

Management Committee Terms of Reference

Membership

Membership of the group comprises the following Governors:

- Chair of Governing Body
- Vice Chair of Governing Body
- Chair of Staff & Student Matters Committee
- Chair of Curriculum Committee
- Chair of Facilities & Finance Committee
- Headteacher

Also in attendance:

- Deputy Head – Curriculum, Development & Planning
- Deputy Head – Pastoral
- Business Manager
- Clerk to the Governing Body

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

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

Meetings

Meetings will be held at least 4 times per academic year, and at least termly, in accordance with the published calendar of Governing Body 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 Governing Body in relation to:

1. 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 Governing Body or
 - b) Take decisions on behalf of the Governing Body when delegated.

Duties

The duties of the Management Committee shall be to:

1. Consider and determine urgent issues which arise between the scheduled Governing Body meetings.

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2. Review from time to time the structure and operation of the Committees.
3. Consider issues relating to the effective operation of the Governing Body as a whole and to plan its activities and workload.
4. As a specifically delegated function of the Governing Body, annually to determine the criteria for the review of the salaries of the Senior Leadership Team, to set targets, to undertake reviews of performance, and to determine their salaries and structure.
5. Appoint the Headteacher and Deputy Headteacher when required.
6. Work with the Full GB 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 Full Governing Body. A report (including minutes) from the Management Committee shall be a standing agenda item at calendared meetings of the full Governing Body.

*Reviewed & Approved by the Management Committee on 22nd September 2017
To be Reviewed & Approved by the Full Governing Body on 13th October 2017*

Facilities & Finance Committee Terms of Reference

Membership

Membership of the Committee comprises seven full members of the Governing Body including the Headteacher. Also in attendance are: the Business Manager and Clerk to the Governing Body, plus the Senior Finance Officer and Site Manager, if required. Names of current members will be shown on the Governing Body 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 at the next full Committee meeting following the resignation of a Chair.

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

Meetings

Meetings will be held at least times per academic year, and at least termly, in accordance with the published calendar of Governing Body 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 Governing Body as a specifically delegated function in relation to:

1. Exercise the Governing Body's responsibilities, within budget sums approved by the Governing Body, 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;

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Duties

The duties relating to facilities shall be to:

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

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13. Review and agree rates of pay for cleaning staff each year to take effect from January;
14. Agree a scheme of delegation to the Headteacher, the Business Manager and the Staff Premises Committee;
15. Act as a link between the Staff Premises Committee and the Governing Body;

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 Governing Body to approve;
4. Oversee the production of and recommend annual accounts to the Governing Body 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 Governing Body 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. Agree the respective roles of the Responsible Officer, Headteacher and Business Manager in the management of the School's finances;
10. 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 ;

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11. Agree a scheme of delegation to the Headteacher, the Business Manager and budget managers in respect of the School's financial controls and procedures;
12. 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 of up to £5,000;
13. Agree policies for charging parents for extra-curricular activities;
14. 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;
15. Maintain a register of Governors' and key staff business interests;
16. Arrange adequate insurances for the School;
17. Agree arrangements which ensure best value for money and to receive reports on variations to normal procurement procedures;
18. Agree contracts or other arrangements, as appropriate, for the supply of payroll and pensions administration;
19. Keep under review the financial skills of key school staff and make recommendations on training to the Staff and Student Matters Committee;
20. Keep a strategic overview of the IT Department and report any issues to the appropriate Governing Body sub-committee, as required.
21. Maintain an overview of income and expenditure of the School Fund.
22. Receive reports on all virements and approve any virements as required in line with the School's current Financial Regulations

Accountability

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

*To Be Reviewed & Agreed by the Facilities & Finance Committee on 9th October 2017
Approved by the Full Governing Body on 20th October 2016*

Staff & Student Matters Committee - Terms of Reference

Membership

Membership of the Committee comprises a minimum of six full members of the Governing Body including the Headteacher. Also in attendance will be the:

- Deputy Head – Pastoral
- Two Student Representatives, and
- Clerk to the Governing Body.

Names of current members will be as listed on the Governing Body 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 at the next full Committee meeting following the resignation of a Chair.

