

Clitheroe Royal Grammar School

Terms of Reference of Governors' Committees

Admissions Committee

- To meet annually to consider applications for admission at Year 7 following receipt of the results of the entrance examinations and primary school headteachers' reports as appropriate
- To establish, review and maintain the School's Admissions Policy

Chair's and Pay Committee

- To be available and respond to matters of difficulty, sensitivity or emergency and to be the primary "critical friend" to the Headteacher and senior leadership team
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan (SIP)
- To ensure that the Governors are prepared for future Ofsted inspections
- To review and ratify the Headteacher's recommendations with respect to senior leadership team and UPS pay progression
- To determine the school's approach towards the exercising of pay discretions
- To conduct the Headteacher's annual performance review
- To establish, review and maintain the school's Pay Policy

Finance and Audit Committee

- To approve the annual indicative budgets and recommend the final budget to the Governors
- To act as the Audit and Risk Committee, including responsibility for all the items listed for such a committee in the Academies Financial Handbook
- To oversee the preparation of the Annual Report and Accounts
- To recommend to the Governors and the members of the Trust the annual appointment of the school's accountants, auditors and internal auditor
- To agree the Terms of Reference of the accountant, auditor and internal auditor
- To review the auditors' findings and actions taken by the school's managers in response to those findings
- To direct the trust's programme of internal scrutiny ensuring that risks are being addressed appropriately
- To report to the Governors on the adequacy of the school's internal control framework, including financial and non-financial controls and management of risks
- To maintain a 3-year financial plan
- To ensure that the school financial systems are in accordance with the guidance set down in the Academies Financial Handbook
- To ensure that requirements of the school's Internal Financial Regulations are met
- To be responsible for reviewing the effectiveness of the school's internal financial systems and procedures, to ensure that the objectives of the school are achieved in an economic and timely manner
- To approve major items of expenditure

Estates Committee

- To establish, review and maintain the buildings maintenance and development plan
- To review arrangements for the on-going maintenance and repair of school facilities, with particular reference to Health and Safety issues
- To make recommendations on premises-related expenditure and funding bids
- To conduct termly reviews of the school's Workplace Inspection Forms
- To carry out Health and Safety Walks as appropriate

Students and Staffing Committee

- To consider a wide range of student and staff welfare issues, reviewing and maintaining the related policies and documents as necessary

Curriculum and Achievement Committee

- To consider a wide range of curricular, assessment, analytical and reporting issues, reviewing and maintaining the related policies and documents as necessary