

Management Committee Terms of Reference

Membership

Membership of the committee comprises the following Trustees:

- Chair of the Academy Board
- Vice Chair of the Academy Board
- Chair of Staff & Student Matters Committee
- Chair of Curriculum Committee
- Chair of Facilities & Finance Committee
- Headteacher

Also in attendance:

- Deputy Headteachers
- Business Manager
- Clerk to the Academy Board

The Chair of the Committee is, by virtue of their position, the Chair of Trustees. The Vice Chair of the Committee is, by virtue of their position, the Vice Chair of Trustees.

A quorum shall be 50% of the current membership rounded up to a whole number.

Meetings

Meetings will be held at least 4 times per academic year, and at least termly, in accordance with the published calendar of Academy Board meetings.

Terms of Reference

The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities

To act on behalf of the Academy Board in relation to the consideration of major issues which span more than one Committee or do not fall within the remit of any Committee and where necessary either:

- a) Make recommendations to the Academy Board or
- b) Take decisions on behalf of the Academy Board when delegated.

Duties

The duties of the Management Committee shall be to:

1. Consider and determine urgent issues which arise between the scheduled Academy Board meetings.
2. Review from time to time the structure and operation of the Committees.
3. Consider issues relating to the effective operation of the Academy Board as a whole and to plan its activities and workload.
4. As a specifically delegated function of the Academy Board, to determine annually the criteria for the review of the salaries of the Senior Leadership

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Team, to set targets, to undertake reviews of performance, and to determine their salaries and structure.

5. Appoint the Headteacher and other members of the SLT when required.
6. Approve the Annual Company Accounts as delegated by the Academy Board.
7. Approve the annual cost of living pay increase for staff in line with the current School Teachers' Pay and Conditions Document and Local Government Pay Scale guidance.
8. Work with the Academy Board to determine the overall strategic direction of the School and then implement and oversee the agreed strategy.

Accountability

The Management Committee is accountable to the Academy Board. A report (including minutes) from the Management Committee shall be a standing agenda item at calendared meetings of the Academy Board.

Approved by the Management Committee on 27th September 2024
Approved by the Full Academy Board on 18th October 2024

Facilities & Finance Committee Terms of Reference

Membership

Membership of the Committee comprises a minimum of four full members of the Academy Board including the Headteacher. Also in attendance are: the Business Manager and Clerk to Trustees, plus the Senior Finance Officer and Site Manager if required. Names of current members will be as shown on the Academy Board Committee Membership List.

The Chair of the Committee shall be appointed by nomination and electronic voting at the end of the Summer Term prior to the start of each academic year, or the first Committee meeting of the academic year, or the next Committee meeting following the resignation of a Chair.

A quorum shall be 50% of the current membership rounded up to a whole number.

Meetings

Meetings will be held at least four times per academic year and at least termly, in accordance with the published calendar of Academy Trust meetings.

Terms of Reference

The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities

To act on behalf of the Academy Board as a specifically delegated function in relation to:

1. Exercise the Academy Board's responsibilities, within budget sums approved by the Academy Board, in the management of the School premises.
2. Ensure that grant received is used in accordance with the ESFA's Financial Regulations and for purposes prescribed by the Secretary of State;
3. Take such steps as are necessary to ensure that the financial systems within the School are secure and efficient;
4. Provide the ESFA and DfE with any information necessary to assure them that the Financial Regulations are being applied and that grant income is being used as it has prescribed;
5. Give preliminary and detailed consideration to draft budgets;

Duties

The duties relating to facilities shall be to:

