

THE COUNTY HIGH SCHOOL LEFTWICH
GENERAL TERMS OF REFERENCE FOR COMMITTEES

REGULATIONS:

Meetings and procedures of Committees of the Governing Body shall follow the Articles of Association of the Sir John Brunner Foundation and the requirements of The Academies Financial Handbook 2020 or subsequent amendments.

MEMBERSHIP:

1. A Committee shall be established and its membership, remit, duties and delegated powers agreed at a full meeting of the Governing Body which shall have at least three quarters of its membership present. Membership shall be reviewed annually at the Autumn Meeting of the full Governing Body following the appointment of the Chair & Vice Chair.
2. The Governing Body shall agree (or otherwise) nominations for the chairs of each Committee, from the relevant committee, at the Autumn meeting of the full Governing Body. If, as a consequence of decisions regarding membership made at the Autumn meeting, the current Chair ceases to be a member of the committee, the Governing Body will nominate a member to chair the first meeting of the Committee.
3. The Headteacher is entitled to attend all committee meetings and be a member of committees except in such circumstances where the regulations require withdrawal.
4. The names of governors appointed to serve on committees must be recorded in the minutes of the full Governing Body.
5. Committees may include persons who are not members of the governing body but such persons may not be entitled to vote.

DECISIONS OF COMMITTEES:

1. Decisions of Committees shall be reported to the next meeting of the full Governing Body, which remains responsible for all the decisions taken by committees. It can abolish a committee, change its membership, remit or duties and withdraw delegated powers at any time.

PROCEDURES FOR COMMITTEES

1. All committees and sub committees shall appoint a clerk who shall normally be The Clerk to the Governors.
2. Committees shall be convened by The Clerk with at least seven clear days' notice being given of the meeting unless there is urgent business.
3. Minutes of committee meetings must be taken and a copy distributed to all committee members. Other Governors will be informed of debate, progress made, recommendations made and decisions taken, either through a summary report or by circulation of the committee minutes, included in the papers for each full meeting of the Governing Body and updated verbally at the meeting, as appropriate.
4. The names of all persons attending meetings of committees shall be recorded in the minutes.
5. Minutes of committees should have a Part Two section dealing with confidential matters, using the same guidelines as for the full Governing Body meetings. Part Two minutes should be identified and recorded separately.
6. The Chair has the casting vote.

RESOURCES COMMITTEE

Membership

- The Chair of Governors
- The Headteacher
- Other Governors appointed to this committee by the Governing Body
- The committee will be serviced by the Head of Finance who shall be a non-voting member
- Quorum is 3

Remit

1. To consider all financial aspects of the Academy including the Academy's budget both in formulation and operation.
2. To consider all matters appertaining to Staffing.
3. Health and Safety
4. Premises matters

Duties

1. To approve the Academy's delegated budget, prior to its ratification by the Trustees, and to approve its operation until the next meeting of the Governing Body.
2. To monitor the Academy's budget.
3. To ensure compliance with the regulatory requirements of the ESFA (as contained within the Academy Trust Handbook) and by the nominated External Auditors.
4. Within the terms set out in Appendix B, (Financial Control and Authorisation), to authorise expenditure.
5. To receive reports and recommendations from the Pay Review & Appraisal Sub-Committee.
6. To receive and consider the annual Health and Safety report and to consider appropriate Health and Safety issues at other times. To present the Health and Safety report to the Autumn meeting of the Resources Committee.
7. To consider matters appertaining to the use of Academy premises outside school hours and to have accountability for the upkeep of the Academy's premises and grounds.
8. To review and approve policies which relate to issues within the committee's remit.
9. To report all decisions to the next full meeting of the Governing Body.

QUALITY OF EDUCATION COMMITTEE

Membership

- The Chair of Governors
- The Headteacher
- Other Governors appointed to this committee by the Governing Body
- The committee will be serviced by the Deputy Headteacher for Quality of Education
- The quorum is three Governors
- Members of SLT with responsibility for the items on the agenda for each meeting

Remit

To consider all matters appertaining to:

1. The school's formal curriculum
2. Review, monitor and evaluate relevant sections of the Academy Improvement Plan.
3. Examinations entry policy and criteria
4. Examinations results, including target setting
5. The Curriculum Intent and related policies
6. Teaching and Learning
7. Continued Professional Development
8. Careers Education

Duties

1. To consider all matters within its remit at times which are appropriate and encourage continual improvement. To explore issues relating to the curriculum, gathering information and seeking advice/clarification from teachers or other professionals as appropriate. To formulate a considered view of issues which Governors must or should examine. To bring clear recommendations on such issues to the full Governing Body.
2. To review and approve policies which relate to issues within the committee's remit and, if necessary, to bring draft policies to the full governing body for approval.
3. To consider appropriate sections of quality assurance and self-evaluation.

SUPPORT AND WELLBEING COMMITTEE

Membership

- The Chair of Governors
- The Headteacher
- Other Governors appointed to this committee by the Governing Body
- The committee will be serviced by the Deputy Headteacher for Support and Wellbeing who shall be a non-voting member
- The quorum is three Governors
- Members of SLT with responsibility for the items on the agenda for each meeting

Remit

To consider all matters appertaining to:

1. Safeguarding
2. Attendance
3. Exclusions
4. Admissions
5. Relevant Policies
6. Special Educational Needs
7. Pupil Premium
8. Children in Care
9. Character Development
10. Student Welfare
11. Partner Primaries

Duties

1. To take an active interest in developing and progressing all of the remits of the committee. To explore issues relating to all of the remits, gathering information and seeking advice/clarification from teachers and other professionals as appropriate.
2. To formulate a considered view of issues which Governors must or should examine. To bring clear recommendations on such issues to the full governing body.
3. To review and approve policies which relate to issues within the committee's remit and, if necessary, to bring draft policies to the full governing body for approval.
4. To formulate an admissions committee to oversee the correct application of the Department for Education School Admissions Code and The County High School Leftwich's Admissions Criteria.

