

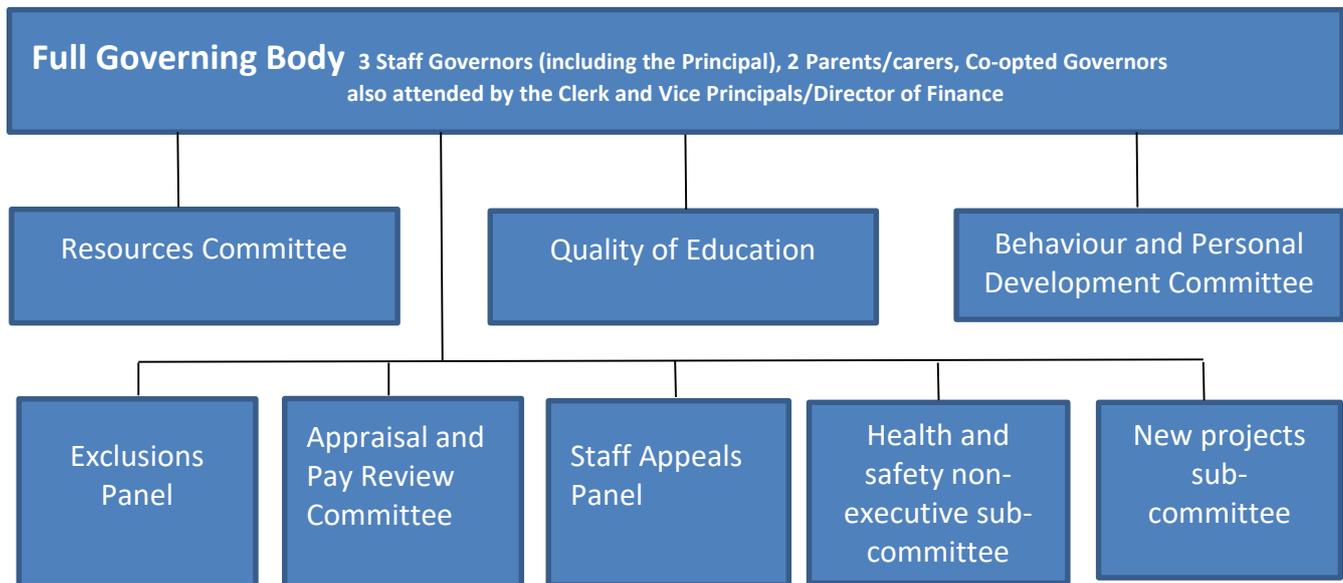
# GOVERNING BODY COMMITTEES

MEMBERSHIP, TERMS OF REFERENCE, DUTIES AND DELEGATED POWERS



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

## Organisation Chart



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## **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 2019 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**

- Up to 5 Governors appointed by the Governing Body
- The Principal is an ex-officio member.
- 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. To consider all substantial contracts into which the Academy enters with an overall value in excess of £135,000.
4. Health and Safety
5. 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 Efa ( as contained within the Academy's Financial 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 Principal
- Other Governors appointed to this committee by the Governing Body
- The committee will be serviced by the Vice Principal for Quality of Education who shall be a non-voting member
- The quorum is three Governors

### **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 Statement and related policies
6. Teaching and Learning
7. Continued Professional Development
8. Careers Education, jointly with the Behaviour and Personal Development Committee.

### **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.
4. When Governing Body decisions are needed with some urgency, in matters within this committee's remit and where the law does not require the full Governing Body to have met, to make interim decisions and to decide whether it would be appropriate to call an extra-ordinary meeting of the Governing Body.
5. To report any decisions taken using the powers set out below, to the next meeting of the full Governing Body.

### **Delegated Powers**

To act in an emergency on behalf of the Governing Body as outlined in para 5 in the Duties above.

## **BEHAVIOUR AND PERSONAL DEVELOPMENT COMMITTEE (BPD)**

### **TO BE RATIFIED AT THE SPRING TERM BEHAVIOUR AND PERSONAL DEVELOPMENT MEETING**

#### **Membership**

- The Chair of Governors
- The Principal
- Other Governors appointed to this committee by the Governing Body
- The committee will be serviced by the Vice Principal for Behaviour and Personal Development 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 draft 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.

#### **Delegated Powers**

To act in an emergency on behalf of the Governing Body as outlined in para 5 in the Duties above.

