



Governing Board Committees and Terms of reference - to be reviewed by the Committees
and agreed by FGB in the Autumn Term

Membership and Committee Quorums

The governing board determines the membership of the committees (including Head Teacher's Performance Management Committee) and reviews it at Full Governing Board in Summer Term ready for the new academic year or when a new member is elected. Each committee has a chair who has been appointed by the governing board. The governing board may remove the chair of a committee from office at any time. The governing board has appointed Havering Governor Services to clerk committee and board meetings. The governing board delegated the responsibility to determine the proceedings of any committee to the committees. These will be reviewed at Autumn Term committee meetings and approved at the Autumn Term full governing board meeting.

Using the draft agendas within this document the Head Teacher will draft an agenda with the Chair of each committee at least **a fortnight** prior to the meeting. This will then be emailed to members of the committee with paperwork **a week** before the meeting. The Chair of each committee working with the clerk takes responsibility for the distribution of draft minutes.

Curriculum	Resource
(quorum of 3)	(quorum of 3)
Chair: Margaret Haig	Chair: Mbuotidem Umomen
Members: Simran Sehmi Meldene Elder Sadek Ghani Zakia Sheba TBC Clare D'Netto	Members: Shamin Rahman Rubina Malik Peter Adefowora Clare D'Netto
Invited: Anne Fitzpatrick	Invited: Anne Fitzpatrick
Minute taker: Clerk to the board	Minute taker: Clerk to the board

Dates of meetings for 2026/2027:

Head Teacher Appraisal Committee will meet in Autumn Term on 10th December prior to FGB.

TERM	Curriculum Committee	Resource Committee	Full Board
AUTUMN	19 th October 2026 9:30am-11am KS2 SATs results analysis and trends	21 st October 2026 4:00pm – 6:00pm	9 th December 2026 4:00pm – 6:00pm Plus HT Appraisal meeting
SPRING			17 th March 2026 09:30 – 12:30 Combining Curriculum and Resources Committee
SUMMER	26 th May 2027 9:30am-11am	19 th May 2027 4:00pm-6:00pm Budget	7 th July 2027 5:00pm – 7:00pm 3:30 – 4:30pm All Governors meet with staff focus on wellbeing and SDP

For the academic year: 2026/2027

Governor type and area of responsibility overview:

The governing body consists of: 3 parent governors, 1 LA governor, 1 staff governor; 1 Head teacher and 5 co-opted governors – a total of 11 Governors, serving a four year term.

Name of Governor:	Type of Governor and date of end of office	Remit of Governor
Mr Shamin Rahman	Co-opted (07.07.29)	Chair of Governors; Member of Resources Committee; Lead Governor for Facilities, Buildings & Health & Safety / Lead Governor for Finance & Business
Ms Clare D'Netto	Head Teacher	Member of both committees
Mrs Rubina Malik	Parent (19.10.26) Co-opted (19.10.30)	Vice Chair of Governors; Member of Resources Committee; Lead Governor for Inclusion (LAC, SEND & Pupil Premium)
Ms Meldene Elder	Co-opted (10.12.29)	Member of Curriculum Committee; Lead Governor for Child Protection, Safeguarding & Prevent
Mr Mbuotidem Umomen	Co-opted (03.07.27)	Chair of Resource Committee; Lead Governor for Anti-bullying and Cyber Safety / Lead Governor for Attendance
Mr Sadek Ghani	Co-opted (10.12.29)	Member of Curriculum Committee; Lead Governor for Curriculum & Achievement
Ms Margaret Haig	LA Appointed (11.12.28)	Chair of Curriculum Committee; Lead Governor for Training and Liaison / Lead Governor for Cultural Education
Ms Simran Sehmi	Staff (31.08.28)	Member of Curriculum Committee; Lead Governor for Equalities and Anti-racism charter / Lead Governor for Staff Wellbeing
Mr Peter Adefowora	Parent (07.07.30)	Member of Resources Committee; Lead Governor for Sustainability
Ms Zakia Sheba	Parent (16.09. PENDING	Member of Curriculum Committee; Lead Governor for Healthy Schools including Relationships Education and Food Standards
Vacancy	Parent after 19.10.26	

Manor Junior School Governing Board cannot delegate any functions relating to:

- the constitution of the governing Board (unless otherwise provided by the constitution regulations)
- the appointment or removal of the chair and vice chair
- the suspension of governors
- the delegation of functions
- the establishment of committees.

For the academic year: 2026/2027
Review of committees and delegation

Manor Junior School governing board must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing board must review the delegation of functions to committees and individuals annually. This will take place at the Autumn Term full governing board meeting.

Delegation of functions of the Governing Board

Manor Junior School Governing Board has delegated these statutory functions to its committees.

