



**ST. GILES' SCHOOL
GOVERNING BOARD**

COMMITTEE TERMS OF REFERENCE

1. GENERAL

- 1.1 There will be three standing committees to carry out the day-to-day duties of the Governing Board, namely:
Resources
Achievement & Standards
Strategy
- 1.2 On an *as-and-when-required* basis a Complaints, Staff Appointments, Discipline or an Appeals Committee shall be convened.
- 1.3 The Governing Board shall, from time to time, appoint members to serve on standing Committees acting upon the advice of its Chair.
- 1.4 During the period that the number of appointed Governors to the school is maintained at 13, the appointments to the standing Committees shall be:
Resources - five members
Achievement & Standards - five members
Strategy - minimum three members., these being the Vice Chair of Governors and the chairs of the Resources and Achievement & Standards committee, but no maximum membership
- 1.5 In addition to the membership in 1.4 above, the Head of School and Chair of Governors shall automatically be appointed to serve on the standing Committees, but the Chair shall be an "ex-officio" appointment.
- 1.6 The standing Committees shall meet as necessary, but with the exception of the Strategy Committee, not less than once per term unless otherwise agreed by the governing board.
- 1.7 The quorum for individual standing Committees shall be constituted by the attendance of three Committee members, one of whom may be the Chair of Governors.
- 1.8 Each Standing Committee shall appoint a member to act as Clerk to the Committee with responsibility for forming draft minutes of meetings.
- 1.9 The chair of a Standing Committees shall circulate an Agenda at least seven days prior to any meeting.
- 1.10 The chair of a Standing Committees shall ensure that draft minutes are approved at subsequent meetings and that copies of minutes are circulated to all Governors prior to next full meeting of the Governors.

- 1.11 The Discipline committee shall comprise three eligible members and that of the Appeals and Staff Appointments committees, three eligible members.

2. RESOURCES

In addition to the general matters previously described, the Committee's particular terms of reference are:

- 2.1 The Chair shall be elected by Committee each Autumn term, acting upon the advice of the Governing Board.
- 2.2 In the temporary absence of the Chair, the Committee shall elect an acting Chair from the quorum.
- 2.3 The Committee may co-opt additional non-voting members.
- 2.4 Any member who has a direct or indirect pecuniary interest, i.e. a greater interest than the generality of governors, in any matter which is the subject of consideration, shall disclose the fact; and
- a) take no part in the consideration or discussion of the matter;
 - b) withdraw from a meeting during such consideration or discussion;
 - c) not vote on any question relating to the matter.
- 2.5 The Committee shall have the authority to request and receive information that will enable the Committee to act with full effect and have the following responsibilities:

Finance & Premises matters

- a) to prepare the school budget for approval by the Governing Board at the start of the financial year; and
- b) to receive termly reports from the Head, including forecast for the financial year, showing expenditure in all areas and to consider proposals for expenditure where that expenditure is at variance from the budget; and
- c) to delegate to the Head authority for expenditure, within the annual budget approved by the Governors, subject to any limitations or conditions as the Governing Board may decide from time to time; and
- d) to keep under review the Governing Board's decisions on the delegation of expenditure to the Committee and Head and to report to the Governing Board; and
- e) to set levels of charging for any school lettings other than those to community groups subsidised by the LEA; and
- f) to grant and renew contracts and to approve building maintenance and development contracts as necessary following the LEA Financial Regulations and Standard Procedures; and
- g) to carry out a review from time to time of the school's financial arrangements; and
- h) to monitor expenditure against budget and evaluate outcomes on a regular basis.
- i) to annually review and approve the Statement of Internal Control

The committee sub delegates the following responsibilities in full to the Head Teacher, School Business Manager and the Leadership Management Team:

- 2.6
- (a) to authorise payment of all monthly emoluments and payroll charges and expenses in respect of the staff; and
 - (b) sanction payment of, and sign for, all costs of monthly consumable goods and services; and
 - (c) to authorise payment of, and sign for, all costs arising up to a maximum of £5000 in respect of each individual order for furniture and fittings, refurbishment and maintenance works; and
 - (d) to ensure value for money is achieved.

- 2.7
- The Committee shall in respect of Clause 2.6 (c) and any expenditure between £5001 and £10,000, have the following additional financial responsibilities:
- (a) to prepare and issue all necessary specifications and terms of reference to enable quotations to be received;
 - (b) to prepare fully detailed reports for the Governing Board together with a recommendation as to the procurement works or services to be awarded; and
 - (c) to present and support the reports to the Governing Board to enable awards to be made.
 - (d) To ensure value for money is achieved.

