

**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 Academy Trust Handbook 2023 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 Principal 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

- A minimum of 3 Governors appointed by the Governing Body
- The Headteacher.
- The committee will be serviced by members of SLT with responsibility for items on the agenda who shall be non-voting members.
- 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. To consider all matters appertaining to Health and Safety
4. To consider all matters appertaining to Premises

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. To receive reports and recommendations from the School Remuneration Sub-Committee.
5. To receive and consider the annual Health and Safety report and to consider appropriate Health and Safety issues at other times.
6. To receive the annual Value for Money report.
7. To consider matters appertaining to the use of Academy premises outside school hours and 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.

INCLUSION AND CULTURE 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 Inclusion and Culture who shall be a non-voting member
- The quorum is three Governors

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 of 2 Governors in the Autumn term to oversee the correct application of the Department for Education School Admissions Code and The County High School Leftwich's Admissions Criteria.

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 and RSE

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 Self-evaluation.