



## **HNPS Committee – Terms of Reference**

Last Review Date: 3<sup>rd</sup> October 2016

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### **1. Membership and Chairmanship**

Unless otherwise specified the committee will consist of a maximum of five HNS MAT governors as well as up to one external committee member (who will not be a governor of HNS MAT). A clerk for the committee will be appointed by the committee.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chairman for that meeting.

Committees may invite non-governors to attend but in a non-voting capacity. Governors who are not a member of the HNPS Committee can attend committee meetings should they so wish.

### **2. Voting and Quorums**

The quorum for committee meetings shall be not less than three committee members.

### **3. Minutes and Meetings**

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the members of the committee and the HNS MAT board a clear proposal or alternatives to debate and decide upon.

Minutes will be circulated to all members of the committee and the chairs of other committees and HNS MAT board as soon as possible after the meeting, and to all governors with the agenda of the next governing body meeting.

The HNPS committee shall meet no less than 4x per academic year in advance of each HNS MAT board meeting, as well as at other times as they see fit.

### **4. Functions**

The HNPS committee will consider matters as set out in its terms of reference or as requested by the governing body, taking advice as appropriate.

The HNPS committee has been delegated by the HNS MAT board of governors the powers set out in clause 6 below. The HNS MAT board will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

Any decisions which require a spending commitment over and above agreed budget provision must be referred to the Finance and General Purposes Committee.



## **5. Procedures and Training**

The membership of the HNPS committee will be reviewed at the last meeting of the HNS MAT board in the preceding academic year and finalised at the first meeting of the HNS MAT board in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually.

The normal procedures and regulations of the HNS MAT board also apply to the HNPS Committee.

Members of the HNPS committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

## **6. Terms of Reference**

1. To supervise Hackney New Primary School and ensure that it operates as an outstanding primary school and is perceived as such by students, staff and parents.
2. To advise the HNS MAT board on the HNPS's curriculum policy and its statutory obligations regarding the curriculum.
3. With the assistance of staff, to monitor and evaluate the delivery of the curriculum at HNPS.
4. To monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality, pupil behaviour/discipline and other policies that HNPS must have in place by statute or should have in place in the opinion of the Committee.
5. To ensure that the needs of pupils with special educational needs, looked after children and those entitled to receive the pupil premium are met.
6. To ensure that HNPS satisfies its obligations with regard to safeguarding of its pupils.
7. To ensure that HNPS satisfies its obligations with regard to community cohesion, the promotion of British Values and working to prevent radicalisation.
8. In conjunction with the Headteacher of HNPS to agree statutory targets for pupil progress and attainment.
9. At least 3x per academic year to receive a report from the Headteacher, in conjunction with the Senior Leadership Team, on the quality of teaching and the standards of pupil achievement, and to identify any necessary governing body actions.
10. After consultation with the Headteacher and staff, to identify priorities for the School Development Plan and to consider the draft plan for discussion and approval by the governing body once per academic year.
11. To review pupil assessment procedures, the nature of written and oral examinations, and the internal and external moderations that are being arranged to ensure assessments generate a fair and accurate test of pupils' knowledge and abilities



12. To review CPD initiatives for all staff, including non-teaching support staff and teaching assistants, to ensure their development priorities are met and the quality of teaching satisfies HNPS requirements.
13. To review and discuss annual appraisals of staff as presented by the Headteacher.
14. To review, after consultation with the Headteacher and staff, the school's policies on pupil welfare, prep and the dress and appearance of pupils, and make any recommendations.
15. To review arrangements to share expertise, resources and facilities with HNS, and thereby ensure that the standards of teaching and learning across both schools are jointly optimised as far as possible.
16. To check that HNPS' initiatives with respect to parent and community engagement are appropriate.

Signed:

A handwritten signature in black ink, appearing to read 'Andreas Wesemann', written in a cursive style.

Chair of Governors,  
Hackney New School Multi-Academy Trust

Andreas Wesemann

Date:

3<sup>rd</sup> October 2016