Templemoor Infant and Nursery School

Governing Body Extended Services Committee Remit

Name of Committee & Year	Extended Services Committee 2020 to 2021

Committee Chair	Mrs A. Tariq

Membership	Mrs S. Brown Mrs J. Davenport Mrs M. Haddock Mr S. Hodgson Membership includes at least one representative from the Teaching and Learning Committee.

Clerk	Trust GS

Number of meetings per academic year	The committee shall meet once a term or otherwise as required.

Quorum	Quorum for the meeting will be 3 committee members, one of which will be the Headteacher.

Remit, Agendas and Minutes	The clerk to the committee shall be responsible for convening meetings of the committee and will send agendas and supporting paperwork for the meeting at least one week prior to the meeting. Procedures of any meetings held must be minuted and the minutes presented for the next meeting of the governing body.

Services monitored	1. Breakfast Club 2. After School Club 3. Holiday Club 4. Nursery
Overall Purpose	To prepare and review the strategy for extended services provision, including the long-term business plan that gives due consideration to sustainability, and to make recommendations to the Governing Body. Ensure that the extended services provided by the school are appropriate to the community, are managed efficiently and contribute effectively to the overall aims of the school.

	To contribute to the school's self-evaluation reporting on extended services. To make recommendations to the Governing Body on all policies and procedures for the extended services, where provided by the Governing Body. In carrying out all its responsibilities the Committee must act: • in accordance with statutory requirements; • in accordance with any general principles set by the Governing Body.
Budget and Resources	• To consider the budget plan for the extended services and make recommendations to the Resources and Safety committee; • To monitor and evaluate the effectiveness of the use of the extended services budget; • To set charges as appropriate, in line with the school's charging policy; • To act in accordance with the school's internal financial regulations and any guidance provided by the Local Authority. • To establish a panel to select third party providers, if required, and to make recommendations for approval by the whole governing body.
Safeguarding	• To ensure that all extended services provision has effective health and safety policies and procedures in place, including risk assessments, safeguarding, staff training and accident reporting. • To ensure that all early years' childcare provision complies with Ofsted requirements.
Estates	The committee has delegated responsibility for projects relating to the extension of the building for extended services use.
Admissions	The committee will be responsible for setting the admissions criteria for the Nursery
Monitoring	• To monitor the provision of extended services and to evaluate their effectiveness. • To establish appropriate mechanisms for consulting with and responding to the views of children and their families. • To review the outcomes of legislative changes and to report to the Board of Governors.

Policies	The committee will be responsible for the following policies to ensure their timely review and approval: • X Club Handbook/Terms and Conditions. • Nursery Admissions Policy. • Debt Management Policy.

	• Plus any other additional policies assigned to the committee throughout the year.

Approval	Signed (Chair of Committee) *A Tariq* Date 25th November 2020