



Montpelier Primary School

Montpelier Primary School

Terms of Reference: Educational Strategy Committee

Membership: The membership of the committee shall be determined by the Governing Body but should consist of not less than 5 governors. The committee should appoint a chair and clerk neither of whom should be staff members.

Quorum: 4 members of whom 2 should be non-staff

Meetings: The committee shall meet at least three times per academic year. The committee shall produce minutes of all committee meetings which should be signed by the committee chair at the next meeting.

Committee purpose: To ensure that our children receive the best education for their needs and that our staff receive the professional development to support this and their personal careers.

Terms of reference:

- To develop and review curriculum policy to ensure that statutory and other important requirements are met
- To ensure that effective strategies are in place to ensure targets are met and standards continually improved
- To provide an appropriate level of challenge to ensure progress and attainment of all pupils with particular focus upon vulnerable groups.
- To ensure that Montpelier school offers an inclusive education for all
- To determine and monitor implementation of Special Educational Needs, Gifted and Talented and More Able Pupils policies
- To develop and monitor implementation of the Personal Relationships and Sex Education policy
- To facilitate the work of the Literacy, Numeracy and SEN Governors and any others appointed to specific areas of work
- To ensure that the school promotes racial equality in every aspect of its work and specifically to monitor racial incidents
- To ensure that all decisions take due account of the school's requirement to ensure safeguarding issues
- To liaise with the Senior Leadership Team to ensure that the school is meeting the needs of pupils with SEN and/or disabilities
- To ensure that professional development plans which meet the needs of the school, and individual staff, are in place and specifically to ensure that NQTs and trainees receive the support they are entitled to
- To make recommendations on curriculum and professional development related expenditure to the Strategic Development committee
- To monitor relevant aspects of the School Improvement Plan and reports from the LA and external sources
- To ensure that Educational visits comply with statutory requirements and are of benefit to the children
- To monitor pupil attendance and punctuality
- To develop and monitor progress on the behaviour and anti-bullying policies
- To ensure that home school agreements are in place
- To ensure an effective partnership exists with parents and the wider school community
- To ensure the effective use and monitor the impact of the pupil premium grant and different pupil groups in receipt of it
- To ensure the effective use and monitor the impact of the sports premium
- To monitor work and progress of Montpelier Teaching School and West London Teaching Alliance.

Document agreed by Governing Body on: 9 September 2004

Last reviewed and amended on 3 November 2016



Montpelier Primary School

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Terms of Reference: Strategic Development Committee

Membership: The membership of the committee shall be determined by the Governing Body but should consist of not less than 4 non staff governors and the Headteacher and Business Manager. The committee should appoint a chair and clerk neither of whom should be the Head.

Quorum: 4 members of whom 2 should be non-staff

Meetings: The committee shall meet at least three times per academic year. The committee shall produce minutes of all committee meetings which should be signed by the committee chair at the next meeting. Minutes of meetings/or a written report should be distributed to all governors subject to the need to maintain confidentiality.

Committee purpose: To ensure that Montpelier School has the infrastructure and resources to:

- provide our children with the best possible learning experience
- a working environment which will encourage the best staff to want to work at Montpelier

Terms of reference:

- In consultation with the Headteacher to approve, monitor and maintain an annual budget plan and a 3 year budget plan
- In consultation with the Headteacher to approve, and keep under review the staffing structure
- In consultation with the Headteacher to determine priorities for the maintenance and development of the school premises
- To ensure Health, Safety and Security are incorporated into all aspects of the school life and developments
- To monitor financial expenditure, audit reports and compliance with local and national government financial requirements in line with the Financial Procedures
- To ensure all staff who hold responsibility for financial administration receive appropriate training
- To establish and review all personnel policies including salaries and performance management
- To monitor the appointment and employment procedures for all staff
- To monitor staff work/life balance, working conditions and well being, including absence levels
- To monitor arrangements for the repairs and maintenance of the school
- To develop and review the Building Development and Accessibility plans and premises related funding bids
- To develop and monitor the implementation of the school's letting policy
- To prepare financial and other reports as required for Governors.
- To undertake other duties as may be determined by the full Governing Body
- To monitor the budget and expenditure of Montpelier Teaching School and West London Teaching Alliance.

Document agreed by Governing Body on: 9 September 2004

Last reviewed and amended, 17 November 2016