

SURBITON CHILDREN'S CENTRE NURSERY

TERMS OF REFERENCE

FULL GOVERNING BODY TERMS OF REFERENCE

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To recruit new Governors as vacancies arise.
- To hold at least three Governing Body meetings a year.
- To appoint the Chair and Vice Chair.
- To appoint a Clerk to the Governing Body.
- To establish the committees of the Governing Body and their terms of reference.
- To appoint the Chair of any committee (if not delegated to the committee itself).
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To approve the first formal budget plan of the financial year.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- To review and approve any other statutory policies which require Full Governing Body approval.
- To review the delegation arrangements annually.
- Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.
- The Quorum for a meeting of the Full Governing Board and any votes at that meeting is one half of the membership of the governing board, excluding any vacancies (rounded up to a whole number).

Governing Body Membership – September 2020

Name	Type of governor	End of term
Esther White	Head teacher	N/A
Andy Christopher	Co-opted	09/02/2024
Jane Colombo	Co-opted	03/10/2022
Helen Creasey	Co-opted	04/02/2022
Sheila Read	Co-opted	13/10/2022
Alan Stevenson	Co-opted	04/02/2022
Mary Trafford	Parent	23/02/2023
Jan Wood	Staff	17/09/2021
Claire Brooker	Associate	08/07/2022
Claire Barnes	Associate	13/10/2022

Chair of the Governing Body: Andy Christopher

Vice-Chair of the Governing Body: Jane Colombo

Clerk to the Governing Body: Tess Nixon

FINANCE AND RESOURCE COMMITTEE

The members of the Finance and Resource committee will, in conjunction with the members of staff, work to manage the school budget, personnel and H & S.

A chair shall be elected from within that committee and members will meet at least once a term.

The committee shall in particular be responsible for:

- Determining the amount which the school may spend without reference to either
 - a) The committee (or its individual representative).
 - b) The Full Governing Body.
- These figures are to be reviewed annually at the first meeting of the committee, normally the first term of the school year.
- The committee shall determine the number of quotations required when major repairs or new works are needed at the school, and where appropriate (i.e. where there is no LA involvement) provide approval.
- Monitoring the schools procedure of accounting, cash book entries, and all monies for which the office is responsible. The Finance and Resource committee should ensure the School Fund is Audited and reported to the committee by the School Business Manager annually. Any matters, which may be of concern, to be reported back to the committee and to the Full Governing Body if thought appropriate.
- The Finance and Resource committee will discuss how new appointments or additional appointments will be funded.
- The committee shall, with the School Business Manager and Head Teacher, discuss which, and at what level, the School should buy into the LA services.
- Monitor and review the Budget statement prepared by the School Business Manager at each of the committee meets.
- The committee shall review the rates for extended day care fees, holiday play scheme fees and lettings on an annual basis.
- Regularly review all policies for which it is responsible and to update and advise the Full Governing Body.
- The Quorum is one half of the membership of the committee and at least three committee members.

Finance and Resource Committee Membership

Name	Type of governor	End of term
Esther White	Head teacher	N/A
Andy Christopher	Chair /Co-opted	09/02/2024
Jane Colombo	Vice Chair/ Co-opted	03/10/2022
Helen Creasey	Co-opted	04/02/2022
Alan Stevenson	Co-opted	04/02/2022
Mala Mistry	Associate member	N/A

S U R B I T N
C H I L D R E N ' S C E N T R E N U R S E R Y
PERFORMANCE MANAGEMENT COMMITTEE

The Performance Management committee is responsible for the Head Teacher Performance Management. Responsibilities include:

- To set objectives for the Head Teacher in conjunction with the SIP.
- Review the objectives regularly.
- Make recommendations in accordance with the pay policy to the Finance and Resource committee.

Performance Management committee membership

Name	Type of governor	End of term
Esther White	Head teacher	N/A
Andy Christopher	Chair /Co-opted	09/02/2024
Jane Colombo	Vice Chair/ Co-opted	03/10/2022

CHILDREN, FAMILIES AND COMMUNITY COMMITTEE

TERMS OF REFERENCE

- Regularly review all policies for which it is responsible and to update and advise the Full Governing Body (including the admissions policy).
- The committee should meet at least once a term.
- To review any safeguarding concerns.
- Planning of engagement with children’s families and the wider community.
- Planning of engagement with other professionals to support children and families.
- Monitoring of complaints/ incidents.
- Undertake monitoring visits to nursery as appropriate
- Monitoring and review of engagements/activities and outcomes
- Recording of outcomes and planning next steps
- Undertake relevant training and review and disseminate newly published relevant information.
- The Quorum is one half of the membership of the committee and at least three committee members.

Children, Families and Community committee membership

Name	Type of governor	End of term
Esther White	Head teacher	N/A
Sheila Read	Committee Chair /Co-opted	13/10/2022
Jane Colombo	Co-opted	03/10/2022
Helen Creasey	Co-opted	04/02/2022
Mary Trafford	Parent Governor	23/02/2023
Jacqui Woodroffe	Local Authority governor	22/02/2023
Claire Barnes	Associate member	13/10/2022
Brenda Wood	Associate member	N/A

LEARNING AND TEACHING COMMITTEE

TERMS OF REFERENCE

- Regularly review all policies for which it is responsible and to update and advise the Full Governing Body.
- The committee should meet at least once a term.
- To undertake monitoring visits to the school
- To monitor progress against the curriculum and Teaching and Learning targets of the School Improvement Plan
- To understand the performance data for the school
- To meet with the Head Teacher and teaching staff to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success
- To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of targets.
- To evaluate the extent of success at the end of the set timescale
- To monitor pupil progress against Early Years targets.
- The Quorum is one half of the membership of the committee and at least three committee members.

Learning and Teaching committee membership

Name	Type of governor	End of term
Esther White	Head teacher	N/A
Jacqui Woodroffe	Committee Chair/ LA Governor	22/02/2023
Jan Wood	Staff Governor	17/09/2021
Sheila Read	Co-opted	13/10/2022
Jane Colombo	Co-opted	03/10/2022
Mary Trafford	Parent Governor	23/02/2023
Claire Brooker	Associate member	08/07/2022