- To act on matters as delegated by the Full Governing Board
- To liaise and consult with other committees where necessary
- To contribute to the School Development Plan and Self Evaluation Form
- Although primary responsibilities for policies concerning Health and Safety, Inclusion and Child Protection are delegated to specific committees, all committees should consider relevant aspects of these.

Curriculum	Resource
functions relating to the alteration, discontinuance or change of category of maintained schools	functions relating to the approval of the first formal budget plan of the financial year
functions relating to school discipline policies	functions relating to all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
functions relating to the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)	
functions relating to appeals	

Non-delegated responsibilities:

As necessary the Board will:

- Determine a “first committee” for formal disciplinary or complaints hearings.
- Annually determine the membership of the Headteacher Performance Management Panel, Governors should seek to ensure that HTPM group members have received appropriate training.
- Annually review Governors’ competencies in regards to continued professional development.

Specific Terms of Reference for Curriculum Committee

The Curriculum Committee has delegated responsibility to:

1. review the curriculum offer, ensuring that statutory requirements are met
2. ensure that the curriculum offer reflects the school's values
3. ensure that the curriculum meets the needs of all pupils regardless of ability, age, sex or ethnicity
4. ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice
5. ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness
6. ensure that required information relating to the school's curriculum is published on the school's website
7. monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments
8. evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment
9. monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND
10. monitor and evaluate the impact of continuing professional development on the quality of teaching
11. advise the Resources Committee on the funding priorities necessary to deliver the curriculum
12. 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
13. review and monitor any policies delegated by the full governing body

Policies and Statutory policies and information schedule delegated to the Curriculum Committee include:

Autumn Term	Spring Term	Summer Term
Behaviour Policy & Suspensions and Exclusions Policy	Admissions Policy	PE and Sport Premium Information
Safeguarding and Child Protection Policy	Attendance Policy	Relationships, Sex and Health Education (which should be published on the school website)
Exams, Assessment and performance measures	Curriculum Information	
Pupil Premium Strategy	Public Sector Equality Duty / Equality Objectives	
SEND Policy and SEND Information Report & Accessibility Plan	School Uniform Policy	

Specific Terms of Reference for Resources Committee

The Resources Committee has delegated responsibility to:

Finance

1. review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
2. maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
3. present an annual budget to the full governing body for approval
4. monitor actual income and expenditure at least once a term against the approved budget
5. benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
6. ensure that sufficient funds are allocated for staff pay increments
7. report back to each meeting of the full governing body, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
8. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
9. review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
10. approve expenditure and virements of sums over £20,000 – sums below this amount are delegated to the headteacher
11. undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
12. ensure local authority financial procedures are complied with
13. receive and act upon any issues identified by a local authority audit
14. ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
15. assess the school's insurance cover to ensure that it provides adequate protection against risks

Staffing

16. review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
17. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
18. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
19. oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
20. review pay decision data to ensure that pay increments are awarded fairly
21. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
22. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

Premises, health and safety

23. ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
24. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
25. monitor the completion of actions and recommendations arising from risk assessments
26. review the school's accessibility plan
27. receive an annual health and safety audit report and monitor any arising actions
28. receive a regular report on accident statistics, near misses, incidents of violence or aggression
29. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
30. ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues

For the academic year: 2026/2027

- 31. monitor the health and safety training that staff and governors undertake
- 32. review, adopt and monitor all policies delegated by the board

Policies and Statutory policies and information schedule delegated to the Resources Committee include:

Autumn Term	Spring Term	Summer Term
Teacher Pay and Appraisal Policy	Health and Safety / Premises Management Policies	PE and Sport Premium Information
Complaints Policy	Budget & reserves	Charging and remissions Policy
Safeguarding and Child Protection Policy	SFVS	Data Protection Policy
Pupil Premium Strategy		Governor Allowances Policy
Staff Code of Conduct and Grievance Policies		Budget & reserves
Accessibility Plan		
Budget & reserves		

As needed committees may be called to hold Disciplinary hearings, complaints investigations, staff and whole school related investigations etc....

