



Rednock School

Governing Body Committee Structure and Terms of Reference

December 2022

(For review in September 2024)

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1 Introduction

This document sets out the governance arrangements, aligned to the Standing Orders, recognising that effective governance is based on six key features:

Strategic leadership that sets and champions vision, ethos and strategy.

Accountability that drives up educational standards and financial performance.

People with the right skills, experience, qualities and capacity.

Structures that reinforce clearly defined roles and responsibilities.

Compliance with statutory and contractual requirements.

Evaluation to monitor and improve the quality and impact of governance.

It is based on the fundamental principle that the Governors of Rednock will act with integrity, objectivity and honesty in the best interests of the School and in line with the Department for Education [Governance Handbook](#).

Section 1: Role Descriptions

Governor Role Description

The overall purpose of the collective Governing Body is to:

- Ensure clarity of vision, ethos and strategic direction for the school
- Hold the Head Teacher to account for the educational performance of the school and its students, and the appraisal of staff
- Oversee the financial performance of the school and make sure its money is well spent
- Uphold the Seven Principles of Public Life

General Roles and Responsibilities of each governor

- Attend meetings regularly, letting the Governance Manager and/or chair of governors/committees know in good time if you are unable to make a meeting
- Prepare for all meetings by reading any papers provided in advance of the meeting, being ready to discuss and challenge those papers' content within the meeting
- Ensure you contribute proactively to discussions and decision-making processes in meetings so that all voices and viewpoints can be considered
- Put the needs of current and future students first when considering issues and making decisions
- Ensure you are able, willing and committed to having open and honest conversations with others (e.g. other governors, head teacher or other members of the SLT) in the best interests of the school's current and future students
- Ensure you do not make decisions alone, and flag quickly to the chair if you believe another governor has made a decision alone
- Develop and maintain a good knowledge of the school
- Ensure all school monitoring visits are arranged in advance in line with protocols agreed by the governing body and head teacher.
- Report back your findings from any monitoring visits to the governing body in a timely way
- Ensure you have regular opportunity to review academic attainment and progress data and that you are able to understand the data provided and query and challenge any issues apparently presented by the data with the head teacher
- Ensure you look at external/national/regional performance data in order to compare the school's performance with other similar schools locally and nationally, in order to inform school development needs
- Build and maintain good working relationships with other members of the governing body, the Governance Manager and the school's senior leadership team
- Develop and maintain your knowledge of current national and local education policy
- Undertake regular training and attend briefings to ensure your knowledge as a governor is continually developed and up to date, so you are able to play a full part in governing body matters

- Provide a skills audit to the chair and ensure this is updated with any new relevant skills developed
- Maintain a proactive involvement in the life of the governing body
- Raise any concerns about Governing Body performance or the way the governing body acts in relation to legal requirements or required procedures with the Chair, so that the Governing Body is able to develop its skills, understanding and practice in the ethos of continual development
- Ensure you act within the agreed Code of Conduct at all times, paying particular regard to safeguarding and maintaining confidentiality in relation to information and issues to which you are party
- Ensure that you read, sign and follow the conditions of the ICT Acceptable Use Agreement
- To participate in an annual conversation with the Chair of Governors.

Chair of Governors Role Description

The Chair of Governors (COG) will be elected by the Governing Body.

Purpose of the role

To provide leadership to the Governing Body and ensure that governors fulfil their functions for the proper governance of the school.

Responsibilities for this role:

Leading governance in the school

- Ensure the Governing Body and the Head Teacher have a shared sense of purpose
- Ensure the Governing Body sets a clear vision and strategy for the school
- Lead the governing body in monitoring the head teacher's implementation of the school improvement plan

Leading and developing the Governing Body

- Ensure the governing body has the required skills to govern well, and that appointments made fill any identified skills gaps
- Ensure all governors receive appropriate induction, ongoing training as needed and have a thorough understanding of their role
- Ensure governors act reasonably and in line with the agreed code of conduct
- Develop a good working relationship with the vice chair, ensuring they are kept fully informed and delegating tasks to them as appropriate
- Ensure Governing Body members feel valued and encourage their development and input
- Carry out performance reviews with each governor on an annual basis (see Appendix 1)
- Ensure there is a plan for the succession of chair, vice-chair and committee chairs and that opportunities are given to a wide mix of governors so that experience and ability can be developed
- Promote good teamwork and effective working relationships among all governors, and an open culture of discussion
- Ensure succession planning arrangements are in place.

