

# **Rednock School**

## **Governing Body Committee Structure and Terms of Reference**

**Approved 25th September 2024**

**Revised November 2024  
(Sixth Form Challenge Group)**

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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's [Governance Guide for Maintained Schools](#) (March 2024).

# 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 Headteacher 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, headteacher 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, contributing to the life of the school by attending school events where possible.
- 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 and 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 Headteacher 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 headteacher's implementation of the school development 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-chairs, 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 annual conversations with each governor to agree objectives.
- Ensure there is a plan for the succession of chair, vice-chairs 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 a professional relationship with the headteacher which allows for open and honest conversations, enables you to act as a sounding body for the headteacher and ensures there are no surprises for either at meetings.

- Meet regularly with the headteacher .
- Ensure that there are transparent and effective processes for the recruitment and induction of the headteacher.
- 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 headteacher 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 Clerk to the Governors and the headteacher, plan for governing body meetings, ensure agendas focus on the governing body's key responsibilities and strategic priorities and ensure any paperwork required is made available to governors no less than five 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 Clerk to the Governors capable of providing advice on the governing body's functions, that there is a job description in place for the Clerk to the Governors and that their performance is reviewed annually.
- Ensure that accurate minutes are produced of each full governing body meeting.



## Vice Chair 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, headteacher 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 Chair Role Description

Committee Chairs will be appointed by the Chair of Governor.

### 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:

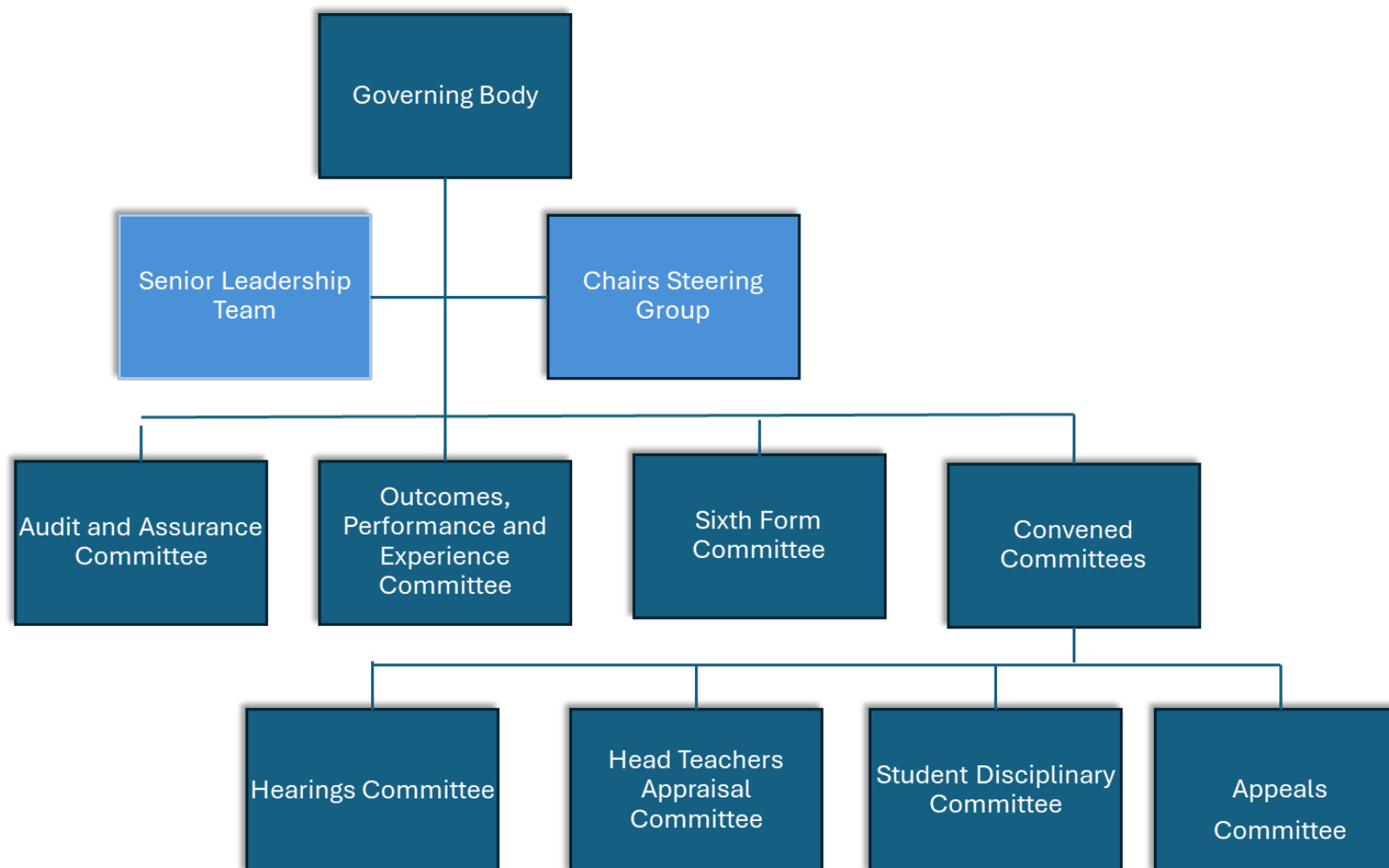
- Lead the work of the committee to ensure it operates effectively and to see that the business of the committee is conducted properly, in accordance with legal requirements and the committee's terms of reference as agreed by the governing body.
- Ensure you have good knowledge of the legal requirements 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 Headteacher and SLT lead.
- With the Clerk to the Governors and Headteacher, 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 the Clerk to the Governors and headteacher to produce agenda and papers required for each meeting, ensuring this is done in a timely way so that the Clerk to the Governors 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 with knowledge 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.