Curriculum Committee

AUTUMN TERM 2026
Organisational efficiency and effectiveness: 1. Review minutes of previous meeting 2. Confidentiality reminders 3. Declaration of interests 4. Register of business interests 5. <u>Preparing for Chair of Governors consultation meeting with BDSIP:</u> Discussion regarding constitution and skillset of governing board; Discussion regarding frequency, quality and effectiveness of local authority training for governors, AOB
<u>CORE FUNCTION 1:</u> Ensuring clarity of vision, ethos and strategic direction: 1. Governor safeguarding training 2. Review Governor Action Plan from previous year and agree new Governor Action Plan 3. Review committee structure, including Terms of Reference and membership 4. Instrument of Government 5. Review SDP priorities 6. Ensure school website includes all information required by DfE 7. Behaviour Policy and Suspensions and Exclusions Policy 8. Safeguarding and Child Protection Policy
<u>CORE FUNCTION 2:</u> Holding the Head Teacher to account for the educational performance of the school and its pupils: 1. Exams, Assessment and Performance Measures: end of KS2 results and agree school performance target, including attendance 2. Review end of year attendance data, monitor data on attendance/absence, pupil exclusion, racist incidents 3. SEND progress data and case studies
<u>CORE FUNCTION 3:</u> Overseeing the financial performance of the school and ensuring its money is well spent: 1. Pupil Premium Strategy
SUMMER TERM 2026
Organisational efficiency and effectiveness: 1. Review minutes of previous meeting 2. Confidentiality reminders
<u>CORE FUNCTION 1:</u> Ensuring clarity of vision, ethos and strategic direction: 1. Relationships, Sex and Health Education Policy 2. First Aid Policy 3. Review SDP priorities and propose priorities for next academic year
<u>CORE FUNCTION 2:</u> Holding the Head Teacher to account for the educational performance of the school and its pupils: 1. Vulnerable Pupils - Designated teacher for looked after and previously looked after children report 2. Monitor pupil progress
<u>CORE FUNCTION 3:</u> Overseeing the financial performance of the school and ensuring its money is well spent: 1. PE and Sport Premium Information

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Resources Committee

AUTUMN TERM 2026
Policy, document, duty: to be reviewed annually unless otherwise stated:
Organisational efficiency and effectiveness: 1. Review minutes of previous meeting 2. Confidentiality reminders 3. Declaration of interests 4. Instrument of Government 5. <u>Preparing for Chair of Governors consultation meeting with BDSIP</u>: Discussion regarding constitution and skillset of governing board; Discussion regarding frequency, quality and effectiveness of local authority training for governors, AOB
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: 1. Governor safeguarding training 2. Review Governor Action Plan from previous year and agree new Governor Action Plan 3. Review committee structure, including Terms of Reference and membership 4. Instrument of Government 5. Review SDP priorities 6. Complaints Policy 7. Safeguarding and Child Protection Policy
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils: 1. Pupil Premium Strategy
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent: 1. Teacher Pay and Appraisal Policy 2. Teacher Appraisal outcomes and salary review. 3. Staff Code of Conduct and Grievance Policies 4. Budget monitoring
SUMMER TERM 2027
Policy, document, duty: to be reviewed annually unless otherwise stated:
Organisational efficiency and effectiveness: 1. Review minutes of previous meeting 2. Confidentiality reminders
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: 1. Governor Allowance Policy 2. Review SDP priorities and propose priorities for next academic year
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent: 1. Agree and approve the budget 2. Budget monitoring 3. Inventory Check 4. Charging and Remissions Policy 5. Data Protection Policy

Head Teacher Appraisal Panel

AUTUMN TERM
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils: Appraise Head Teacher performance and pay

For the academic year: 2026/2027

Full Governing Board Meetings

AUTUMN TERM 2026
Organisational efficiency and effectiveness: 1. Review GB Code of Conduct
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: 1. Confirm that all Governors have completed safeguarding training 2. Agree the Terms of Reference and committee structure. 3. Review of Governor's Action Plan RAG rating 4. SEND Policy and SEND Information Report and Accessibility Plan 5. Cyber Security Report
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent:
SPRING TERM 2027 – combined meeting with Curriculum and Resources Committee
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: 1. Review of Governor's Action Plan RAG rating and share self-evaluation from FGB Autumn Term 2. Admissions Policy 3. Attendance Policy 4. Public Sector Equality Duty / Equality Objectives 5. Health and Safety / Premises Management Policies
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils: 1. Curriculum Information 2. School Uniform Policy
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent: 1. Agree Schools Financial Value Standard (SFVS) (which will be sent to the LA by 31st March) https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs 2. Budget monitoring – period 11
SUMMER TERM 2027
Organisational efficiency and effectiveness: 1. Agree CPD/non-pupil days (for academic 27/28 and if available 28/29) 2. Approve residential trips and any overseas trips for the next academic year. 3. Prepare and publish annual Governance statement: attendance record of individual governors at board and committee meetings 4. Review and appoint governor posts of responsibility
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: 1. Feedback on Governors' areas of responsibility. 2. Review of Governor's Action Plan RAG rating 3. Review progress of the SDP
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils: 1. Appoint Governors to conduct HT Performance Review including an external adviser. 2. Agree Annual Governance Statement
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent: 1. Update on budget expenditure and SLAs

Agreed by Full Governing Board:

FGB Chair: Mr. Shamin Rahman

Signature: Mr. Shamin Rahman

Date: 9th December 2026