

# DISCIPLINE, COMPLAINTS, APPEALS COMMITTEE

## TERMS OF REFERENCE

### 1. **Membership and Quorum**

The membership and quorum of the Committee shall be 3 governors (excluding the Headteacher) appointed by the Governing Body, but no non-governors. In the event of the unavailability of a member of the Committee they shall be substituted as a member of the Committee for that meeting, on the basis of availability, by a reserve from the ordered list of reserves appointed by the governing body. The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

### 2. **Responsibilities**

#### Staff Dismissal

a) The initial determination that any person employed to work at the school should cease to work there. (community)

or

a) The initial decision that a person employed to work at the school should have his contract of employment with the governing body terminated or should not have that contract renewed. (voluntary aided)

#### Pupil Discipline

b) To be informed by the Headteacher of any exclusion for more than five days or where a pupil loses an opportunity to take a public examination because of her/his exclusion, and of the reasons for the exclusion.

c) To be informed by the Headteacher where an exclusion that was originally for a fixed period is to be made permanent and of the reasons for this decision.

a) Where the Headteacher has decided to institute a permanent exclusion, or where the fixed exclusion exceeds five days or prevents a pupil taking an examination, to consider whether the pupil should be reinstated immediately, reinstated by a particular date, or not reinstated, irrespective of any representation from the parents and to work within any timescale laid down in DfCSF regulations.

e) To review the school's policy on exclusions and to ensure it complies with government legislation.

#### Complaints

f) To hear and decide on complaints as required by the Governing Body's complaints procedure.

#### Appeal

g) To hear and decide appeals by staff in relation to pay.

h) To hear and decide on complaints appeals as required by the complaints procedures agreed by the governing body.

i) To hear any appeal in respect of a decision made by the staff dismissal committee.

3. **Records**

A written record shall be kept of all proceedings of the Committee and statistics shall be submitted to the next meeting of the governing body. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

4. **Notice of Meeting**

The Committee shall meet as required. Members of the Committee shall normally be given at least seven days notice of a meeting.

5. **Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

# **PAY COMMITTEE**

## **TERMS OF REFERENCE**

### **1. Membership and Quorum**

The membership and quorum of the Committee shall be 3 governors (excluding the Headteacher) appointed by the Governing Body, but no non-governors. In the event of the unavailability of a member of the Committee they shall be substituted as a member of the Committee for that meeting, on the basis of availability, by a reserve from the ordered list of reserves appointed by the governing body. The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

### **2. Responsibilities**

- a) To review and decide staff salaries annually in accordance with Governing Body and relevant Pay and Conditions documents.
- b) To draft criteria for the approval of the Governing Body about the use of discretionary elements of pay provisions and make recommendations about implementing them.
- c) To liaise with the Finance Committee to establish the annual and longer-term salary budgets and other costs relating to personnel e.g. training.

### **3. Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

### **4. Notice of Meeting**

The Committee shall meet at least annually and otherwise as required. Members of the Committee shall normally be given at least seven days notice of a meeting.

### **5. Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

# FINANCE COMMITTEE

## TERMS OF REFERENCE

### 1. **Membership**

The membership of the Committee shall be the Headteacher and at least two governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

### 2. **Quorum**

- a) The quorum shall be 3 governors.
- b) The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

### 3. **Responsibilities**

- a) To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- b) To prepare and review financial policy statements, including consideration of long term planning and resourcing.
- c) To consider each year's annual management plan priorities and present an annual budget to the Governing Body for approval.
- d) To monitor the income and expenditure of all public funds (i.e. budget share, and other funds devolved by the LEA, e.g. Standards Fund) and report the financial situation to the Governing Body each term.
- e) To recommend the level of delegation to the Headteacher for the day-to-day financial management of the school (£3,000).
- f) To vire funds, if necessary, within limits set by the Governing Body (£25,000).
- g) To ensure the audit of non-public funds for presentation to the Governing Body.
- h) To receive and where appropriate respond to periodic audit reports of public funds.

### 4. **Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

### 5. **Notice of Meeting**

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven days notice of a meeting.

### 6. **Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

# **PREMISES COMMITTEE**

## **TERMS OF REFERENCE**

**1. Membership**

The membership of the Committee shall be the Headteacher and at least two governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

**2. Quorum**

- a) The quorum shall be 3 governors.
- b) The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

**3. Responsibilities**

- a) To approve the costs and arrangements for maintenance, repairs and redecoration within budget allocation.
- b) To consider the LEA's policies on security, health and safety and recommend a policy for the school for adoption by the Governing Body.
- c) To contribute to the school development plan.
- d) To inspect the ground and premises at least annually and prepare a statement of priorities for maintenance and development for the approval of the governing body.
- e) To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body.
- f) To oversee the preparation and implementation of building and site contracts.
- g) To prepare a lettings and charges policy for the approval of the Governing Body.
- h) To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.

**4. Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

**5. Notice of Meeting**

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven days notice of a meeting.

**6. Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

# PERSONNEL COMMITTEE

## TERMS OF REFERENCE

### 1. **Membership**

The membership of the Committee shall be the Headteacher and at least two governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

### 2. **Quorum**

- a) The quorum shall be 3 governors.
- b) The committee shall not meet without the Headteacher being present or a substantive nominated by him/her.