- 2.8
- The Committee shall have the following responsibilities:

Personnel matters

- a) to review annual staffing policies and recommend to the Governing Board for approval; and
- b) to approve staff duties, grading and remuneration in accordance with the staffing policy and financial framework; and
- c) to delegate to the Head to fill all staffing posts, other than that of Head and Deputy Head, within the staffing policy and financial framework.

- 2.9
- The Committee shall also have the following responsibilities with regard to staffing matters:
- a) to apply the disciplinary rules and procedures relating to staff and delegated to the Head as appropriate; and
 - b) to suspend in accordance with the relevant procedures, any staff member, excluding any externally contracted staff, or to receive immediate notice that a suspension order has been issued by the Head by virtue of the authority invested in the Head; and
 - c) to apply the procedures which afford staff the opportunity to seek redress for any grievances relating to their employment; and
 - d) to recommend to the Governing Board that any person suspended under 4.6(b) above should be dealt with in accordance with appropriate procedures including dismissal action, after having taken the advice of the LEA who shall be informed of the situation at the earliest opportunity.

- 2.10
- These Terms of Reference shall be reviewed each Autumn term meeting and any recommendation for amendment made to the next meeting of the Governing Board.

3. ACHIEVEMENT & STANDARDS (CURRICULUM)

In addition to the general matters previously described, the Committee's particular terms of reference are:

- 3.1 The Chair shall be elected by Committee each Autumn term, acting upon the advice of the Governing Board.
- 3.2 In the temporary absence of the Chair, the Committee shall elect an acting Chair from the quorum.
- 3.3 The Committee does have the authority to co-opt additional, non-voting members.
- 3.4 Any member who has a direct or indirect pecuniary interest, i.e. a greater interest than the generality of governors, in any matter which is the subject of consideration, shall disclose the fact; and
 - a) take no part in the consideration or discussion of the matter;
 - b) withdraw from a meeting during such consideration or discussion;
 - c) not vote on any question relating to the matter.
- 3.5 The Committee shall have the following responsibilities:
 - a) to request and receive information that will enable the Committee to act with full effect; and
 - b) to approve all policies related to the education and welfare of pupils statements for each subject.
- 3.6 Additionally the Committee shall have the responsibility for reviewing, and recommending to the Governing Board for approval:
 - a) the length of the school day; and
 - b) the schools SEND offer- assuring appropriate provision and access for all pupils, and
 - c) pupil progress and performance in all subject areas, using information provided by the school; and
 - d) the school's approach to the pupils' spiritual, moral, social and cultural development; and
 - e) actions relating to links with parents, old scholars and the community at large and all stakeholders, and
 - f) the school web site.
- 3.7 The Committee is also expected:
 - a) to review and monitor the school's curriculum activities. Make recommendations to the full Governing Board regarding the monitoring programme for curriculum activities and the relative time and resources spent on each one; and
 - b) to suggest ideas for discussion by the Governing Board on topics broadly within the area of activity of the committee.
- 3.8 The Committee shall have the following responsibilities with regard to Governor training and development:
 - a) the Training & Development Governor shall be elected by Committee each Autumn term, acting upon the advice of the Governing Board.
 - b) the Link Governor shall closely liaise with the appointed training organisation, or Octavo and work to the termly "Programme of Training" document issued by the Authority.

- c) The Link Governor shall nominate individual governors to attend one or more scheduled training events and these nominations shall be discussed, amended or approved by the appropriate Committee.
 - d) The Chair or Training & Development Governor shall notify Governors of their individual assignments, requesting that assignees provide written feedback, copies of papers, etc, within two weeks of the event.
 - e) The Training & Development Governor shall provide a report to the Governing Board at each termly meeting as appropriate, showing attendances achieved and feedback information.
- 3.9 The Committee shall also have the responsibility to ensure that Health and Safety, and Safeguarding policies and procedures exist, are in place, and are followed by all pupils, staff, helpers and visitors engaged in educational activities. All governors should undertake an annual refresher course in safeguarding and keeping children safe in education.
- 3.10 These Terms of Reference shall be reviewed each Autumn term meeting and any recommendation for amendment made to the next meeting of the Governing Board.