1. Maintain a general oversight of the management of the School premises;

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2. Produce recommendations for programmes of:
 - a. maintenance, repair and improvement;
 - b. redecoration;
 - c. refurbishment of equipment and furniture;
 - d. major capital development;

in order to inform the School Development Plan and the annual budget;
3. Maintain a statement of intent over 3 to 5 years of repair, maintenance and improvement programmes;
4. Decide priorities for minor improvement works, redecorations and repairs within budget limits;
5. In the context of the School Development Plan to determine the expenditure of Formula Capital Grant;
6. Appoint architects and other property professional advisers to the School;
7. In the context of the School Development Plan to determine the content of, and to oversee the production, of any Capital Bids;
8. Refer matters to and receive reports from the Staff Health and Safety Committee;
9. In conjunction with the Staff Health and Safety Committee to oversee the maintenance of adequate levels of health and safety in the School, and to produce and maintain a Health and Safety Policy;
10. Determine contracts for premises related goods and services, and to receive reports on the performance of these contracts;
11. Oversee the provision of free meals and the catering service within the School;
12. Determine letting policies and letting charges;

The duties relating to finance shall be to:

1. Oversee and ensure that appropriate grants, including those from the ESFA/DfE are applied for at the correct time and that any conditions are met;
2. Ensure the timely and accurate return of all forms relating to the finance of the School to the ESFA;
3. In the context of the School Development Plan and the Budget Strategy, produce draft budgets for the Academy Trust to approve;

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4. Oversee the production of and recommend annual accounts to the Academy Board for submission to the ESFA, Companies House and to parents;
5. Receive reports from the School's auditors, including any annual report and management letter, consider any necessary action and ensure its implementation;
6. Monitor income and expenditure and authorise changes to approved budgets within limits defined by the Academy Board from time to time;
7. Receive reports on cashflow projections, and income and expenditure reports, and to take or to recommend necessary action;
8. Agree the management of the School's banking arrangements including the investment and control of the unrestricted funds;
9. Approve and regularly review the operation of the School's financial controls and procedures and to complete self-assessment checks in accordance with advice and documentation provided by the ESFA;
10. Agree a scheme of delegation to the Headteacher, the Business Manager and budget managers in respect of the School's financial controls and procedures;
11. Approve procedures for, and to agree:
 - a. the acquisition, recording and monitoring of assets;
 - b. the disposal of surplus assets and the seeking of approval from the ESFA for writing-off of bad debts in accordance with the Academies Financial Handbook;
12. Agree policies for charging parents for extra-curricular activities;
13. Ensure that obligations to the HMRC, DfE and those due in regard of superannuation schemes are met and that any necessary records are kept and returns made;
14. Maintain a register of Members, Trustees and key staff business interests;
15. Arrange adequate insurances for the School;
16. Agree arrangements which ensure best value for money and to receive reports on variations to normal procurement procedures;
17. Agree contracts or other arrangements, as appropriate, for the supply of payroll and pensions administration;
18. Keep under review the financial skills of key school staff and make recommendations on training to the Staff & Student Matters Committee;

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19. Keep a strategic overview of the IT Department and report any issues to the appropriate Academy Trust sub-committee, as required.
20. Maintain an overview of income and expenditure of School non-restricted funds.
21. Receive reports on all virements and approve any virements as required in line with the School's current Financial Regulations
22. Maintain an overview of the School's compliance with GDPR including a review of the annual audit completed by the DPO. Relevant actions steps will be cascaded to other committees as appropriate. An annual update will be provided to the Full Academy Trust.

The duties relating to audit requirements shall be to:

1. Receive and review the Responsible Officer's Support Service Internal Control Evaluations provided by the outsourced appointed agent, Juniper Education, (who undertake the programme of checks) and ensure appropriate actions are taken to address any recommendations made;
2. Review and ratify the Business Manager's recommendation in relation to the appointment, re-appointment and removal of the outsourced provider of Responsible Officer's Support Service Reviews and to approve the remuneration and terms of engagement of the provider;
3. Receive the Facilities & Finance Committee Chairman's verbal report detailing the monitoring and integrity of the financial statements and controls of the School and any formal announcements relating to the School's financial performance;
4. Receive and review the external auditor's reports and ensure appropriate actions taken to address any recommendations made;
5. Make recommendations to the Academy Board in relation to the appointment, re-appointment and removal of the external auditor and to approve the remuneration and terms of engagement of the external auditor;
6. Review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process, taking into consideration relevant regulatory requirements;
7. Review and monitor the engagement of the external auditor to supply non-audit services, taking into account relevant ethical guidance regarding the provision of non-audit services by the external audit firm, and identifying any matters which may require changes, improvements or further actions;