### 3. **Responsibilities**

- a) To establish and review the staffing structure for the school in order to meet the aims of the School Improvement Plan, and to review the structure whenever a vacancy occurs, and at least annually in relation to the school's management team.
- b) To ensure that all staff have agreed Job Descriptions which are regularly reviewed.
- c) To advertise, shortlist, and interview candidates for appointment, in accordance with good personnel and equal opportunities practice, and to ensure that all contractual arrangements are in place.
- d) To delegate to the headteacher the authority to make certain appointments, together with any conditions pertaining to these.
- e) To establish and review as necessary, a range of relevant personnel policies and procedure, which should include:
  - Consultation - To establish and keep under review a policy statement on staff consultation for approval by the Governing Body, and to undertake any formal consultations on personnel matters.
  - Discipline/Grievance - To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
  - Redundancy - To establish and review, in consultation with staff, criteria for approval by the governing body
  - Staff Absence - To agree a policy on sickness management, to monitor staff absence, and to recommend a policy on supply cover to the Governing body.
  - Performance Management - To establish and review a Performance Management policy to ensure that the needs of staff and of the school are met.
  - Pay - To establish and review a Pay Policy in liaison with Finance Committee.
- f) To attend relevant training courses and review available advice to ensure that the responsibilities above are carried out effectively.

4. **Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. Unless confidential, all papers considered by the Committee shall be available to all governors on request. Unless otherwise stated, the Committee shall abide by the rules and procedures applying to the governing body.

5. **Notice of Meeting**

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven days notice of a meeting.

6. **Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

# CURRICULUM COMMITTEE

## TERMS OF REFERENCE

### 1. **Membership**

The membership of the Committee shall be the Headteacher and at least two governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

### 2. **Quorum**

- a) The quorum shall be 3 governors.
- b) The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

### 3. **Responsibilities**

- a) To ensure on behalf of the governing body that its strategic responsibility to raise standards is acted upon.
- b) To review and analyse the performance of the school, against national and local indicators, and to advise the Governing Body on any action required in order to sustain improvement.
- c) To approve the school's curriculum statement and to ensure that its statutory obligation regarding the National Curriculum is met.
- d) To ensure that School Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- e) To monitor the implementation of any Action Plan resulting from OfSTED Inspections, in order to maintain progress.
- f) As required by the governing body, to recommend or approve the annual key stage targets to be set.
- g) To establish with the assistance of the Head, information about how the curriculum is taught, evaluated and resourced.
- h) To ensure that the requirements of pupils with SEN are met.
- i) To receive regular reports from the Head and/or SMT on the quality of teaching and learning, to identify areas for improvement, and ensure that any necessary action is taken to maximise outcomes for pupils.
- j) To ensure that those policies which are statutorily required, are in place and regularly reviewed.
- k) To ensure that other relevant policies (i.e. for Teaching & Learning, Behaviour, Attendance etc.) which support learning and improvements in attainment.

### 4. **Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

### 5. **Notice of Meeting**

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven days notice of a meeting.

### 6. **Chair and Vice-Chair**

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# **GOVERNING BODY**

## **TERMS OF REFERENCE**

In exercising its functions, the governing body shall:

- a) act with integrity, objectivity and honesty in the best interests of the school;
- b) be open about the decisions made and the actions taken and in particular be prepared to explain decisions and actions to interested persons.

This does not require the governing body to disclose material relating to:

- a) a named teacher or other person employed or engaged, or proposed to be employed or engaged, at the school;
- b) a named pupil at, or candidate for admission to, the school;
- c) any matter, which by reason of its nature, the governing body or a committee of the governing body are satisfied, should remain confidential.

## **THE ROLE OF THE GOVERNING BODY**

The governing body shall exercise its functions with a view to fulfilling a largely strategic role in the running of the school.

The governing body shall establish a strategic framework for the school by setting:

- a) aims and objectives for the school;
- b) policies for achieving those aims and objectives;
- c) targets for achieving those aims and objectives.

The governing body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress.

In exercising these functions, the governing body shall:

- a) (subject to any other statutory provision) comply with any trust deed relating to the school;
- b) consider any advice given by the headteacher as set out below.

The governing body shall act as a “critical friend” to the headteacher, that is to say, they shall support the headteacher in the performance of his/her functions and give him/her constructive criticism.

## **THE ROLE OF THE HEADTEACHER**

The headteacher shall be responsible for the internal organisation, management and control of the school, and the implementation of the strategic framework established by the governing body.

The headteacher shall advise the governing body in relation to the establishment and review of the strategic framework, and in particular the headteacher shall formulate:

- a) aims and objectives for the school for adoption, with or without modification, or rejection by the governing body;
- b) policies for the school achieving those aims and objectives for adoption, with or without modification, or rejection by the governing body;
- c) targets for the achievement of those aims and objectives for adoption, with or without modification, or rejection by the governing body.

The headteacher shall report at least once every school year to the governing body on the progress made towards achieving the aims and objectives set and in particular towards meeting specific targets set.

## **DELEGATION OF THE GOVERNING BODY'S FUNCTIONS**

In deciding whether or how to exercise any power to delegate functions, the governing body shall have regard to:

- a) exercising its functions with a view to fulfilling a largely strategic role in the running of the school;
- b) the responsibility of the headteacher for the internal organisation, management and control of the school.

The headteacher shall comply with any reasonable direction of the governing body in performing any function delegated to him/her by the governing body.