4 STRATEGY

In addition to the general matters previously described, the Committee's particular terms of reference are:

- 4.1 The Chair shall be the Chair of Governors of the full Governing Board.
- 4.2 In the temporary absence of the Chair, the Committee shall elect an acting Chair from the quorum other than an employee of the school.
- 4.3 The Committee may co-opt additional non-voting members.
- 4.4 Any member who has a direct or indirect pecuniary interest, i.e. a greater interest than the generality of governors, in any matter which is the subject of consideration, shall disclose the fact; and
 - a) take no part in the consideration or discussion of the matter;
 - b) withdraw from a meeting during such consideration or discussion;
 - c) not vote on any question relating to the matter.
- 4.5 The Committee shall have the following responsibilities:
 - a) School Development/Improvement Plan (input into driving and developing it, and monitoring and evaluation of its success)
 - b) Prospectus and Brochure (for annual review)
 - c) School Progress Review document (or replacement, for ongoing review)
 - d) Review of Pupils Numbers
 - e) Outreach and Partnerships
 - f) Local Authority and national changes
 - g) External assessments and accreditations (OFSTED, SIP, liP, IQM etc.)
 - h) Pupil Progress
 - i) All external factors impacting the school
 - j) Maximising the school resource

- k) School Designation
 - l) Promoting a shared vision between the school and governors.
- 4.6 The Committee shall have the responsibility to delegate to the head any actions needed to:
- a) Produce the School Development/Improvement Plan, Prospectus, Brochure, School Progress Review document (or replacement, for ongoing review).
 - b) Take day to day management actions with regard to Pupils Numbers, Outreach and Partnerships, Local Authority and national changes External assessments and accreditations (OFSTED, SIP, liP, IQM etc.), Pupil Progress, All external factors impacting the school, and Maximising the school resource
- 4.7 These Terms of Reference shall be reviewed each Autumn term meeting and any recommendation for amendment made to the next meeting of the Governing Board.

5 DISCIPLINE

In addition to the general matters previously described, the Committee's particular terms of reference are framed around the current documents regulations, relating to pupil support and discipline:

- 5.1 Eligible members for appointment to the Discipline Committee shall be any appointed Governors other than a school staff governor, including the head teacher governor, or Chair of Governors.
- 5.2 The Governing Body shall, at the Autumn term meeting, appoint a Chair to the Discipline Committee.
- 5.3 The Chair of Committee shall invite two eligible governors to form the committee for any discipline review. The Chair shall ensure that no invitee has any connection with the pupil or the incident which would affect their ability to act impartially.
- 5.4 The Chair of Committee shall appoint the Clerk to the Governing Body to be Clerk to the Committee. The Clerk to provide advice on the exclusion process and to handle the administrative process.
- 5.5 The Chair of Committee shall prepare and issue such working papers and other documentation required for any meeting at least seven days prior to the meeting.
- 5.6 The Committee shall have the responsibilities:
 - a) to review all permanent exclusions; and
 - b) to review all temporary exclusions for more than 5 days; and
 - c) to review all exclusions which aggregate 6 days or more within any one term.
- 5.7 The Committee shall have the responsibility to convene to review exclusions from a half day to an aggregate of 5 days provided always that the parent or legal guardian has made a written statement, or wishes to make an oral statement to the Committee.

- 5.8 For each appeal the Committee shall have the responsibility to:
- a) ensure that the correct exclusion procedures have been followed, in particular with regard to current legislation; and
 - b) ensure that the work of the Committee and minutes of any meetings shall be confidential; and
 - c) ensure that the distribution of any minutes be restricted to the members of the Committee, the Head Teacher, the appellant and the LEA Exclusions Officer, if relevant; and
 - d) to report as necessary to the Governing Body; and
 - e) to advise on re-instatement or uphold the exclusion.

6. STAFF APPOINTMENTS (Head Teacher and Deputy Head Teacher)

The Committee shall be convened when required and shall follow the formal procedures laid down in the current personnel hand book relating to the conduct of such meetings.

7. STAFF DISCIPLINE AND APPEALS

The Committee shall be convened when required and shall follow the formal procedures laid down in the current personnel hand book relating to the conduct of such meetings.

8. COMPLAINTS

The Committee shall be convened when required and shall follow the formal steps laid down in the current Complaints Procedure relating to the conduct of such meetings.

Date

Signature