Leading school improvement

- Ensure the governing body is involved at a strategic level in the school's self evaluation process and that this feeds into the key strategic priorities
- Ensure the governing body's business is focused on the key strategic priorities
- Take the lead in representing the governing body at relevant external meetings with school partners
- Ensure the governing body has mechanisms in place to obtain and listen to the views of parents, students and staff

The Chair, the Head Teacher and Accountability

- Build professional relationship with the head teacher which allows for open and honest conversations, enables you to act as a sounding body for the head and ensures there are no surprises for either at meetings
- Meet regularly with the head teacher
- Ensure that there are transparent and effective processes for the recruitment and induction of the head teacher
- Ensure appropriate governor involvement in the recruitment into Senior Leadership Team posts
- Ensure all governors concentrate on their strategic role, receive information fit for purpose and hold the head teacher to account
- Ensure the head teacher provides staff with an understanding of the role of the governing body and acts as a link between the two
- Attend school functions as appropriate and encourage other governors to do so
- Ensure that complaints made to the governing body are dealt with in a timely and effective manner
- If required, play the lead role in any decision to suspend the head teacher

Leading Governing Body Business

- In conjunction with the Governance Manager and the head teacher, plan for governing body meetings, ensuring agendas focus on the governing body's key responsibilities and strategic priorities and ensure any paperwork required is made available to governors seven days before meetings.
- Chair meetings effectively, managing the agenda and available time appropriately and ensuring all members of the governing body have the opportunity and are encouraged to participate actively in discussions and decision-making activities whilst ensuring clear decisions are reached as quickly as possible
- Ensure actions delegated to individuals or committees by the governing body during previous meetings have been acted on and receive reports back to the governing body at the next meeting
- Ensure decisions taken at governing body meetings are implemented
- Ensure the governing body appoints a professional Governance Manager capable of providing advice on the governing body's functions, that there is a job description in place for the Governance Manager and that the Governance Manager's performance is reviewed annually
- Ensure that accurate minutes are produced of each full governing body meeting by the Governance Manager.

Vice Chair's Role Description

The Vice Chair (which may be a partnership of two Governors) will be elected by the Governing Body.

Purpose of the role To provide support to the Chair of Governors in fulfilling their role and take the place of the chair in any aspect of governance in their absence, should they be unable to fulfil their role for any reason.

Responsibilities for this role:

- Develop a good understanding of the full remit of the chair's role and be ready to step in to act in the chair's absence if needed
- Ensure you are kept fully informed by the chair of all current developments and issues
- Act as a support to the chair by listening to and discussing issues arising
- Support the chair in implementing the chair of governor's leadership role, by acting on any areas or issues delegated to you by them and keeping the chair informed of progress on these
- Develop strong, trusting working relationships with the chair, head teacher and other senior leaders in the school
- Take part in regular Steering Group meetings, working to develop the governance priorities for each term.
- Regularly review and keep up to date with requirements on the governing body in relation to publishing of data/information
- Ensure the school website is up to date with all current requirements, holding named governors to account where they have individual responsibility

Committee Chairs' Role Description

Committee Chairs will be appointed by the Chair of Governors.

Purpose of the role

To ensure the Committee undertakes the work and decisions delegated to it by the governing body, as outlined within the committee's terms of reference, effectively and within the relevant legal parameters, for the benefit of the school, and to ensure the governing body receives regular reports of the committee's actions and decisions.

Responsibilities for the role:

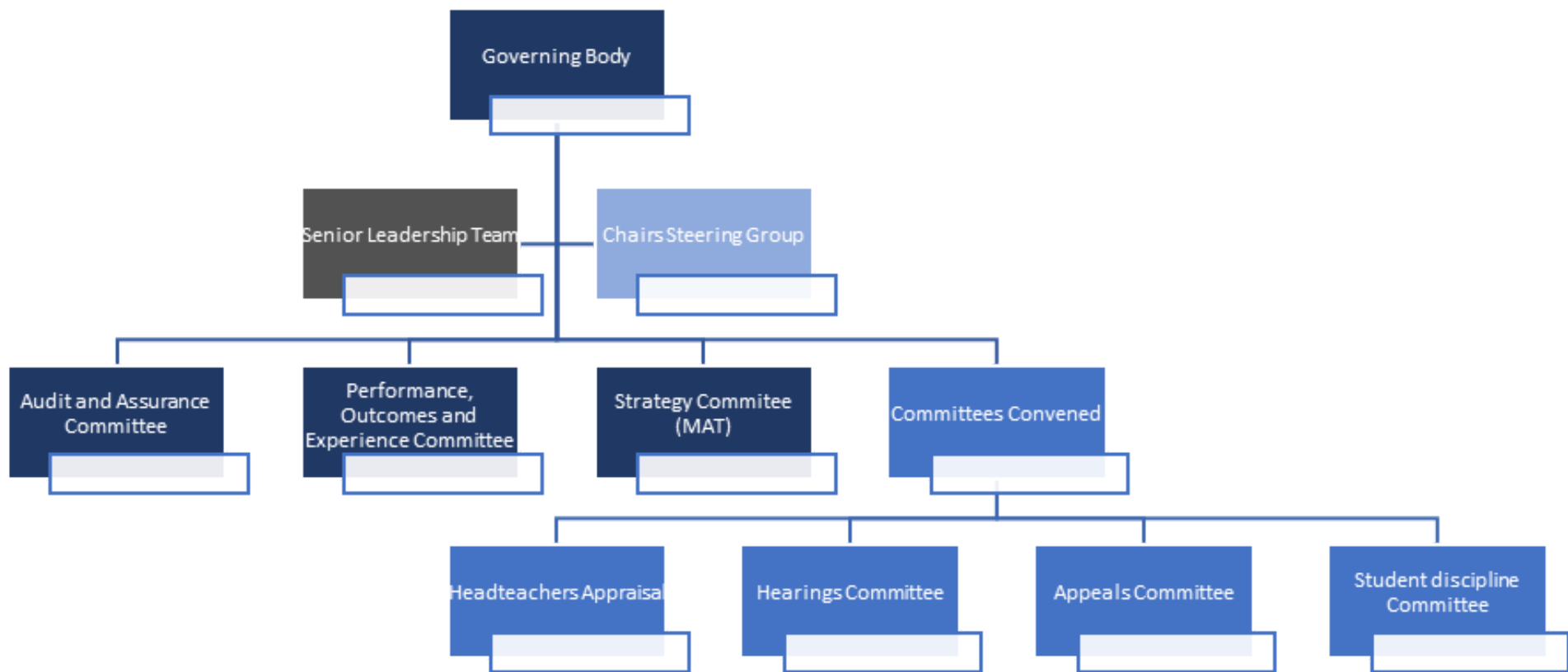
- Lead the work of the committee to ensure it operates effectively and to see that the business of the committee is conducted properly, in accordance with legal requirements and the committee's terms of reference as agreed by the governing body.
- Ensure you have good knowledge of the legal requirements relating to your committee's activities and maintain an up-to-date knowledge of changes in policy and requirements
- Develop a good working relationship with the Head Teacher and SLT lead
- With the Governance Manager and Head Teacher, develop, maintain and implement an annual calendar of activities/responsibilities for your committee
- Ensure policies delegated as being the responsibility of the committee are drafted/reviewed and signed off within appropriate timescales
- Ensure actions delegated to the committee by the governing body are acted on swiftly and reported back to the governing body at the next meeting
- Ensure the committee has good knowledge and understanding of areas of governance relevant to the committee, highlighting areas of weakness, governors' training requirements, and committee members' relevant knowledge / skills
- Liaise with Governance Manager and head teacher to produce agenda and papers required for each meeting, ensuring this is done in a timely way so that the Governance Manager can convene the meeting and send out paperwork seven days prior to each meeting
- Chair meetings effectively, focusing on priorities, using available time well and ensuring that all members have an equal opportunity to participate in discussion and decision-making
- Ensure committee minutes/reports are circulated to the Governance Manager in time to be circulated with FGB papers each term, prepare any verbal reports to FGB meetings which are needed to accompany these papers and be ready to answer questions from governors about the committee's activities and decisions

- Promote good teamwork and effective working relationships among all committee members
- Be able to talk knowledgably about the impact of the committee's work on school development and student outcomes
- To lead an annual review of the Committees' work and impact (see Appendix 1).