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

Meetings

Meetings will be held a minimum of three times per academic year, at least termly, in accordance with the published calendar of Governing Body 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 Governing Body in relation to:

1. Make decisions on staffing matters.
2. Making decisions on pay progression, on the recommendation of the Headteacher, arising from performance management of teaching staff.
3. Approve relevant school policies.

Duties

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

Staff Matters

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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 APT & C scales, taking account of the current pay policy and the recommendations of the Head.
3. Consider and recommend additional benefits to employees outside remuneration.
4. Recommend to the Governing Body 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 Chairman of the Committee, with delegated powers to act as a Staff Pay Committee in implementing performance related pay progression on behalf of the Governing Body, 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 governors 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 Governing Body; (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.

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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;
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 Governors or the Committee may from time to time deem to be appropriate.

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 a report on the activities of the Student Voice and Sixth Form Council.
3. Receive a report from the Year Leaders.

Accountability

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

Last Reviewed and Agreed by Staff & Student Matters Committee: 6th December 2016

Last Approved by the Governing Body: 20th October 2016

Curriculum Committee Terms of Reference

Membership

Membership of the Committee comprises at least six full members of the Governing Body including the Headteacher. Also in attendance will be the:

- Associate Member of the Governing Body
- Deputy Head
- Assistant Head - Teaching & Learning
- Assistant Head - Head of Sixth Form, and
- Clerk to the Governing Body.

Names of current members will be as listed on the Governing Body 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 at the next full Committee meeting following the resignation of a Chair.

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

Meetings

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

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Notwithstanding the above, the Headteacher:

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

Accountability

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

Last Reviewed & Agreed by Curriculum Committee: 8th October 2016

Last Approved by the Governing Body: 20th October 2016

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 Governors. Every Governor [other than the Headteacher and Staff Governors] 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 Governor of the school(s), 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.

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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 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 Full Governing Body.

Approved by Governing Body on 20th October 2016

Approved by the Staff & Student Matters Committee on 6th December 2016

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 Governors. Every Governor [other than the Headteacher and Staff Governors] 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 Governor of the school(s), 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 Governors 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.

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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, notwithstanding the employee's right in law.

Accountability

The Staff Disciplinary Committee is accountable to the Full Governing Body.

Approved by Governing Body on 20th October 2016

Approved by the Staff & Student Matters Committee on 6th December 2016

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 the Governing Body. Names of current members will be listed on the Governing Body Committee Membership List.

The Chair of the Staff Pay Committee shall be the Chair of the Staff & Student Matters Committee. A quorum shall be 50% of the membership.

Meetings

Meetings will be held annually in the Autumn Term, or as required by the Governing Body.

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 Governing Body 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:

- 1) to 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) to determine appropriate salary ranges for advanced skills teachers.

Accountability

The Staff Pay Committee is accountable to the full Governing Body. A report (including minutes) from the Staff Pay Committee shall be a standing agenda item at the next meeting of the Staff & Student Matters Committee and the Finance Committee following any sitting of the Staff Pay Committee.

Approved by Governing Body on 20th October 2016

Approved by the Staff & Student Matters Committee on 6th December 2016

Approved by the Staff Pay Committee on 6th December 2016

Staff Pay Appeals Committee Terms of Reference

Membership

Membership of the group comprises one member of the Staff & Student Matters Committee plus two other governors, 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 Governing Body.

Also in attendance are:

- Headteacher
- Clerk to the Governing Body

The Chair of the Staff Pay Appeals Committee shall be selected by the Chair of the Staff Pay Committee. A quorum shall be 50% of the membership.

Meetings

Meetings will be held when required by the Governing Body.

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 Governing Body 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 full Governing Body. A report (including minutes) from the Staff Pay Appeals Committee shall be a standing agenda item at next meeting of the Staff & Student Matters Committee and Finance Committee following any sitting of the Staff Pay Appeals Committee.

Approved by Governing Body on 20th October 2016

Approved by the Staff & Student Matters Committee on 6th December 2016

Approved by the Staff Pay Committee on 6th December 2016