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8. Ensure a Risk Register is maintained covering the core risk types faced by the School. The Register will record the risks, the relevant controls and mitigants, and the functional governance committee accountable for the management of each risk and control.
9. The Chair of the Facilities & Finance Committee will give a verbal report on any necessary audit-related matters to the Academy Board at each formal meeting.

Accountability

The Facilities & Finance Committee is accountable to the Academy Board. A report (including minutes) from the Facilities & Finance Committee shall be a standing agenda item at calendared meetings of the Academy Board.

Approved by the Facilities & Finance Committee on 3rd October 2024

Approved by the Academy Board on 18th October 2024

Staff & Student Matters Committee - Terms of Reference

Membership

Membership of the Committee comprises a minimum of four full members of the Academy Board including the Headteacher. Also in attendance will be the:

- Deputy Headteacher (Pastoral)
- Assistant Headteacher (Community, Enrichment & Opportunity)
- Two Student Representatives, and
- Clerk to Trustees.

Names of current members will be as listed on the Academy Board Committee Membership List.

The Chair of the Committee shall be appointed by nomination and electronic voting at the end of the Summer Term prior to the start of each academic year, or the first Committee meeting of the academic year, or the next Committee meeting following the resignation of a Chair.

A quorum shall be 50% of the current membership rounded up to a whole number.

Meetings

Meetings will be held a minimum of three times per academic year, at least termly, in accordance with the published calendar of Academy Board meetings.

Terms of Reference

The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities

To act on behalf of the full Academy Board in relation to:

1. Making decisions on staffing matters.
2. Making decisions on pay progression, on the recommendation of the Headteacher, arising from performance management of teaching staff.
3. Approving relevant school policies.
4. Ensuring compliance with any GDPR issues relating to staff or students.

Duties

The duties of the Staff & Student Matters Committee shall be to:

Staff Matters

1. Consider matters relating to School staffing, including appointment and induction of new staff, the use of responsibility allowances, appraisal, agreeing the annual award of salary points, staff development and discipline but excluding day-to-day organisation and delivery.
2. Determine the salaries of all support staff using the Local Government Pay Scales, taking account of the current pay policy and the recommendations of the Head.

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3. Consider and recommend additional benefits to employees outside remuneration.
4. Recommend to the Academy Board any changes necessary to fulfil current employment legislation.
5. As and when required by School, serve on interviewing panels for staff where the post carries points of responsibility (with exception of SLT positions).
6. Recommend the adoption of policies related to equal opportunities in relation to the staff of the School.
7. Confirm the teachers' staffing establishment of the School which will be reviewed annually by the Senior Leadership Team in the light of curriculum and management needs.
8. Oversee the School's performance management policy.
9. Appoint a group of three members of the Committee, to include the Chair of the Committee, with delegated powers to act as a Staff Pay Committee in implementing performance related pay progression on behalf of the Academy Board, reporting their decisions to the full Committee: (Gov Body Minute 6.6 of 12/10/2001). None of the Staff Pay Committee members shall be employees at the School or Associate Members.
10. Appoint a group of one member of the Committee plus two other trustees with delegated powers to act as a Staff Pay Appeal Committee in cases of appeal against the decision of the Staff Pay Committee in implementing performance related pay progression on behalf of the Academy Board: (Gov Body Minute 3 of 15/2/2002). None of the Staff Pay Appeal Committee members shall be employees at the School or Associate Members or members of the Staff Pay Committees.
11. Ensure an annual review takes place in September of all teaching staff salaries, (excluding those of the Headteacher, Deputies and Assistant Headteachers), taking the advice of the Headteacher.
12. This Committee does not have any remit for matters concerning appointments, performance management, salary or discipline of any staff on the Leadership Spine.
13. Monitor responsibility points to ensure they are compatible with the management structure and School Development Plan, equal opportunities and remain within the constraints of the budget.
14. Oversee the School's Staff Development Policy.
15. Oversee and regularly review the non-teaching staff establishment within the constraints of the budget.