EXCLUSIONS PANEL

Membership

- Either the Chair of Governors or a governor with delegated powers from the Chair of Governors, where possible
- 2 Governors taken from the Full Governing Body making 3 in total. (These will be governors who have not been involved in any disciplinary hearing involving the student.)
- The Headteacher is specifically excluded, as is any Teacher Governor who has been directly involved in the final (or any contributing incident) which has led to the pupil's exclusion or who has or has had pastoral oversight of the pupil
- Wherever possible, the Clerk will attend*
- The quorum is three members of the Governing Body

*[*Since the committee has to meet at short notice, attendance will clearly be subject to availability]*

Remit

To consider all the facts and circumstances which the school has identified as leading to an exclusion which exceeds 5 days or where a pupil loses the right to take public examinations and to hear representations which parents/carers wish to make to the panel.

Duties

1. To be conversant with the statutory guidance relating to exclusions of pupils.
2. To receive a report given either by the Headteacher or other appropriate member of staff in the Headteacher's presence.
3. To ask questions of the Headteacher and/or accompanying colleague so that the committee has eliminated any perceived ambiguity/grey area.
4. To receive whatever representations the parents/carers may make.
5. To ask questions of the parents/carers and anyone accompanying them, so that the committee feels it is quite clear about the representations being made.
6. To separate:
 - agreed facts
 - substantiated facts
 - allegations
 - and opinions
7. To inform parents/carers, before they leave, that, should their representation not result in any change of the Headteacher's decision, they may appeal to the Local Education Authority via the Area Education Office in writing, at any time within the legal limit, which will be given to them.
8. To decide in the absence of the Headteacher, colleagues and the parents/carers or their representatives:
 - a) Whether the excluded pupil is guilty of the misbehaviour for which the Headteacher excluded him/her.
 - b) Whether all reasonable steps have been taken in respect of pupil inclusion.

- c) Whether, considering the pupil's previous disciplinary record relating to this exclusion, the seriousness of the misbehaviour and the safety/wellbeing and educational progress of both the excluded pupil and of all the other children in the school, exclusion is appropriate.
- d) Whether the type of exclusion (fixed term/permanent) is appropriate.
- e) If temporary, whether the length of the exclusion is appropriate
- f) If temporary, whether the exclusion does not bring the total time excluded in the term in excess of that allowed by law.

9. To make appropriate resolutions on matters 8(b)-8(f)

10. To convey the decision of the panel to the Headteacher, and to those parents/carers who have made representations, as soon as possible afterwards and in any case within the legal period for notification. This letter will also set down clearly the right to appeal and the procedure which must be followed if this right is to be taken up.

[It will be for the full Governing Body to decide whether to appeal against a decision by the LA to overturn the Exclusions Panel decision]

Delegated Powers

To make the decision to

- a) uphold the Headteacher's exclusion decision
- b) lessen the exclusion in terms of time
- c) overturn the exclusion.

PAY REVIEW & APPRAISAL SUB-COMMITTEE

Membership

- The Chair of Governors,
- The Chair of the Resources' Committee
- Two other governors, appointed by the full Governing Body
- The Headteacher except when the Headteacher's appraisal or remuneration are being discussed
- The quorum is three members.

Remit

1. To receive a report from the Chair of the Governing Body on the Headteacher's annual appraisal.
2. To act as a 'critical friend' and monitor progress in respect of the Headteacher's personal objectives.
3. To review the pay of every member of the teaching staff at the school who is eligible for pay progression each year (with the exception of the Headteacher where advice and support is provided to the CEO of the Foundation); to take such decisions as it deems appropriate with regard to pay levels which are consistent with the Pay Policy, the academy's financial situation and to be in line with the John Brunner Foundation's policy and procedures.
4. To bring any decisions which have involved the exercise of discretionary powers as part 2 items to the next meeting of the full Governing Body.

Duties

1. To be fully conversant with the academy's current pay policy and the pay and conditions agreements of the various groups of employees within the school.
2. To seek appropriate guidance on these matters and on current rates of pay in similar situations, where discretionary powers may be exercised.
3. To review the pay of every employee each year (with the exception of the Headteacher where advice and support is provided to the CEO of the Foundation). To monitor the issue of a written confirmation of pay to every employee by the academy's management, following the appropriate Pay Review Sub-Committee Meeting.
4. Pay recommendations will normally be operative from 1st September, for teaching staff
5. In the Autumn Term, the Pay review Committee shall also recommend targets for the coming year for the Headteacher to the CEO. An overview shall be communicated to the Resources' Committee.

Delegated Powers

- The committee is given the power to fix the pay of each member of staff (with the exception of the Headteacher where advice and support is provided to the CEO of the Foundation), in line with the academy's pay policy and consistent with its financial situation. This means that where the committee considers discretionary payments, these are within the budget allocated for this purpose (which may be zero), by the Resource's committee.
- The process for appeals against this committee's recommendations is set out in the school's Teacher Pay Policy.