The Governance Manager / Clerk to the Governing Body Role Description

- To work effectively with the Chair of Governors, the Head Teacher and other Governors to support the Governing Body
- To advise the governing body on legal, constitutional and procedural matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the governing body
- To give and receive notices in accordance with relevant regulations
- Ensure committees have adequate Governance arrangements and that accurate minutes are produced of each committee meeting
- Oversee the process for the recruitment and induction of Governors
- To perform such other functions as may be determined by the Governing Body from time to time.

Section 2: Governance Structure and Terms of Reference



The Governing Body

Terms of Reference

Introduction

The first core function of the Governing Body is to provide strategic leadership. This involves setting the schools' overall strategic framework, including its' vision and strategic priorities and setting and modelling its' culture, values and ethos. In setting the school's vision, it is important that the Governing Body is connected with, and responsive to the communities – particularly students, parents and carers – through effective engagement.

As the accountable body, the Governing Body is the key decision maker. It may choose to delegate operational matters to executive leaders and governance functions to committees or in some cases to individuals, however the Governing Body remains accountable and responsible for all decisions made and executive leaders operate within the autonomy, powers and functions delegated to them by the Governing Body.

In addition to strategic leadership, the Governing Body is also responsible for ensuring robust accountability for executive leaders. This means holding them to account for both educational performance and for financial and organisational performance of the school.

The Governing Body and its' Committees must meet regularly enough to discharge their responsibilities.

Composition

This will be set out in the Standing Orders.

Appointment of Chair

The Chair of the Governing Body will be elected by the Governors.

Meetings

The Governing Body will meet formally a minimum of 4 times per year but may meet at other times as necessary.

The approved minutes of each meeting will be published on the School website.

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Specific Responsibilities:

- To agree the Strategic Plan for the school, including the School Improvement Priorities
- To approve the first formal budget plan of the financial year*
- Maintain and oversee the strategic risk register to ensure that mitigating actions are progressed effectively
- To appoint co-opted governors where appropriate
- To establish the Committees of the Governing Body and their terms of reference and agree the functions delegated and to review these at least annually*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing body is necessary*
- To monitor the progress of work being undertaken by Committees and Individuals

See schedule of Policies at Appendix 3 to confirm the policies reserved to the Board.

Audit and Assurance Committee

Terms of Reference

Overview

The Assurance and Audit Committee is a sub-committee and reports directly to the Full Governing Body. The committee plays a key role in offering assurance to the Full Governing Body with regard to internal controls, risk management, health & safety and governance of the school.

Composition

The committee will comprise of up to six governors, including the Head Teacher.

The Finance Manager, Facilities Manager and HR Manager will be co-opted on to the committee and will be non-voting.

Quorum: 4 voting members

Members of the Senior Leadership Team will be invited to attend meetings as necessary.

Appointment of Chair

The Chair of the Committee will be appointed by the Chair of Governors

Meetings

The Committee will meet 4 times per year but may meet at other times as necessary.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

General Terms

- To act on matters delegated by the full governing body;
- To liaise and consult with other committees, task & finish groups, working parties where necessary;
- To contribute to the School's Improvement Plan;
- To consider safeguarding and equalities implications when undertaking all committee functions.

Assurance

- To maintain oversight of the Schools Financial, governance, risk management and internal control systems
- To agree to an annual programme of internal scrutiny for checking financial systems, controls, transactions and risks informed by a review of the risk register.

Financial Policy and Planning

- To monitor, review and recommend to the Governing Body a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements).
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account the priorities of the School Improvement Plan and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Governing Body for adoption, an annual school budget taking into account the priorities of the School Improvement Plan;
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy as recommended by the Head Teacher to the Assurance & Audit Committee for approval.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Head Teacher / Finance Manager.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees, task & finish groups, working parties and provide them with the information they need to perform their duties.
- To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Financial Pay

- To approve pay awards in the light of performance management reviews and in line with policy guidance.
- To report back to the Governing Body for ratification of recommended pay awards.

Premises

- To provide support and guidance for the governing body and the Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place, and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Review / Development Plan.
- To review, adopt and monitor a Health and Safety Policy.
- To monitor the assessment of risks to which the school is exposed, to ensure this is kept up to date and that controls are implemented to mitigate these risks.
- To ensure that risk management processes are adopted throughout the school.