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16. Act as the relevant body in the first instance in all matters relating to grading, grievances and disciplinary procedures.
17. Establish and exercise consultative procedures with such organisations, groupings and individuals as the Trustees or the Committee may from time to time deem to be appropriate.
18. Receive a termly update on Disclosure & Barring Service checks.

Student Matters

1. Consider all matters relating to student affairs including welfare, discipline, uniform and exclusions, and to external regulations, including all published documentation, home/School liaison.
2. Receive and scrutinise a termly student Care & Guidance Report, including Year Leaders reports.
3. Receive and scrutinise a termly report on the activities of the Student Voice and Sixth Form Council.
4. Receive and scrutinise a termly report on the Special Educational Needs of students from the SENCO.
5. Receive a termly report on Pupil Premium income and expenditure.
6. Receive a termly report on Safeguarding issues within the School, including the number of MyConcern tasks raised since the last meeting.
7. Receive information on the student admissions process – including an update on the Fair Access & Partnership Plan.

Accountability

The Staff & Student Matters Committee is accountable to the Academy Board. A report (including minutes) from the Staff & Student Matters Committee shall be a standing agenda item at calendared meetings of the Academy Board.

Approved by the Academy Board: 18th October 2024

Last Approved by the Staff & Student Matters Committee: 22nd November 2023

Curriculum Committee Terms of Reference

Membership

Membership of the Committee comprises a minimum of four full members of the Academy Board including the Headteacher. Also expected to be in attendance will be the:

- Deputy Headteacher (Academic),
- Assistant Headteacher (Teaching & Learning and Staff Development), and
- Clerk to the Academy Trust.

Names of current members will be as listed on the Academy Board Committee Membership List.

The Chair of the Committee shall be appointed by nomination and electronic voting at the end of the summer term prior to the start of each academic year, or the first meeting of the academic year, or at the next full Committee meeting following the resignation of a Chair.

A quorum shall be 50% of the current membership rounded up to a whole number.

Meetings

Meetings will be held a minimum of three times per academic year, at least termly, in accordance with the published calendar of Academy Board meetings.

Terms of Reference

The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities

To act on behalf of the Academy Board in relation to major curriculum policy decisions.

Duties

The duties of the Curriculum Committee shall be to:

1. Monitor and agree School policies, in the light of national requirements, in relation to all curriculum matters, and to contribute to the curriculum section of the School Development Plan.
2. Have a policy on how Sex and Relationships should be provided at the school; to review and update this policy on a regular basis as required.

Notwithstanding the above, the Headteacher:

- Shall have responsibility for day-to-day decision making on the management of the curriculum,
- Can decide that the School Curriculum shall not apply or shall apply differently to an individual pupil for a temporary period, and
- Decides the arrangements for collective worship, after consultation with the Trustees.

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Accountability

The Curriculum Committee is accountable to the Academy Board. A report (including minutes) from the Curriculum Committee shall be a standing agenda item at calendared meetings of the Academy Board.

Approved by the Academy Board: 18th October 2024

Last Approved by the Curriculum Committee: 1st November 2023

Staff Disciplinary Committee Terms of Reference

Purpose

To consider disciplinary matters and dismissals where these functions have not been delegated to the Headteacher under the Staffing Regulations 2009, or in the case of discipline, where the Headteacher has had detailed prior involvement.

