



Terms of Reference-

Lighthouse Local School Committee

2024-25

16th September 2024	
Adam Hicken	<i>Adam Hicken</i>
Paul Drew	<i>Paul Drew</i>

1. Constitution

- 1.1. The Lighthouse Federation Governing Board has resolved to establish Local School Committee (LLSC) to advise the Board on matters relating to the federation schools.
- 1.2 Powers are delegated to this committee from the Federation Governing Board as set out in the Delegation Planner.
- 1.3 The LLSC can set up sub committees using this document as the Terms of Reference
- 1.4 The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.

2. Authority

- 2.1. The Committee will report to the Board on any decision taken in accordance with the Delegation planner and delegated powers..
- 2.2. The LLSC is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any governor, employee, external audit, internal audit or other assurance provider.
- 2.3. The LLSC is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the Chief Operating Officer or Chair of the Federation Board.



3. Curriculum and Standards Committee – School Level

Membership: At least 3 governors of whom the head teacher may be one.

- 3.1 To oversee and recommend to the governing board the School Development Plan and any post-OFSTED inspection action required.
- 3.2 To review and update the schools curriculum policies, for example to ensure that national legislation and guidance on curriculum matters, including the National Curriculum, is being appropriately implemented at the school.
- 3.3 To ensure appropriate monitoring of the curriculum at the school and, for example, to receive reports from subject link governors.
- 3.4 To review school test and examination data, the Analyse School Performance (ASP) data and any other appropriate performance data and recommend any appropriate action to the governing board.
- 3.5 To recommend pupil attainment and other targets to the governing board for approval.
- 3.6 To review and report on any other appropriate curriculum matter at the request of the governing board



4. The School Finance Committee

Membership: At least 3 governors of whom the head teacher may be one.

- 4.1 To prepare and recommend to the governing board an annual budget for their approval, taking account of local and national guidance.
- 4.2 To oversee the management of the budget and to report this to the governing board.
- 4.3 To consider other matters on the request of the governing board, for example, medium term financial policy and any development plans.
- 4.4 To consider the financial implications of the School Development Plan, post-OFSTED inspection planning and any similar plans.
- 4.5 To receive and recommend audited school fund accounts for presentation to the governing board.
- 4.6 To review and recommend an annual policy on the lettings of school buildings and grounds.
- 4.7 To review and recommend to the governing board an annual policy for charging for school activities, for example; education visits and school travel using school transport
- 4.8 Examination fees (e.g. for re-sits)
- 4.9 Fees for private use of school facilities
- 4.10 Sale of goods to pupils (e.g. for craft items)
- 4.11 External hire of premises
- 4.12 To recommend expenditure limits for the headteacher £5000 (or such figure as the governors determine)
- 4.13 To recommend virement limits for the head teacher of: £5,000 on any individual item (or such figure as the governors determine)



- 4.14 Virement between budget heads of up to £5,000 (or such figure as the Leases other than those arranged with the LA up to an annual figure of £1,000 (or such other figure as governors determine). NB Governors are strongly recommended to take appropriate advice before entering into lease agreements.
- 4.15 To confirm tendering procedures in line with the Council's Financial Regulations and Contract Rules.
- 4.16 To confirm inventory and write off policies in line with the Council's Financial Regulations and Contract Rules.
- 4.17 To review and report on any other appropriate financial matter as requested by the governing board.
- 4.18 To take responsibility for the review of the Schools Financial Value Standard (SFVS) which must be completed on an annual basis by 31 March each year, signed by the Chair of Governors and submitted to the Internal Audit Section, Walsall Council.

5. School Premises Committee

Membership: At least 3 governors of whom the head teacher may be one.

- 5.1 To review the use, maintenance and repair of the school's premises and to ensure that applicable legislation is complied with.
- 5.2 To ensure that sites and buildings, including playing fields, comply with health and safety legislation.
- 5.3 To ensure that there are appropriate systems in place for the risk management of sites and buildings including playing fields.
- 5.4 To make recommendations to the governing board for minor works.
- 5.5 To make recommendations to the governing board for the use of the School's devolved capital allocation in line with the School's Asset Management Plan.
- 5.6 To review and make recommendations to the governing board on the School's Asset Management Plan.



6. Personnel matters

- 6.1 To review and report to the governing board on the school's staffing structure.
- 6.2 To consider and recommend personnel policies, for example on discipline and grievance, to the governing board
- 6.3 To review and report to the governing board in respect of local or national legislative or policy initiatives which may have personnel implications

7. Complaints Panel

- 7.1 To consider any formal complaint for which the complainant has not received a satisfactory resolution having gone through previous stages of the complaints procedure including raising the matter with the Head teacher.
- 7.2 In considering the complaint, the Complaints Panel may call upon evidence from the complainant, the Head teacher and any other appropriate parties directly connected to issue under investigation

NOTES

Membership : At least 3 governors

The head teacher, Chair of Governors and staff governors cannot sit as members of this committee.

Membership of the Complaints Panel should only include governors that have had no prior involvement in the matter that is the subject of the complaint.



8. Performance Management Reviewers

8.1 To appoint and take advice from an external adviser

8.2 To conduct the head teacher's performance review/ appraisal.

8.3 To agree targets and objectives with the headteacher, relating to the head teacher's performance of her/his duties in accord with the applicable legislation.

8.4 To make recommendation on the head teacher's pay to the Pay Committee / LLSC.

8.5 To ensure that there is a system of performance management for all staff at the school and to review the operation of that system

NOTES

Membership : At least 3 governors

The head teacher, and staff governors cannot sit as members of this committee.



Key	
LFGB	Lighthouse Federation Governing Board
LFC	Lighthouse Finance/Resources Committee
LStC	Lighthouse Standards Committee
LSC	Lighthouse Standards Committee
LLSC	Lighthouse Local School Committee
LHB	Lighthouse Headteacher Board
DFE	Department for Education
COO	Chief Operating Officer
EHT	Executive Head Teachers
HTs	Head Teachers
DHT	Deputy Head Teachers
SDP	School Development Plan
SFVS	Schools Financial Values Standard
ROBI	Register of Business Interests
SCR	Single Central Record
SEND	Special Educational Needs & Disabilities
H&S	Health and Safety