## **o The Clerk to the Governing Body Role Description**

- To work effectively with the Chair of Governors, the Headteacher 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 1 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 Headteacher.

The Business 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

The Committee will appoint a Vice-Chair.

### 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 Development Plan;
- To consider safeguarding and equalities implications when undertaking all committee functions.

### Assurance

- To maintain oversight of the School's 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 Development 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 Development Plan;
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy as recommended by the Headteacher 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 Headteacher / Business 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 oversee the pay awards following performance management reviews and in line with policy guidance.
- To report back to the Governing Body recommended pay awards.

### Premises

- To provide support and guidance for the governing body and the Headteacher 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;
- 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 1 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. While the Committee will have a line of sight to the outcomes, performance and experience relating to the Sixth form, these will be considered in detail by the Sixth Form Committee.

### Composition

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

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.

The Committee will appoint a Vice-Chair.

### Meetings

The Committee will meet a minimum of four times per year, however, may meet at other times as necessary.

In the absence of the Committee Chair, the Committee Vice-Chair will chair the meeting.

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 monitor the School's Development Plan;
- To consider safeguarding and equalities implications when undertaking all committee functions.

### **Specific Responsibilities:**

#### **Curriculum**

- To have oversight of the curriculum offer for KS3 and KS4 and ensure that it meets statutory requirements, including those for reporting;
- To review KS 4 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 student progress and standards of achievement;
- To monitor and evaluate the rates of progress and achievement by all 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 and Key Stage 4;
- To monitor and evaluate the impact of the priority actions as agreed in the School Development 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 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 all students;
- To monitor the impact of the School Development Plan upon the pastoral arrangements of the school and to make recommendations to the other Committees it considers necessary;
- To 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 School's Appraisal Policies for Teaching & Support Staff, aligned to the delivery of the School Development Plan and targets for student achievement.

**See Appendix 1 for the Statutory Policies Delegated to the Committee**

## Sixth Form Challenge Group

### Overview

The Sixth Form Challenge Group reports directly to the Governing Body. It will on behalf of the Governing Body focus on the strategy required to establish a sustainable sixth form offer, considering outcomes, performance and experience. The Challenge Group, through direct links with the Governing Body and the two Sub Committees, will ensure that there remains a commitment to embedding and strengthening a whole school approach.

### Composition

The Challenge Group will comprise up to four governors to include a member of each FGB Committee and the Headteacher. The Head of Sixth Form and the School Business Manager will also be core members.

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

### Appointment of Chair

The Chair of the Challenge Group will be appointed by the Chair of Governors.

### Meetings

The Challenge Group will meet as necessary, to progress an agreed programme of work to be agreed. The agenda for each meeting will be framed to support this. A report should be provided to the Full Governing Body, and where appropriate directly the Committees of the FGB.

It is not expected that the Challenge Group will have any formal decision making powers, rather it will support the FGB and the Headteacher in their strategic and operational roles.

### Specific Responsibilities:

The Challenge Group will work with the Leadership Team to ensure that there is a plan, with clear actions, to move to a position where there is a sustainable and successful sixth form offer at Rednock. Specifically, this will include:

- **A clear plan to achieve financial viability by 2028/29**

To ensure that there is a clear understanding of the financial context for the sixth form to ensure a common understanding of the income and costs drivers associated with the delivery of the sixth form offer, with the development of scenarios to support strategic planning and operational delivery decisions. This should also include actions to increase student numbers and ensure appropriate teaching and learning capacity

- **Quality of our offer – teaching**

To maintain an oversight of the curriculum offer for KS5, reviewing KS5 performance and ensuring that there is a clear improvement plan that is overseen and monitored, offering recommendations as required;

- **Student Experience and Wellbeing**

To maintain an overview of student experience ensuring that there is a clear improvement plan that has been co-developed with students, offering recommendations as required.

## Chair of Governors Steering Group

This informal group will include the Chair of Governors, the Vice-Chairs, and the Headteacher, to support the coordination 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 as necessary 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 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 and statutory information on the school website.
- 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

On behalf of the Governing Body to undertake the headteacher appraisal

### Membership:

Two Governors appointed by the Chair of Governors in consultation with the Headteacher, 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 Headteacher'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 Headteacher 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.

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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 Headteacher) ;
- 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 Headteacher, under the governing body's HR procedures (unless delegated to the Headteacher);
- 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.

