



## **Terms of Reference for Full Governing Body and Committees 2017-18 Agreed 20 September 2017**

### **Full Governing Body**

#### **Purpose**

The Governing Body takes a strategic role, acts as a critical friend to the School and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

#### **Specific responsibilities**

1. To determine the strategic direction, vision and ethos of the schools.
2. To monitor and evaluate the performance of the school receiving reports from the headteacher and holding the headteacher to account.
3. To agree constitutional matters\*, including procedures where the Governing Body has discretion
4. To recruit new members as vacancies arise and to appoint new governors\* where appropriate
5. To hold at least three Governing Body meetings a year\*
6. To appoint or remove the Chair and Vice Chair\*
7. To appoint or remove a Clerk to the Governing Body\*
8. To establish the committees of the Governing Body and their terms of reference\* including the governor panel to carry out the appraisal of the headteacher
9. To appoint the Chair of any committee (if not delegated to the committee itself)
10. To appoint or remove a Clerk to each committee\*
11. To suspend a governor\*
12. To decide which functions of the Governing Body will be delegated to committees, groups and individuals\*
13. 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\*
14. To establish and keep under review protocols for the governing body and arrangements for governor visits to each school.
15. To review the delegation arrangements annually\*
16. To appoint a selection panel for a headteacher or deputy headteacher post and ratify or reject decisions of appointed selection panels\*.
17. To establish and review procedures for addressing staff discipline, conduct and grievance\*.
18. To produce a set of written principles for the school behaviour policy and present these for consultation\*.
19. To establish, publish and review a complaints procedure for parents and external parties\*.

\*these matters cannot be delegated to either a committee or an individual.

## Curriculum and Performance Committee

### Purpose

The Curriculum and Performance Committee has the lead role to monitor and evaluate rates of progress and standards of achievements by all pupils and to ensure the curriculum at all ages is broad and balanced.

### Specific responsibilities

1. To assist in the development of the School Development Plan and take a lead role in its monitoring and evaluation.
2. To receive and evaluate data from external sources regarding progress and achievement including RAISE, PANDA etc.
3. To receive and evaluate reports from the School Improvement Partner and any other external reports.
4. To ensure all schools follow the National Curriculum and that appropriate arrangements are made for RE and collective worship and sex and relationships education.
5. To decide which subject options should be taught having regard to resources.
6. To monitor and evaluate:
  - The effectiveness of leadership and management;
  - The impact of quality of teaching and learning on rates of progress and standards of achievement
  - The impact of appraisal and continuing professional development on improving the quality of teaching and learning
  - The quality of the curriculum in securing high standards of progress and achievement
  - The impact of any actions or interventions taken to address differential standards of achievement or rates of progress between groups of students (e.g. gender, SEND, pupil premium, children in care, more able)
  - The impact of specific funding streams for pupil premium, PE and sports, Year 7 catch-up and SEND

## Pupil Support Committee

### Purpose

The Pupil Support Committee has the lead role to ensure the behaviour, safety and well-being of all students.

### Specific responsibilities

1. To agree annual attendance targets and monitor progress towards achieving these.
2. To agree equalities objectives and monitor progress towards achieving these.
3. To establish and review a SEND policy, publish and update at least annually a SEND information report and establish an accessibility plan for each school.
4. To establish and review annually a child protection policy and ensure relevant safeguarding practices and procedures are in place.
5. To determine whether the schools will publish a home-school agreement.
6. To monitor and evaluate:
  - the impact of the schools' punctuality, behaviour and attendance policies;
  - the exclusions process and the quality of arrangements for alternative provision where applicable;

- the quality of the schools' provision for personal development and well-being;
- the effectiveness of care, guidance and support for learners including the impact on participation levels in education, training and employment post-16 and post-18;
- the quality of provision for students with special education needs and/or disabilities (SEND) including receiving the annual report from the responsible person for SEND;
- the extent to which students are safeguarded and are protected from radicalisation and extremism;
- the extent to which students adopt healthy lifestyles;
- the extent to which students contribute to the school and wide community;
- the extent to which students develop workplace and other skills that will contribute to their future economic well-being;
- the extent of students' spiritual, moral, social and cultural development including core values appropriate to life in modern Britain;
- the range and quality of the schools' extra-curricular activities.

## **Resources Committee**

### **Purpose**

The Resources Committee is established to review and agree the school's proposals for the budget and recommend it to the full governing body, review the school fund account and review and keep track of expenditure. The Committee also ensures that there is an effective staffing structure and appropriate arrangements for appraisal and pay to ensure school improvement priorities can be achieved. It is also concerned with the use of premises, grounds and extended school facilities. It will make recommendations on accommodation, caretaking, cleaning, decorating and maintenance. It will monitor efficient use of utilities such as water, electricity or gas and set the lettings policy for premises. It will also set and monitor health and safety policy.

