**SPRINGFIELD SCHOOL**

**LEADERSHIP & MANAGEMENT COMMITTEE**

**Membership:** The committee shall consist of not less than four governors. Membership should include the Headteacher or member of the Senior Management Team (SMT) with responsibility for pastoral issues, and the named governor for Safeguarding Children / Looked After Children.

The committee may make recommendations to the governing body for co-option of non-governor members and advise whether or not such members should be given a vote.

**Quorum:** Three governors including a governor who is not an employee of the school.

**Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.

**Chair:** To be elected by the full governing body.

**Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

**Terms of Reference:**

* Work with the Headteacher to set the clear strategic directions for the school through vision, aims and ethos.
* Ensure that the monitoring and evaluation of provision including all aspects of safeguarding is undertaken
* To ensure that formal DBS checks are carried out for all new members of staff and that the school maintains a ‘Single Central record’ for inspection purposes.
* Assist in determining the priorities for development based on evaluation
* Develop and review policies for inclusion, personnel procedures (performance management, redundancy, grievance, conduct and discipline, capability and ill health (including absence monitoring, premature retirement and leave of absence), and finance,
* Develop and review policies for the use of the premises, lettings, risk assessment and charging.
* Determine the annual pay review and perform the role of the pay committee
* Act as a pool of governors for staff appointments, up to Assistant headteacher as required.
* Determine appointment procedures up to Assistant headteacher level as required.
* Prepare the budget for approval by the Governing Body.
* Monitor the budget, ensuring that resources are being deployed efficiently to maximise value for money and overall effectiveness.
* Assist with the completion of the Schools Financial Value Standard questionnaire
* Undertake a regular skills audit and an annual governing body performance check.
* Canvass the opinion of parents and other stakeholders in the school through questionnaires, attendance at open days/evenings/workshops for parents etc and networking in the local community. Analyse and feedback views to stakeholders and take action based on the analysis.
* Promote community links
* Advise on all matters financial, short, medium and long term.
* Monitor income and expenditure
* Ensure the audit of funds oversee repairs and maintenance
* To agree the level of delegation in financial matters
* To monitor outside use of the premises
* To monitor staffing structures and job descriptions