Staffing

- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration, monitor and review of the Pay Policy.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g., training.

See Appendix 3 for the Statutory Policies Delegated to the Audit & Assurance Committee

Outcomes, Performance & Experience Committee

Terms of Reference

Overview

The Outcomes, Performance & Experience Committee is a sub-committee and reports directly to the Governing Body. The Committee plays a key role in offering assurance to the Governing Body with regard to the outcomes, performance and experience of students through their time at Rednock.

Composition

The committee will comprise of up to six governors, including the Head Teacher.

Quorum: 4 voting members

Members of the Senior Leadership Team will be invited to attend meetings as necessary.

Appointment of Chair

The Chair of the Committee will be appointed by the Chair of Governors

Meetings

The Committee will meet a minimum of three times per year, however, may meet at other times as necessary. In the absence of the Committee Chair, the Committee shall choose an acting chair for that meeting from among their number.

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and will be presented at that meeting by the Committee Chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – no vote can be taken unless a majority of those present are governors.

General Terms

- To act on matters delegated by the full governing body;
- To liaise and consult with other committees, task & finish groups, working parties where necessary;
- To contribute to the School's Improvement Plan;
- To consider safeguarding and equalities implications when undertaking all committee functions.

Specific Responsibilities:

Curriculum

- To have oversight of the curriculum offer and ensure that it meets statutory requirements, including those for reporting.
- To review public examination results, analysing reasons for these

- To considering the School's approach to the year ahead and agree academic targets for recommendation to the Governing Body
- To ensure the requirements of children with special needs are met
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate the rates of progress and standards of achievement by students, including any underachieving groups, ensuring the school makes use of all baseline data and sets targets for the achievement of students at the end of Key Stage 3, Key Stage 4 and Key Stage 5.
- To monitor and evaluate the impact of the priority actions as agreed in the School Improvement Plan
- To monitor and evaluate the student enrichment programmes and preparation for adult life, ensuring that there are clear and measurable outcomes agreed to enable review of impact and outcomes.
- To consider curricular issues which have implications for resources and to make recommendations to the relevant committee(s) or the governing body
- Ensure that impartial careers education, information and guidance is provided to students.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, including, SEND, Pupil Premium and Safeguarding. To receive regular reports from them and advise the governing body

Student Experience and Wellbeing

- To review and maintain an overview of the home-school agreement.
- To support and maintain oversight of the work to promote behaviours for learning across the school
- To maintain and overview of attendance and to support actions to address areas of concern.
- To monitor how well the main features of the school's pastoral arrangements help safeguard and promote the welfare of students.
- To review at least annually those aspects of the School Improvement Plan which relate to, or which may have an impact upon the pastoral arrangements of the school and to make recommendations to the other Committees it considers necessary:
- Oversee and authorise arrangement for overnight school trips in line with the DfE policy.
- Establish and maintain systems that provide an overview of student, staff and parent/carer experience of Rednock and where appropriate make suggestions for improvement.

Teaching & Support Staff

- To establish and oversee the operation of the School's Appraisal Policy (Teaching and Support Staff), aligned to the delivery of the School Improvement Plan and targets for student achievement.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice and to review these procedures as necessary.
- In consultation with staff, to oversee any process which may result in staff reductions.

See Appendix 3 for the Statutory Policies Delegated to the Committee

Multi Academy Trust (MAT) Committee Terms of Reference

Role of the Committee

The Multi Academy Trust (MAT) Committee is a sub-committee of the Governing Body, reporting directly to the Governing Body.

The Committee will be responsible for progressing work to enable the Governing Body to consider the approach and options in response to the current national policy that “by 2030, all children will benefit from being taught in a school, or in the process of joining, a strong multi-academy trust”.

Composition

The Committee will comprise of the following:

Chair of Governors (Chair)

Vice Chair of Governors

Staff Governor

Parent Governor

Head Teacher

Deputy Head Teacher

3 Staff Representatives to include a minimum of one ECT and one member of non-teaching staff

Meetings

The Committee will meet a minimum of termly however may meet at other times as necessary.

General Terms

The Committee will work in line with the decision of the Governing Body made on 21st September 2022 to progress work to assess the options available to Rednock to join a MAT. This decision recognised that doing nothing was not an option and that under the present policy context the option of becoming a lead school in a new MAT was not achievable.

