



## SANDGATE POLICIES, MONITORING & INFORMATION (SPMI) COMMITTEE

### Terms of Reference

**Membership** – The SPMI will consist of at least 4, preferably 6, governors as members to be appointed at first Full Governors' meeting of the academic year.

The Chair is to be elected by the members of the committee at the first meeting of the academic year by show of hands unless one or more committee members request a secret ballot.

The Clerk to the Governors will be responsible for convening meetings, issuing agendas and compiling minutes. The meetings will be administered in the same way as for the Full Governor meetings.

The Committee may have in addition, such non-voting members as the Governing Body shall appoint.

The Governing Body may remove or replace a member of the Committee at any time.

**Quorum** – Three members of the committee will form a quorum.

**Reporting** – The minutes of committee meetings will be distributed ahead of the next Full Governors' meeting.

**Meetings** - The Committee shall meet at least once per term or otherwise as required.

**Delegation** – The committee has an advisory and monitoring function. The Committee has delegated powers to approve non-statutory policies (reference: Sandgate School GB Minutes 200313, Item 11, Para 12), subject to statutory requirements. (Reference: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Point 18, subsections 1a, 2 and 3 apply.) and all statutory policies (see GBody minutes 26 Feb 2020 min 30)

**Responsible for** – Reviewing, revising and **approving** statutory and non-statutory policies, **for the Governing Body to note**.

**Accountable to** – The Governing Body is informed of all policy approvals, and other business decisions and recommendations through circulation of the committee meeting minutes. Any policy changes that impact the work of the whole GB will be discussed at the subsequent meeting of full governors, and the GB is free to revisit any SPMI decisions

The committee agrees that all governors will be trusted to declare any personal interest in agenda items for committee meetings and full governor meetings and therefore this will not be an agenda item.

### **Duties & Responsibilities**

#### **School Policies**

1. Develop and implement a rolling programme of policy review and tailor statutory guidance and/or model policies to fit the requirements, structure and ethos of the school
2. Monitor the development of, and ensure the review of, statutory and non-statutory policies in accordance with designated timescales.
3. Ensure that governors, individually and collectively, are monitoring and evaluating the application of school policies and feedback their observations to this Committee
4. Identify, discuss and address any emerging trends or risks associated with operational practice found through Governors' monitoring and evaluation activities where possible. Outcomes of this or concerns not within the scope of the committee to be reported to the higher relevant body.
5. Oversee the adoption of HR policies developed by the LA.

### **School Information**

1. Oversee that relevant documentation and 'evidence' is available (relating to the school policies and web site) and meets the inspection requirements of OFSTED/relevant others.
2. Factor outcomes of Governors' monitoring of the school curriculum and policies into the policy review programme /development of new policies to promote improved standards.

**School Website/Social Networking**

1. Oversee that the contents of the school website comply with DfE expectations and good practice, illustrating the school at its best and providing useful information & relevant social networking to parents, the community and visitors. Furnish parents with a free paper copy of information (and in other languages, if required) from the school website on request.
2. Ensure timely updates of the website/social networking contents to reflect relevant changes.
3. Build new features appropriate to changing technology and communication preferences.

**Disqualification**

The Head teacher, if he/she has chosen not to be a Governor, cannot be counted for the purpose of a quorum and cannot vote.

**Terms of Reference Reviewed and Adopted on June 2020. Changes made in red.**

Signed

Chair of Governors

**Committee Members**

Name		Date Originally Appointed
Rib Williams		1st May 2014 (Assoc Member)
Andrew Miles Chair WEF Nov 2020		2018
Ella Luo		20 Oct 2020
Olivia Garnett (was Myers)		9 <sup>th</sup> October 2017/15 Dec 2020
Paul Johnson		20 Oct 2020