Membership

The Committee shall consist of three eligible Trustees. Every Trustee (other than the Headteacher) is eligible for membership. Associate Members are not eligible for membership of this committee.

Anyone involved in the investigatory stage may not be involved in making decisions at any subsequent disciplinary hearing.

The Committee may have an advisor at all meetings. The advisor is not eligible to vote.

Quorum

Three.

Meetings

The Staff Disciplinary Committee shall meet on an as required basis.

Chair

The Committee shall agree a chair for each meeting.

Clerking

The clerk to the Committee must be a person who is not a Trustee of the school, an Associate Member or the Headteacher.

Decisions

Any decisions shall be made by a simple majority.

Procedures

1. All hearings shall be in private and minuted.
2. The employee(s) shall be given at least ten working days' notice in writing of the hearing.
3. The employee(s) shall be entitled to attend the hearing, to be accompanied by a friend or representative if he/she wishes, to call witnesses in his/her defence where appropriate and to question any witness bringing evidence against him/her.
4. All relevant papers must be circulated, by all parties, to all parties, at least three working days in advance of the hearing.

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5. The Committee shall consider its decision in private except for the presence of the Clerk and the Committee's advisor. Private deliberations shall not be minuted.
6. Where possible the decision of the Committee shall be communicated verbally at the end of the hearing. In any case the decision shall be confirmed in writing to the employee within 5 working days of the hearing.
7. The employee shall have the right of appeal against any decision of the Staff Disciplinary Committee.

Accountability

The Staff Disciplinary Committee is accountable to the Academy Board.

Approved by the Academy Board on 18th October 2024

Last Approved by the Staff & Student Matters Committee: 23rd November 2023

Staff Disciplinary Appeals Committee Terms of Reference

Purpose

To consider any appeals against decisions by the Headteacher or Staff Disciplinary Committee.

Membership

The Appeals Committee comprises three eligible Trustees. Every Trustee (other than the Headteacher) is eligible for membership. Associate Members are not eligible for membership of this Committee.

Anyone with prior involvement in the matter may not be involved in making decisions at any appeal hearing.

The Appeals Committee may have an advisor at all meetings. The advisor is not eligible to vote.

Quorum

Three.

Meetings

The Staff Disciplinary Appeals Committee shall meet on an 'as required' basis.

Chair

The Appeals Committee shall agree a chair for each meeting.

Clerking

The clerk to the Appeals Committee must be a person who is not a Trustee of the school, an Associate Member or the Headteacher.

Decisions

Any decisions shall be made by a simple majority.

Procedure

1. The employee(s) may appeal in writing to the Chair of Trustees within five working days of receiving the original written decision.
2. All appeal hearings shall be in private and minuted.
3. The employee(s) shall be given at least five working days' notice in writing of the appeal hearing.
4. The employee(s) shall be entitled to attend the appeal hearing, to be accompanied by a friend or representative if he/she wishes, to call witnesses in his/her defence where appropriate and to question any witness bringing evidence against him/her.
5. All relevant papers must be circulated, by all parties, to all parties, at least 3 working days in advance of the appeal hearing.

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6. The Appeals Committee shall consider its decision in private except for the presence of the Clerk and the Appeals Committee's advisor. Private deliberations shall not be minuted.
7. The Appeals Committee may:
 - accept the appeal and remove the penalty imposed;
 - accept the appeal and impose a lesser penalty;
 - reject the appeal and confirm the penalty imposed or, exceptionally, increase the penalty.
8. Where possible the decision of the Appeals Committee shall be communicated verbally at the end of the appeal hearing. In any case the decision shall be confirmed in writing to the employee within 5 working days of the hearing.
9. The Appeal Committee's decision will be final. This will not affect the employee's legal rights.

Accountability

The Staff Disciplinary Committee is accountable to the Academy Board.

