e.g. would all staff have a whole school, role specific and a personal development target – this is just the type of objectives to be included, individual targets should be agreed between staff and line manager);
- Pay committee notes the recommendations of the Headteachers Performance Management in terms of result and pay award.

Name of school:	Pocklington Infant CE VC School
Name of Committee	Headteachers Performance Management Committee
Date agreed:	8 October 2025
Review date:	<i>Terms of reference must be reviewed by the full governing board annually.</i>

Chair of committee:	N/A
Vice Chair of committee:	N/A
Clerk:	N/A
Membership:	Annie-Louise Harrison, Portia Hewitt and Kerry Loyns.
Quorum:	3
Frequency of meetings	<i>Meeting frequency to be determined by the governing board – many committees choose to meet once per term. E.g. The committee will meet a minimum of three times per year, and will take place 4 weeks prior to the full governing board meeting.</i>

Purpose of the Committee

Constitution

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Membership will include: Mrs Harrison, Mrs Loyns and Mrs Savory.

Accountability

Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the Governing Board.

Objectives:

- To meet once a year, with the School Improvement Partner;
- The committee to meet on at least two other occasions throughout the academic year, for interim review;
- To agree and review the targets for the Headteacher;
- To make recommendations to Full Governing Board on the Headteachers Pay Award.

Policies

Name of school:	Pocklington Infant CE VC School
Name of Committee	Resources Committee
Date agreed:	8 October 2025
Review date:	<i>Terms of reference must be reviewed by the full governing board annually.</i>

Chair of committee:	Kerry Loyns
Vice Chair of committee:	N/A
Clerk:	N/A
Membership:	Portia Hewitt and Mrs Loyns (Chair) All other governors to be called upon if necessary.
Quorum:	3
Frequency of meetings	To meet at least once per term;

Purpose of the Committee

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Membership

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Membership will include: Mrs Hewitt, Mrs Ingle and Mrs Loyns (Chair) - Mr Copley and Mrs Moore to be called upon if necessary.

Accountability

Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the Governing Board.

Objectives:

Finance, Policy and Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff;
- To establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information;
- To draft and propose to the governing board for adoption an annual school budget taking into account the priorities of the School development Plan;
- To make decisions in respect of service level agreements;
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher;

Premises

- To provide support and guidance for the governing board and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
- To inform the governing board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing board;
- To arrange professional surveys and emergency work as necessary;
- The headteacher 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 Headteacher would normally be expected to consult the committee chair at the earliest opportunity;
- To create a project committee where necessary to oversee any major developments;
- To establish and keep under review an Accessibility Plan;
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing board'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.

Policies

The following policies for approval and adoption at Resources Committee level:

- a) Appropriate Policy;
- b) Acceptable Usage;
- c) Charging Policy;
- d) Data Protection;
- e) Emergency Action Plan;
- f) Emergency Evacuation Plan;
- g) Financial Management;
- h) Freedom of Information and Environmental Information of Regulations Policy;
- i) Health and Safety;
- j) Nursery Admissions.
- k) Records Management and Data Quality.

Financial Delegation

Financial monitoring

- 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 Headteacher;
- To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date;
- To meet with other committees and provide them with the information they need to perform their duties;
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school;
- To review, complete the School Financial Value Standard (SFVS). (Approval and submission of the SFVS lies with the FGB);
- To undertake any remedial action identified as part of the SFVS;
- To receive and act upon any issues identified by a local authority audit.

Staffing Delegation

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school;
- To establish and oversee the operation of the school's Appraisal Policy;
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation;
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing board for approval;
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these;

- To recommend to the governing board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary;
- In consultation with staff, to oversee any process leading to staff reductions;
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training;
- To form selection panel to appoint staff to leadership positions.

Name of school:	Pocklington Infant CE VC School
Name of Committee	Curriculum, Teaching and Achievement Committee
Date agreed:	5 December 2025
Review date:	<i>Terms of reference must be reviewed by the full governing board annually.</i>

Chair of committee:	Portia Hewitt
Vice Chair of committee:	N/A
Clerk:	Hannah Daniel
Membership:	All governors.
Quorum:	3
Frequency of meetings	To meet at least once per term;

Purpose of Committee

Terms of Reference

- Review the curriculum offer, ensuring that statutory requirements are met;
- Ensure that the curriculum offer reflects the school's values;
- Ensure that the curriculum meets the needs of **all** pupils regardless of ability, age, sex or ethnicity
- Ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice;
- Ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness;
- Ensure that required information relating to the school's curriculum (and careers programme where relevant) is published on the school's website;
- Monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments;
- Evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment;
- Monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND;
- Monitor and evaluate the impact of continuing professional development on the quality of teaching;
- Advise the Resources Committee on the funding priorities necessary to deliver the curriculum;
- Consider recommendations relating to teaching and learning from external reviews of the school (for example, Ofsted or local school improvement advisers), and ensure an appropriate plan is in place to act on any recommendations;
- Review and monitor any policies delegated by the full governing body
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