The Committee will be responsible for:

- Framing the key priorities and necessary conditions for Rednock in relation to its' future within a MAT, for agreement by the FGB
- Systematically identifying and reviewing potential options available
- Assessing options against a clear framework agreed by the FGB
- Maintaining and developing a strong relationship with the Regional Director on matters relating to the MAT policy
- Ensuring strong and clear communication and engagement, with particular reference to staff, students, parents and local schools including those within the Cam and Dursley Partnership

- Subject to the outcome of any assessment and identification of a preferred option, leading a process of due diligence
- To report regularly to the Full Governing Body.

Chair of Governors Steering Group

This informal group will include the Chair of Governors, the Vice-Chair, the Head Teacher, the Deputy Head Teacher to support the co-ordination and enhance the effectiveness of the work of the governing body.

The role and remit of this group:

- To develop the Governing Body strategic plan for discussion and approval by the full governing body
- To meet termly to agree the work of the governing body and its committees for that term and beyond
- To agree, before the start of the academic year, the programme of work and calendar of meetings for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To agree and appoint a consultant for school improvement
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To establish and keep under review a protocol for the governing body
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement & Development Plan
- To oversee and monitor the school's compliance of Key Documents
- To consider recommendations made by committees with regard to the working of the governing body
- To make recommendations to the governing body to establish exceptional working arrangements where particular circumstances arise e.g., a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection

Head Teacher's Appraisal Committee Terms of Reference

Purpose

Membership:

Three Governors appointed by the Chair of Governors in consultation with the Head Teacher, to include as a minimum to the Chair of Governors or the Vice Chair

- To arrange to meet with the School Improvement Consultant to discuss the Head Teacher's performance targets
- To decide, with the support of the School Improvement Consultant, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head Teacher against the targets
- To make recommendations to the Audit & Assurance Committee in respect of awards for the successful meeting of targets set
- Additional items which the governing body may wish to include

Disqualification: Head Teacher; Staff Governor; either the Chair of Governors or Vice Chair

Review Officer: The Chair or Vice Chair who is NOT a member of this Committee

Hearings Committee

Terms of Reference

A Hearings Committee will be convened by the Clerk, in discussion with the Chair of Governors, and would normally comprise 3 Governors, together with an Independent Person not involved in the matter of concern. If, through non-attendance of a governor, or an even number of governors on the Committee, the Chair of the Committee will have the casting vote. (NOTE: there should be the same number of governors on an Appeal Committee)

Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the Head Teacher)
- To make any decisions under the governing body's HR procedures e.g., disciplinary, grievance, capability where the Head Teacher is the subject of the action
- To make any decisions relating to any member of staff other than the Head Teacher, under the governing body's HR procedures (unless delegated to the Head Teacher)
- To make any determination or decision under the governing body's General Complaints Policy and Procedure
- To make any determination or decision under the governing body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the governing body's charging policy

The Committee will refer to the relevant School Policies and Procedures in its deliberations.

Disqualification: Head Teacher

Appeals Committee

Terms of Reference

An Appeals Committee will be convened by the Clerk, in discussion with the Chair of Governors, and would normally comprise 3 Governors, together with an Independent Person not involved in the matter of concern or involved in the original Hearings Committee. If, through non-attendance of a governor, or an even number of governors on the Committee, the Chair of the Committee will have the casting vote. (NOTE: there should be the same number of governors on an Appeal Committee)

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee or the Head Teacher
- To consider any appeal against a decision short of dismissal under the governing body's HR procedures e.g., disciplinary, grievance, capability
- To consider any appeal against selection for redundancy
- To consider any appeal against pay decision

The Committee will refer to the relevant School Policies and Procedures in its deliberations.

Disqualification: Head Teacher, any members of the relevant hearings committee

Student Discipline Committee

Terms of Reference

A Student Discipline Committee will be convened by the Clerk, in discussion with the Chair of Governors, and would normally comprise 3 Governors who have no connection with the student or the incident that could affect their ability to act impartially. If through non-attendance of a governor, or an even number of governors on the Committee, the Chair of the Committee will have the casting vote.