Approved by the Academy Board on 18th October 2024

Last Approved by the Staff & Student Matters Committee: 23rd November 2022

Staff Pay Committee Terms of Reference

Membership

Membership of the group comprises the Chair and two members of the Staff & Student Matters Committee, none of whom shall be employees at the School or Associate Members. Also in attendance are the Headteacher and Clerk to Trustees. Names of current members will be listed on the Academy Board Committee Membership List when selected. The Chair of the Staff Pay Committee shall be the Chair of the Staff & Student Matters Committee.

Quorum

Three.

Meetings

Meetings will be held annually in the Autumn Term, or as required by the Academy Board.

Terms of Reference

The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities

To act on behalf of the Academy Board as a specifically delegated function in relation to all pay matters relating to staff, other than those on the Leadership Spine, and to implement the approved Pay Policy in respect of staff pay.

Duties

The duties of the Staff Pay Committee shall be to:

- 1) Determine the salary of each member of staff at the School, with the exception of staff on the Leadership Spine, taking account of any recommendations made by the Headteacher, in accordance with the current approved pay policy;
- 2) Determine appropriate salary ranges for advanced skills teachers.

Accountability

The Staff Pay Committee is accountable to the Academy Board. A report from the Staff Pay Committee shall be made at the next meeting of the Staff & Student Matters Committee following any sitting of the Staff Pay Committee.

Approved by the Academy Board on 18th October 2024

Approved by the Staff & Student Matters Committee: 22nd November 2023

Approved by the Staff Pay Committee: 22nd November 2023

Staff Pay Appeals Committee Terms of Reference

Membership

Membership of the group comprises one member of the Staff & Student Matters Committee plus two other trustees, none of whom shall be employees at the School or Associate Members or members of the Management Committee or Staff Pay Committee:

The three members of the Staff Pay Appeals Committee will be selected as and when required by the Academy Board. Also in attendance are the Headteacher and the Clerk to Trustees. The Chair of the Staff Pay Appeals Committee shall be selected by the members of the Committee on the day of the meeting.

Quorum

Three

Meetings

Meetings will be held when required by the Academy Board.

Terms of Reference

The terms of reference will be reviewed at the first meeting of each academic year, when required.

Responsibilities

To act on behalf of the full Academy Board as a specifically delegated function in relation to all appeals against pay decisions, including appeals related to Performance Management Planning/Review Statements.

Duties

The duty of the Staff Pay Appeals Committee shall be to determine formal appeals against pay determination in accordance with Appeals Procedure set out in the School's Pay Policy.

Accountability

The Staff Pay Appeals Committee is accountable to the Academy Board. A report from the Staff Pay Appeals Committee shall be made at the next meeting of the Staff & Student Matters Committee following any sitting of the Staff Pay Appeals Committee.

Approved by the Academy Board on 18th October 2024

Last Approved by the Staff & Student Matters Committee: 22nd November 2023

Last Approved by the Staff Pay Committee: 22nd November 2023

Trustee Panels - Terms of Reference

Purpose

To consider any School matters where these functions have not been delegated to the Headteacher under the Staffing Regulations 2009 or where the Headteacher has had detailed prior involvement and which are not covered by any other Academy Board sub-committee.

The types of Trustee Panel which may be formed include:

- Staff Disciplinary Matters,
- Staff Pay Matters
- Staff Sickness Absence Matters
- and any staff or student-related issues as deemed necessary by the Headteacher and Chair of Trustees.

Membership

The Panel shall consist of three eligible Trustees. Every Trustee (other than the Headteacher) is eligible for membership. Associate Members are not eligible for membership of this Panel.

Anyone involved in the investigatory stage may not be involved in making decisions at any subsequent, related Trustee Panel.

In the situation when there are not enough members of the Academy Board available or suitable to make up a full Panel, the School make seek to use a Trustee(s) from another school to ensure that no previous knowledge of the situation can prejudice the decision of the Panel.

