



Manchester
Communication
Primary
Academy

Manchester Communication Primary Academy

LGB SUB-COMMITTEES

Term of Reference

General

- To act on matters delegated by the full governing body.
- To liaise with and consult with other committees where necessary.
- To contribute to the Academy development plan and self-evaluation.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee. This does not include any members of staff attending who are not appointed governors.

Meetings

- The Governing body is free to determine how often the committee meets and may delegate this to the committee. However, for 2018-19, the meeting schedule for the year has been set by the chair of the LGB.
- The Committee 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.
- The committee members are free to appoint a chairperson for the local committees, this can be, but does not need to be the chair of the LGB and should not be a member of MCPA staff.
- The term of office for a sub-committee chair is 1 year, a new chair, or the same chair will be (re)appointed in the Autumn term each year.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk, a member of MCPA's administrative team will support in this role.
- The draft minutes of each meeting will be agreed at the following meeting (committee or local governing body) and will be made available to all governors to view.
- Any decisions taken must be determined by a majority of votes of committee members present and voting.
- Any decision taken by a sub-committee cannot be overturned by the LGB. However where a decision cannot be reached by majority vote or the committee members feel it appropriate, a decision can be deferred to the full LGB

Finance and Resources Committee

Finance & Resources

- 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 review, adopt and monitor all additional financial policies, including a charging and remissions policy.

- To establish and maintain a three year financial plan, taking into the account priorities of the academy/Academy Improvement Plan, roll projection and signals from central government and regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual academy budget taking into account the priorities of the academy/Academy Improvement 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.
- 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 finance lead.
- To report back to each meeting of the full governing body 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.
- Oversee the effective use of the pupil premium to ensure VFM and positive impact on outcomes.
- To support and challenge the development of GMAT central services, ensuring they have a positive impact and represent good VFM.

Teaching, learning & Outcomes Committee

Curriculum Planning and Delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the: - Self-evaluation form - Academy Improvement Plan - Targets for academy improvement to the governing body
- To develop and review policies identified within the academy's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENDCO and an annual report from the SEN governor(where appointed).

Assessment and improvement

- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- 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.
- To consider recommendations from external reviews of the academy (e.g. Ofsted or local academy improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.

- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the academy's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To ensure all statutory requirements for reporting and publishing information are met and the academy website content is fully compliant and presented in an accessible way.