## 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 Principal 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 Principal or other appropriate member of staff in the Principal's presence.
3. To ask questions of the Principal 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 Principal'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 Principal, colleagues and the parents/carers or their representatives:
  - a) Whether the excluded pupil is guilty of the misbehaviour for which the Principal 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 Principal, 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 an decision by the LA to overturn the Exclusions Panel decision]*

### **Delegated Powers**

To make the decision to

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

## **PAY REVIEW & APPRAISAL SUB-COMMITTEE**

### **Membership**

- \*The Vice-chair of Governors,
- \* The Chair of the Resource's Committee
- Two other governors, appointed by the full Governing Body
- The Principal except when the Principal's appraisal or remuneration are being discussed
- The quorum is three members.

\*These roles are currently the same person.

### **Remit**

1. To carry out the Principal's annual appraisal.
2. To act as a 'critical friend' and monitor progress in respect of the Principal's personal objectives.
3. To review the pay of every employee of the school each year; to take such decisions as it deems appropriate with regard to pay levels which are consistent with the Pay Policy, the school'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 Governors' 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. To monitor the issue of a written confirmation of pay to every employee by the school's management, following the appropriate Pay Review Sub-Committee Meeting.
4. Pay recommendations will normally be operative from 1st September.
5. In the Autumn Term, the Pay review Committee shall also agree targets for the coming year with the Principal. An overview shall be communicated to the Resources Committee.
6. The salary of the Principal shall be reviewed in the Autumn Term in accordance with the Pay Policy and Pay and Conditions Regulations and after reviewing the performance targets for the previous year. A decision to change any salary shall be backdated to 1st September. Recommendations shall be notified in writing to the Chair of the John Brunner Foundation, together with the reason for any change.

### **Delegated Powers**

- The committee is given the power to fix the pay of each member of staff, 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.
- Appeals against this committee's recommendations will be referred to the CEO of the John Brunner Foundation.

## **STAFF APPEALS PANEL**

### **Membership**

- The Chair of Governors, together with all other governors. Except that:
  - The Principal shall not be a member
  - No one involved or affected by the disputed decision shall be a member of the committee.
- The quorum is five members.

### **Remit**

To consider appeals against a decision taken by:

- (a) The Principal
- (b) The Staffing Committee
- (c) The Pay Review Committee,

under the Academy's Disciplinary, Capability or Grievance procedures or the Academy's pay policy as appropriate.

### **Duties**

1. To consider all aspects of any appeal lodged under the procedures named above, including the reason(s) for the original decision, the procedure which has been followed and the nature of and reason for the appeal.
2. To ensure that all the procedures carried out in the name of the Governing Body are legal, comply with school policy and take due note of the advice given by the School's HR Advisers.
3. To ensure that staff involved are kept informed at all times, consistent with school policy, that their rights are explained to them and that, as appropriate such communication is in written form.
4. To reach a decision, either to uphold the original decision made by the Principal or the Staffing Committee or the Pay Review Committee, as appropriate, or to overturn that decision in favour of the appeal which has been lodged
5. To communicate the decision to those concerned, as laid down by procedures, and to inform the full Governing Body at its next meeting. There may be circumstances where the members of this committee, acting as members of the full Governing Body, may feel it appropriate to ask the Chair of Governors to call an extra-ordinary meeting to receive the minutes of a meeting of the Staff Appeals Committee.

### **Delegated Powers**

To exercise final authority, within the school and on behalf of the Governing Body, where a previous decision by the Principal or a Governors' Committee has been contested by a member or members of the staff.

## **NEW PROJECTS SUB-COMMITTEE**

### **Membership:**

Three members of Resources Committee.

### **Remit:**

1. To discuss and make recommendations to Resources Committee on proposals for any new project.
2. To report all decisions to the next meeting of the Resources' Committee.

### **Duties:**

1. To monitor new projects.
2. To investigate and inform the Resources committee of the need to modify or carry out substantial repairs or building projects to premises or grounds.

## **HEALTH AND SAFETY NON-EXECUTIVE SUB-COMMITTEE**

### **Membership:**

1. Head of Finance (Chair)
2. Chair of Resources Committee
3. Site Manager
4. Catering Supervisor
5. Educational Visits Co-ordinator
6. Teaching Staff Health and Safety Representative
7. Support Staff Health and Safety Representative
8. Member of the Technician Staff

### **Remit:**

1. To meet termly to consider Health and Safety Issues
2. To receive Annual Health and Safety Audit

### **Duties:**

1. To deliver Health and Safety report to the Resources' Committee Autumn meeting
2. To report Health and Safety Audit to Resources' Committee
3. To report any Health and Safety issues to Resources' Committee.