

HARBERTONFORD PRIMARY SCHOOL COMMITTEE TERMS OF REFERENCE

1. BACKGROUND

Harbertonford C of E (VA) Primary School (**the School**) is a voluntary Aided school that is part of The Link Multi-Academy Trust. The School's governing body is The Totnes Local Governing Board (LGB). In addition to the LGB, the School has formed a School Committee for the purposes set out in these terms of reference.

2. Membership of the School Committee

Person	Appointment and length of appointment
Head / Executive Headteacher	When in post
Foundation Governor appointed to the Local Governing Board or Church representative	When in post
Parent Governor appointed to the Local Governing Board	When in post
Staff representative	Elected by all staff for a term of 1 year
1 Class Parent representative from each of the 5 classes (5 representatives in total)*	Elected by other parents in the relevant class for a term of 1 year.
Chair of PTFA	When in post
Community representative	Appointed by the Head / Executive Headteacher for a term of 1 year
Up to 3 additional members	Co-opted by current members of the School Committee for a specific project or for a term of 1 year

*The Class Parent Representative must have a child in the class they are elected to represent.

*There is no limit on the number of terms a member of the School Committee may be re-appointed, re-elected or co-opted for.

3. Meetings of the School Committee

- The School Committee will meet at least six times in each school year.
- School Committee meetings will not be open to the public but minutes will be available.
- The Committee Chair should be appointed at the beginning of each school year.
- In the absence of the Chair, the School Committee shall choose an acting Chair for that meeting from among their number.
- Minutes of the meeting will be taken and draft minutes of each meeting will be circulated with the agenda for the next meeting.

4. Role of the School Committee

Key aims

The School Committee will support and provide feedback to the Head or Executive Headteacher in all aspects of school life to help achieve the School's aims:

*To promote a love of learning within a safe and happy school in which every person matters.
Christian values and spirituality are at the heart of all aspects of school life.*

The School Committee will have a key communication role to perform ensuring that information is

shared back to the Local Governing Board, the Community, parents, the Church, other interested parties and vice versa.

Governing Body

The School Committee will be kept informed of issues dealt with by the LGB (excluding any issues that are subject to confidentiality) and will support the School in implementing any decisions made by the LGB.

Premises and Health and Safety

Responsibility for Health and Safety lies with the Link Academy Trust.

Special Education Needs

Whilst responsibility for Special Educational Needs lies with the Head and the LGB, the School Committee will support the Head in dealing with local policies.

Christian Ethos

The School Committee will ensure that the Christian distinctiveness of the School will be upheld by:

- Receiving a report and having the opportunity to ask questions on Collective Worship
- Review and question outcomes from any SIAS inspection

The School Committee will help the School implement its statement of ethos:

Recognising its historic foundation, the School will preserve and develop the religious character of the school in accordance with the principles and practice of the Church of England and in partnership with the Church in the parish and the diocese.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Equality and Diversity

Responsibility for Equality and Diversity lies within Link Academy Trust policy.

Local School Policies

The School Committee will assist in the preparation and implementation of local School policies.

The School Committee will:

- contribute to the preparation of the School prospectus and School profile
- receive Head and Executive Head reports
- provide a forum for debate and discussion on matters relevant to the future development of the School
- strengthen and develop the School's engagement with the community and parents
- contribute to PR as relevant
- undertake and complete tasks related to school improvement
- advise on security, maintenance, repairs and redecoration issues

5. What the School Committee is not

The School Committee has not had any responsibility delegated to it from the LGB and it is **not**:

- a decision making body

The School Committee does not carry any responsibility or deal with:

- Finance
- Individual staff or pupil issues