The Panel may have an advisor at all meetings. The advisor is not eligible to vote.

Quorum

Three.

Meetings

The Panel shall meet on an 'as required' basis.

Chair

The Panel shall agree a chair for each meeting.

Clerking

The clerk to the Panel must be a person who is not a Trustee of the School, an associate member or the Headteacher.

Decisions

Any decisions shall be made by a simple majority.

Procedures

1. All hearings shall be in private and minuted.

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2. The employee shall be given at least seven working days' notice in writing for any Staff Disciplinary hearing and at least five days' notice for all other hearings.
3. The employee shall be entitled to attend the hearing, to be accompanied by a friend or representative if he/she wishes, to call witnesses in his/her defence where appropriate and to question any witness bringing evidence against him/her.
4. All relevant papers must be circulated, by all parties, to all parties, at least three working days in advance of the hearing.
5. The Panel shall consider its decision in private except for the presence of the Clerk and the Committee's advisor. Private deliberations shall not be minuted.
6. Where possible the decision of the Panel shall be communicated verbally at the end of the hearing. In any case the decision shall be confirmed in writing to the employee within 5 working days of the hearing.
7. The employee shall have the right of appeal against any Panel decision. Any appeal against a Panel decision must be made to the Chair of Trustees in writing within five working days of the receipt of written Panel decision.

Accountability

The Trustee Panel is accountable to the Academy Board.

Approved by the Academy Board on 18th October 2024

Trustee Appeals Panel - Terms of Reference

Purpose

To consider any appeals against decisions made by a previous Trustee Panel. The types of Trustee Appeal Panel which may be formed include:

- Staff Disciplinary Matters,
- Staff Pay Matters
- Staff Sickness Absence Matters
- and any staff or student-related issues as deemed necessary by the Headteacher and Chair of Trustees.

Membership

The Appeals Panel comprises three eligible Trustees. Every Trustee (other than the Headteacher) is eligible for membership. Associate Members are not eligible for membership of this Panel.

Anyone with prior involvement in the matter may not be involved in making decisions at any appeal hearing.

In the situation when there are not enough members of the CCHS Academy Board available or suitable to make up a full Panel, the School make seek to use a Trustee(s) from another school to ensure that no previous knowledge of the situation can prejudice the decision of the Panel.

The Appeals Panel may have an advisor at all meetings. The advisor is not eligible to vote.

Quorum

Three.

Meetings

The Trustee Appeals Panel shall meet on an 'as required' basis.

Chair

The Appeals Panel shall agree a chair for each meeting.

Clerking

The clerk to the Appeals Panel must be a person who is not a Trustee of the schools, an associate member or the Headteacher.

Decisions

Any decisions shall be made by a simple majority.

Procedure

1. The employee must appeal in writing to the Chair of Trustees within five working days of receiving the original written decision.
2. All appeal hearings shall be in private and minuted.

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3. The employee shall be given at least five working days' notice in writing of the appeal hearing.
4. The employee(s) shall be entitled to attend the appeal hearing, to be accompanied by a friend or representative if he/she wishes, to call witnesses in his/her defence where appropriate and to question any witness bringing evidence against him/her.
5. All relevant papers must be circulated, by all parties, to all parties, at least 3 working days in advance of the appeal hearing.
6. The Appeals Committee shall consider its decision in private except for the presence of the Clerk and the Appeals Committee's advisor. Private deliberations shall not be minuted.
7. The Appeals Committee may:
 - accept the appeal and remove the penalty imposed;
 - accept the appeal and impose a lesser penalty;
 - reject the appeal and confirm the penalty imposed or, exceptionally, increase the penalty.
8. Where possible the decision of the Appeals Committee shall be communicated verbally at the end of the appeal hearing. In any case the decision shall be confirmed in writing to the employee within 5 working days of the hearing.
9. The Appeal Committee's decision will be final. This will not affect the employee's legal rights.