Terms of reference:

- To consider representations from parents in the case of suspensions of 5 days or less in a term (Committee may not reinstate)
- To consider representations from parents in the case of suspensions totalling more than 5 but less than 16 school days in a single term (meeting to be held between the 6th and the 50th school days after receiving notice of the suspension)
- To consider the appropriateness of any permanent exclusion or any suspension where one or more suspensions total more than 15 school days in one term or where a student is denied the chance to take a public examination (meeting to be held between the 6th and the 15th school days after receiving notice of the permanent exclusion or suspension)

The Committee will refer to the relevant School Policies and Procedures in its deliberations.

Disqualification: Head Teacher

It is suggested that the Chair of Governors would not normally be a member of the Committee due to probably prior knowledge.

Appendix 1: Framework for Annual Review of the Governing Body and Its' Committee

The Chair of the Governing Body and each Standing Committee should complete the following template at least annually and provide a summary to the Governing Body.

Activity – What has kept us busy during the last year?	Strategy – how are we helping to shape the school's future?
Challenges – Where have we specifically questioned the school's provision, decisions or actions?	Impact – What difference have our decisions and actions made?

Appendix 2: Framework for Annual Conversations between the Chair of Governors and School Governors

Each Governor should complete the following template at least annually as part of the annual discussion with the Chair of Governors.

Looking Back...

Activity – What has kept me busy during the last year?	Strategy – how have I helped to shape the school’s future?
Challenges – Where have I specifically questioned the school’s provision, decisions or actions?	Impact – What difference have I made? made?

Looking Forward...

Activity – What do I want to focus on in the year ahead?	Strategy – what do I think I is most important to Rednock’s success?
Challenges – What do I think are going to be the challenges and I can I help??	Impact – What difference do I want to make?

Appendix 3: Schedule of Policies

Ref No	Policy Document	Responsibility	Approval	Policy Review Date	Review Frequency
ADMISSIONS					
RED E003	Admission Arrangements	Head Teacher	Governing Body	Oct-22	Annually
ADMINISTRATION & DATA					
RED C002	Charging & Remissions	Finance Manager	Audit & Assurance Committee	Nov-22	Annually
RED E006b	Data Protection Policy	Data Manager	Governing Body	Oct-22	Annually
	Protection of Children's Biometric Information	Data Manager	Governing Body	Oct-22	Annually
RED A032	Register of Student Admissions	Data Manager	Head Teacher	Live Document	Live Document
RED A033	Register of Student Attendance	Attendance Officer	Head Teacher	Live Document	Live Document
RED S002	School Information Published on Website	Head Teacher	Governing Body	Live Document	Live Document
RED E010	General Complaints Procedure & Policy	Head Teacher	Governing Body	Dec-22	Annually
STAFFING & HUMAN RESOURCES					
RED B011	Staff Capability Policy	HR Manager	Audit & Assurance Committee	Nov-22	Annually
RED B023	Early Career Teachers (ECTs)	HR Manager	Outcomes, Performance & Experience Committee	Sep-22	Annually
RED B011a	Staff Disciplinary Procedures	HR Manager	Audit & Assurance Committee	Jun-23	Annually

RED B011b	Staff Grievance Procedures	HR Manager	Audit & Assurance Committee	Jun-23	Annually
RED B011c	Staff Conduct Procedures	HR Manager	Audit & Assurance Committee	Sep-21	Annually
RED B022	Single Central Record	NJD	Head Teacher / Safeguarding Link Governor	Live Document	Live Document
RED E005	Statement of Procedures for Dealing with Allegations of Abuse against Staff	Head Teacher	Governing Body Appendix to Child Protection Policy	See Note	Annually
RED B002	Teachers Pay Policy	HR Manager	Audit & Assurance Committee	Nov-22	Annually
PUPIL WELLBEING & SAFEGUARDING					
RED A030	Accessibility Policy & Plan	Deputy Head	Governing Body	Sep-24	Every 3 Years
RED A022	Child Protection Policy & Procedures	Asst Head (KCO)	Governing Body	Apr-23	Annually
	Children with Health Needs who cannot attend school	Asst Head (KCO)	Governing Body		Annually
RED A008	Designated Teacher for Looked-After & Previously Looked-After Children	Asst Head (KCO)	Governing Body	Jul-22	Annually
RED A003	Special Educational Needs (SEN) & Disability Policy & SEN Information Report	Asst Head (KCO)	Governing Body	Mar-23	Annually
RED E013a	Supporting Students with Medical Conditions: Medical Needs Policy & Managing Medicines	Asst Head (KCO)	Governing Body	Mar-23	Annually
RELATIONSHIP & SEX EDUCATION					
RED A018	Relationship & Sex Education Policy	TJJ	Outcomes, Performance & Experience Committee	Apr-23	Annually
BEHAVIOUR					