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Disqualification: Headteacher

## 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 Headteacher.
- 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.**

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**Disqualification:** Headteacher, 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 terms (meeting to be held between the 6th and the 50th school day 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 day after receiving notice of the permanent exclusion or suspension).

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

**Disqualification:** Headteacher

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

- **Appendix 1: Schedule of Policies**

Ref No	Policy   Document	Responsibility	Approval	Policy Review Date	Review Frequency
<b>ADMISSIONS</b>					
RED E003	Admission Arrangements	Head Teacher	Governing Body	October 2025	Annually
<b>ADMINISTRATION &amp; DATA</b>					
RED C002	Charging & Remissions	Finance Manager	Audit & Assurance Committee	January 2025	Annually
RED E006b	Data Protection Policy Including:	Data Manager	Governing Body	September 2025	Annually
	Protection of Children's Biometric Information				
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	December 2024	Annually
<b>STAFFING &amp; HUMAN RESOURCES</b>					
RED B011	Staff Capability Policy	HR Manager	Audit & Assurance Committee	November 2024	Annually
RED B023	Early Career Teachers (ECTs)	HR Manager	Outcomes, Performance & Experience Committee	September 2025	Annually
RED B011a	Staff Disciplinary Procedures	HR Manager	Audit & Assurance Committee	June 2025	Annually
RED B011b	Staff Grievance Procedures	HR Manager	Audit & Assurance Committee	June 2025	Annually

RED B011c	Staff Conduct Procedures	HR Manager	Audit & Assurance Committee	July 2025	Annually
RED B022	Single Central Record	NJD	Head Teacher / Safeguarding Link Governor	Live Document	Live Document
RED B002	Teachers Pay Policy	HR Manager	Audit & Assurance Committee	November 2024	Annually
<b>STUDENT WELLBEING &amp; SAFEGUARDING</b>					
RED A030	Accessibility Policy & Plan	Deputy Head	Governing Body	September 2024 (Under Review)	Every 3 Years
RED A022	Child Protection Policy & Procedures	Asst Head (KCO)	Governing Body	September 2025	Annually
RED E013c	Children with Health Needs who cannot attend school	Asst Head (KCO)	Governing Body	December 2024	Annually
RED A008	Designated Teacher for Looked-After & Previously Looked-After Children	Asst Head (KCO)	Governing Body	July 2025	Annually
RED A003	Special Educational Needs (SEN) & Disability Policy & SEN Information Report	Asst Head (KCO)	Governing Body	March 2025	Annually
RED E013a	Supporting Students with Medical Conditions: Medical Needs Policy & Managing Medicines	Asst Head (KCO)	Governing Body	March 2025	Annually
<b>RELATIONSHIP &amp; SEX EDUCATION</b>					
RED A018	Relationship & Sex Education Policy	TJJ	Outcomes, Performance & Experience Committee	June 2025	Annually
<b>BEHAVIOUR</b>					
RED A010	Behaviour Policy	Asst Head (KCO)	Governing Body	July 2025	Annually

RED A010a	Behaviour Principles Written Statement	Asst Head (KCO)	Governing Body	July 2025	Annually
RED A004	School Exclusion	Head Teacher	Governing Body	July 2025	Annually
<b>FACILITIES</b>					
RED D001	Health & Safety Policy	Facilities Manager	Audit & Assurance Committee	January 2025	Annually
RED E013	First Aid in Schools	Asst Head (KCO)	Governing Body	December 2024	Annually
RED D002	Premises Management Documents	Facilities Manager	Audit & Assurance Committee	Live Document	Live Document
<b>GOVERNANCE</b>					
RED E002	Equality Information and Objectives Statement	HR Manager	Governing Body	September 2025	Annually monitor progress towards achieving objectives / 4 Years
RED C001	Governors' Allowances	Finance Manager	Governing Body	November 2024	Annually
RED S001	Instrument of Governance	Governing Body	Governing Body		
RED C005	Register of Business Interests	Head Teacher	Governing Body	Live Document	Live Document
<b>CAREERS GUIDANCE</b>					
RED A001	Provider Access Arrangements Statement	TJJ	Outcomes, Performance & Experience Committee	June 2025	Every 2 Years
<b>ADDITIONAL POLICIES WITH STATUTORY GROUNDING</b>					

RED A014	Examination Contingency Plan	Exam Officer	Outcomes, Performance & Experience Committee	October 2024	Annually
RED A015	Non-Examination Assessment	Exam Officer	Outcomes, Performance & Experience Committee	October 2024	Annually
RED E006a	Freedom of Information Publication Scheme	Data Manager	Governing Body	December 2024	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	September 2025	Annually
RED E006d	Privacy Notices - Staff	HR Manager	Audit & Assurance Committee	November 2024	Annually
RED E006d	Privacy Notice - Governors	Clerk	Governing Body	September 2025	Annually
RED B004	Teacher Appraisal Policy	HR Manager	Outcomes, Performance & Experience Committee	November 2024	Annually
RED S004	Governors' Code of Conduct	Clerk	Governing Body	September 2025	Annually