### **Remit**

1. To set and approve the annual budget for the school.
2. To ensure appropriate legal advice is sought before entering into contracts, in line with the LA's financial regulations.
3. To approve in advance all contracts in excess of £10,000 or of more than one year in length.
4. To authorise the virement of funds between budgets of amounts of £1,000 or more, or 0.5% of the budget share, whichever is the greater and inform the L.A.
5. To approve arrangements for the audit of funds received other than from the LA.
6. To consider budget monitoring reports and decide any actions arising from that information.
7. To be presented with and advise the Governing Body on any matters arising from the audit of the school's voluntary accounts.
8. To agree expenditure on capital projects not falling within the planned budget.
9. To approve Financial Procedures with appropriate levels of internal financial control including the authorisation of signatories for the school bank account.
10. To receive annually a self-assessment against the School Financial Value Standard and agree a plan for any actions required, pending approval by the full Governing Body.
11. To receive any audit reports concerning the school and decide any actions arising from that information.
12. To oversee and monitor the Seaton Valley School Sports Partnership including its financial integrity and staffing arrangements.
13. To approve a Governors' Expenses Scheme.

14. To make recommendations annually to the Governing Body on a four-year financial strategy, having particular regard to the School Improvement Plan.
15. To agree any amendments to the school's staffing structure.
16. To approve amendments to the Federation's Appraisal and Pay Policies and any additional HR policies that require adaptation by schools e.g. Redundancy and Early Retirement Scheme, Pay Protection and Salary Safeguarding Scheme, Alternative Employment, Leave of Absence, Long Service.
17. To ensure that the schools' arrangements for appraisal and continuing professional development of staff are effective.
18. To make any decisions relating to staff that are not delegated to the headteacher.
19. To approve an annual programme of repairs, maintenance and decoration.
20. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
21. To monitor data in relation to accident reports and to make recommendations in connection with these.
22. To receive reports in connection with utilities and to make recommendations in connection with these.
23. To agree a Lettings Policy for the use of school premises.
24. To agree a Charges and Remissions Policy for all other charges that the schools may make.
25. To ensure there are appropriate procedures in place for the security of the school premises, fire safety measures including alarm systems and fire drills and to receive reports of fire evacuations.
26. To oversee arrangements for the sites and its buildings.
27. To have an overview of any premises related bids.

### **Pay Review Committee**

#### **Purpose**

The committee has responsibility for deciding performance pay progression for teachers where there is delegated responsibility to do so under the School Teachers' Pay and Conditions Document.

#### **Specific Responsibilities**

Taking into account the provisions of the STPCD, accompanying statutory guidance and the Federation's Pay Policy undertake the annual salary review process for teachers effective from 1 September (or at any other time when the STPCD allows):

1. Consider recommendations from the headteacher of the school concerning those teachers eligible for performance pay progression.
2. Consider recommendations from the headteacher of the school concerning applications from teachers to progress through the "threshold" from the main to the upper pay range.
3. Consider the recommendation of the appraisal governors with respect to the headteacher's performance pay progression.
4. Review individual pay ranges for posts paid on the Leadership Group and Leading Practitioner pay ranges.

## **Hearing Body (ad hoc committee)**

### **Purpose**

The committee is established to make decisions under those Governing Body's HR procedures that provide a role for a Hearing Body (including redundancy, disciplinary, grievance, capability and sickness absence).

### **Specific Responsibilities**

1. To make any determination to dismiss any member of staff (unless delegated to the Headteacher).
2. To make any decisions under the Governing Body's HR procedures where the Headteacher is the subject of the action.
3. To make any decisions relating to any member of staff other than the Headteacher, under the relevant HR procedures (unless delegated to the Headteacher).
4. To make appropriate determinations under the Redundancy Procedure including the approval of requests for voluntary redundancy and exercise discretions under the Redundancy and Early Retirement Scheme or Pay Protection and Salary Safeguarding Scheme.

## **Appeals Committee (ad hoc committee)**

### **Purpose**

This committee is established to consider any appeals following a decision made under the Governing Body's HR Policies and Procedures by the Resources Committee or Hearing Body or any complaint to be heard under Stage 4 of the Complaints Procedure.

### **Specific Responsibilities**

1. To consider any appeal against a decision to dismiss a member of staff made by the Hearing Body.
2. To consider any appeal against a decision short of dismissal under the Governing Body's HR procedures e.g. disciplinary, grievance, capability, sickness absence/ill health.
3. To consider any appeal against selection for redundancy.
4. To consider any complaint heard under Stage 4 of the Complaints Procedure.

## **Exclusion Panel (ad hoc committee)**

### **Purpose**

The committee is established to hear representations from parents regarding.

### **Specific Responsibilities**

1. To consider representations from parents in the case of fixed period exclusions which do not bring the pupil's total number of days to more than five in a term (Committee may not re-instate).
2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held within 50 school days of receiving notice of the exclusion).

3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held within 15 school days of receiving notice of the exclusion).