RED A010	Behaviour Policy	Asst Head (KCO)	Outcomes, Performance & Experience Committee	Jul-22	Annually
RED A010a	Behaviour Principles Written Statement	Asst Head (KCO)	Outcomes, Performance & Experience Committee	Jul-22	Annually
RED A004	School Exclusion	Head Teacher	Outcomes, Performance & Experience Committee	Sep-22	Annually
FACILITIES					
RED D001	Health & Safety Policy	Facilities Manager	Audit & Assurance Committee	Nov-22	Annually
RED E013	First Aid in Schools	Asst Head (KCO)	Governing Body	Dec-22	Annually
RED D002	Premises Management Documents	Facilities Manager	Audit & Assurance Committee	Live Document	Live Document
GOVERNANCE					
RED E002	Equality Information and Objectives Statement	HR Manager	Governing Body	Jul-23	Annually / 4 Years
RED C001	Governors' Allowances	Finance Manager	Governing Body	Nov-22	Annually
RED S001	Instrument of Governance	Governing Body	Governing Body	Sep-22	Annually
RED C005	Register of Business Interests	Head Teacher	Governing Body	Live Document	Live Document
CAREERS GUIDANCE					
RED A001	Provider Access Arrangements Statement	TJJ	Outcomes, Performance & Experience Committee	Apr-23	Every 2 Years
ADDITIONAL POLICIES WITH STATUTORY GROUNDING					

RED A014	Examination Contingency Plan	Exam Officer	Outcomes, Performance & Experience Committee	Oct-22	Annually
RED A015	Non-Examination Assessment	Exam Officer	Outcomes, Performance & Experience Committee	Oct-22	Annually
RED E006a	Freedom of Information Publication Scheme	Data Manager	Governing Body	Jan-23	Annually
RED S003	Minutes of, & Papers considered at meetings of the Governing Body	Clerk	GB / Committee	Not Applicable	Not Applicable
RED E006d	Privacy Notices - Parents & Students	Data Manager	Governing Body	Sep-22	Annually
RED E006d	Privacy Notices - Staff	HR Manager	Outcomes, Performance & Experience Committee	Nov-22	Annually
RED E006d	Privacy Notice - Governors	Clerk	Governing Body	Sep-22	Annually
RED B004	Teacher Appraisal Policy	HR Manager	Outcomes, Performance & Experience Committee	Nov-22	Annually
RED S004	Governors' Code of Conduct	Clerk	Governing Body	Sep-22	Annually

Appendix 4 Link/Lead Governor Roles 2022-2023

Area	Summary
Safeguarding	To support assurance and oversight in relation to the schools safeguarding arrangements. Safeguarding: role of the link governor The Key Governance (thekeysupport.com)
Health & Safety	To support assurance and oversight in relation to health and safety across the school Health and safety: role of the link governor The Key Governance (thekeysupport.com)
Special Educational Needs/Pupil Premium	To support assurance and oversight in relation to the school support for students with SEN and Pupil Premium SEND: role of the link governor The Key Governance (thekeysupport.com) Monitoring pupil premium: role of the link governor The Key Governance (thekeysupport.com)
Careers	To take a strategic interest in careers education and guidance, and encourages employer engagement Careers link governor: role The Key Governance (thekeysupport.com)
Student/Parent Voice	To take a strategic interest in enhancing student and parent voice in the work of the Governing Body
Inclusion, Equality and Wellbeing	To take a strategic interest in ensuring everyone has the same opportunity regardless of their different needs, characteristics and backgrounds, and that wellbeing is promoted. Inclusion/equality: role of the link governor The Key Governance (thekeysupport.com) Wellbeing link governor: role description The Key Governance (thekeysupport.com)
Assessment & Curriculum	To take a strategic interest how assessment is managed in the school. Assessment: role of the link governor The Key Governance (thekeysupport.com) Curriculum: role of the link governor The Key Governance (thekeysupport.com)
Sustainability	To take a strategic interest in opportunities to improve sustainability.