

## ***CEDARS MANAGEMENT SUBCOMMITTEES***

<b>FINANCE &amp; RESOURCES COMMITTEE</b>	<b>PUPIL SUPPORT &amp; STANDARDS COMMITTEE</b>
Budgets Financial Management Staffing/CPD Premises Business Management Partnerships Ethos	Standards/Pupil outcomes/data Teaching & Learning 'Narrowing the gap'/SEN/LAC Leadership & Management Target setting Pastoral Parental liaison, Multi Agency Attendance Personal Development & Well Being Safeguarding Equalities Health, Safety & Wellbeing
<b>Committee Members</b>	<b>Committee Members</b>
Phill Evans Theresa Madden Lisa Wood Pam Clulow	Claire Butters Mary Cornes Mike Deakin Rowena Jukes Bernie Pearce Andrew Pickett Kerry Whitfield
<p style="text-align: center;"><b>Associate Member:</b></p> <p style="text-align: center;"><b>Chair:</b> Deputy Headteacher - Ian Snead</p> <p style="text-align: center;">Bursar - Tracey Holdcroft</p>	<p style="text-align: center;"><b>Associate Member:</b></p> <p style="text-align: center;"><b>Chair:</b> Assistant Headteacher - Paul Watts</p> <p style="text-align: center;">Deputy Headteacher - Ian Snead Assistant Headteacher - Jason Hewson</p>

## **PUPIL SUPPORT & STANDARDS COMMITTEE**

Membership of the committee will be no fewer than 3 governors, plus the Headteacher.

The quorum for each meeting shall be 3 governors.

The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

The committee is to report to each meeting of the full Management Committee.

The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the full Management Committee, except where the subject matter requires full Management Committee consideration by law or in accordance with the school's established scheme of delegation.

### **TERMS OF REFERENCE**

#### **To take the lead on:**

- ensuring the health, safety and well-being of staff and pupils
- promoting inclusive practice relating to equality
- overcoming barriers to learning - multi agency collaboration
- parental and community liaison
- setting priorities for improvement and monitoring and evaluating the impact
- developing and reviewing policies
- monitoring and evaluating rates of progress
- ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements
- developing and reviewing policies

#### **To accept full delegated responsibility for the discharge of the following duties:**

- To agree annual attendance targets and monitor progress towards achieving these
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning
- To monitor the effectiveness with which the school promotes equal opportunity and tackles discrimination
- To monitor the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment)
- To monitor and evaluate the effectiveness of leadership and management regarding -
  - the impact of quality of teaching on rates of pupil progress and standards of achievement
  - the impact of continuing professional development on improving staff performance
  - the effectiveness of provision for all children and especially those with special educational needs
- To identify and celebrate pupil achievements

#### **To provide guidance to the full governing body for the following, which cannot be delegated:**

- Setting realistic and sufficiently challenging statutory end of key stage targets
- The school's curriculum statement
- Approval of school policies on sex and relationships education and religious education

## **FINANCE & RESOURCES COMMITTEE**

Membership of the committee will be no fewer than 3 governors, plus the Headteacher.

The quorum for each meeting shall be 2 governors, plus the Headteacher.

The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

The committee is to report to each meeting of the full governing body.

The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

### **TERMS OF REFERENCE**

#### **To take the lead on:**

- monitoring and evaluating the budget allocated to the school to achieve value for money
- reviewing staff pay and conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

#### **To accept full delegated responsibilities for the discharge of the following duties:**

- Preparation and presentation of an annual budget to the full governing body for approval
- Agree the level of financial delegation to the Headteacher
- Ensure that the principles of 'best value' are adhered to
- Review, monitor and evaluate the annual maintenance programme
- Formal responsibility for the School Financial Value Standard (SFVS)
- Project manage maintenance, repairs and redecoration within the budget allocation
- Recommend an appropriate staffing structure to the full governing body for approval
- Recruit, select and appoint staff
- Secure the effective implementation of performance management procedures
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes

#### **To provide guidance to the full governing body for the following, which cannot be delegated:**

- Approval of the annual budget
- Appointment of Headteacher, and Deputy headteacher
- Approval of the staffing structure for the school

## Management Committee and Subcommittee dates 2022-23

All meetings are at 4.30pm – in persona and/or via TEAMS

CEDARS Short Stay School  
Knutton base.  
High Street,  
Knutton,  
**ST5 6BX**

### Business Interests 2022-23

All members have completed a Disclosure of Pecuniary Interest form.  
There were no interests disclosed.

## Governor attendance to meetings 2022-23

NB: all meetings conducted via TEAMS followed Government guidelines

	<b>Pupil Support &amp; Standards Committee 4.30pm</b>	<b>Finance &amp; Resources Committee 4.30pm</b>	<b>Full Management Committee 4.30pm</b>
	15.11.22	22.11.22	29.11.22
	28.02.23	07.03.23	14.03.23
	02.05.23	09.05.23	16.05.23
<b>Chair - PE</b>	n/a	3	2
<b>VC - TM</b>	n/a	3	3
<b>HT - PC</b>	3	3	3
<b>CB</b>	3	n/a	3
<b>MC</b>	3	n/a	3
<b>MD</b>	3	n/a	2
<b>BP</b>	2	n/a	3
<b>AP</b>	2	n/a	2
<b>RJ</b>	0	n/a	0
<b>LW</b>	3	2	3

### Date and time of 2023-24 meetings

<b>Pupil Support &amp; Standards Committee 4.30pm</b>	<b>Finance &amp; Resources Committee 4.30pm</b>	<b>Full Management Committee 4.30pm</b>
14.11.23	21.11.23	28.11.23
27.02.24	05.03.24	12.03.24
30.04.24	07.05.24	14.05.24