Accountability

The Trustee Appeal Panel is accountable to the Academy Board.

Approved by the Academy Board on 18th October 2024

Year 12 Admissions Appeal Committee Terms of Reference

Purpose

To hear and consider any Year 11 student appeals for entry into Year 12 of the CCHS Sixth Form if:

- a. They did not attain the minimum entry requirements for the Sixth Form entry into the CCHS Sixth Form as stated on the School website for the relevant academic year,
or
- b. There are extenuating individual circumstances requiring special consideration.

Membership

The Year 12 Admissions Appeal Committee comprises two eligible Trustees. Every Trustee (other than the Headteacher) is eligible for membership. Associate Members are not eligible for membership of this Committee.

Members of the Committee will be sought from the Academy Board in the following order: (1) members of the Staff & Student Matters Committee; (2) members of the Management Committee, and (3) any other available Trustee.

Any Trustee who has had prior involvement with or personal knowledge of a student making an appeal may not be involved in any appeal hearing.

The Committee will have a senior member of the School SLT in attendance to act as an educational advisor at the meeting. The School advisor is not eligible to vote.

Quorum

Two Trustees.

Meetings

The Appeal Committee shall meet annually on an 'as-required' basis, usually on the first Tuesday after the GCSE results day in August.

Chair

The Chair of the Staff & Student Matters Committee will act as Chair of the Year 12 Admissions Appeal Committee. If not available and a Trustee member of the Academy Board's Management Committee is on the Appeal Committee, they will act as chair for the meeting. Alternatively, a chair will be agreed by the Committee on the day of the meeting.

Clerking

The Clerk to Trustees will act as clerk for the Year 12 Admissions Appeals Committee. If unavailable, the clerk must be a person who is not a Trustee of the School, an Associate Member, or the Headteacher.

Decisions

Any decisions will be made by mutual agreement. If there is not a consensus, the Chair of the Committee will have the final decision.

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Procedure

1. The student must appeal in writing to the Chair of Trustees by 12noon on the day following GCSE Results Day. This deadline will be advised by the Headteacher on results day. The appeal must be sent by email via the Clerk to Trustees, either in the form of an email or an attached letter. Any additional documentation being presented in support of a student's appeal must be sent at the time of the appeal and by the same appeal deadline.
2. In cases with extenuating circumstances regarding a student's particular circumstances, e.g. health, pastoral, SEND, etc. the Headteacher may recommend to the Appeal Committee that a student who has not met the minimum entry requirements should be admitted to Year 12 with certain conditions in place.
3. The appeal hearings will take place on the first Tuesday following GCSE results day. Students will be advised of the exact time of their appeal hearing by the Clerk to Trustees within 24 hours of the appeal deadline.
4. The student may attend the appeal hearing alone or be accompanied by her parents or legal guardian if she wishes.
5. The Appeal Committee will receive all relevant paperwork at least 2 days in advance of the appeal hearing.
6. All appeal hearings shall be in private and minuted.
7. Once the student has put forward their appeal, they will be asked to withdraw from the meeting room. The Appeal Committee shall then consider its decision in private except for the presence of the Clerk and the Appeals Committee's advisor. Private deliberations shall not be minuted.
8. The Year 12 Admissions Appeal Committee may:
 - accept the appeal and allow the student entry to the Sixth Form as applied for;
 - accept the appeal and allow the student entry to the Sixth Form but with a mutually agreed revision of A level subjects; or
 - uphold the Headteacher's decision and reject the appeal.
9. Where possible the decision of the Appeals Committee shall be communicated verbally at the end of the appeal hearing. In any case the decision shall be confirmed in writing to the student within 5 working days of the hearing.
10. The Year 12 Admissions Appeal Committee's decision will be final.

Accountability

The Year 12 Admissions Appeal Committee is accountable to the Staff & Student Matters Committee.

Approved by the Academy Board on 18th October 2024