

Governing Body Committee Meetings

Terms of Reference

Governors Adopted: July 2023

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ANSFORD ACADEMY GOVERNING BODY MEETINGS

TERMS OF REFERENCE

1. All Non-Statutory Committees and Working Groups	
1.1	Each committee elects a Chair and Vice-Chair at the first meeting in the academic year.
1.2	All governors can attend any committee meeting but are not eligible to vote unless appointed to or co-opted onto that committee (Academy staff are not eligible to attend or join the Personnel Committee.) The Head Teacher is entitled to attend all committee meetings.
1.3	Meetings can be cancelled or extra meetings called as needed at the discretion of the Chair.
1.4	The Clerk and the Chair of Committee will prepare agendas and request supporting documents from members of staff. These will be distributed one week in advance of the meeting.
1.5	It is recommended that the Committee Chair meets with the staff member serving the committee prior to the meeting.
1.6	The Governing Body decides the membership of all committees.

2. Pay Committee and Head Teacher's Performance Review		
2.1	Membership	4-6 Governors. Chair to be appointed at first meeting of academic year. Employees at the Academy (except the Head Teacher) are not eligible to sit on this committee.
2.2	Clerking	Clerk to Governors.
2.3	Meeting frequency	At least one meeting per year to: Undertake Head Teacher performance management Review Head Teacher performance Receive pay recommendations Ad hoc meetings as required
2.4	Quorum	3
2.5	Voting	Majority
2.6	Service	Leadership Team

2.7	Agenda and Papers	To be circulated by the Clerk to committee members 3 working days prior to the meeting
2.8	Minutes	To be produced and circulated to committee members within 10 working days, to be shared with the full board
2.9	Policies and Compliance	To review and monitor Policy statements as described in the policy log in an agreed cycle
2.10 TERMS OF REFERENCE		
2.10.1	Receive recommendations from the Head Teacher in regard to pay progression and apply the criteria of the Academy Pay Policy in approving pay progression. Consider any exceptional remuneration matters as required.	
2.10.2	Appoint and work with an external advisor in carrying out the Head Teacher's performance review and make recommendations regarding any pay progression.	
2.10.3	Receive reports on the performance management and appraisal process for all staff and how this is linked to Academy development.	

3. Curriculum and Standards Committee (Non – Statutory)		
3.1	Membership	4-6 Governors. The committee may co-opt non-voting members and must make recommendations for these appointments to the governing body.
3.2	Clerking	Clerk to Governors.
3.3	Meeting frequency	At least 3 times / year.
3.4	Quorum	3
3.5	Voting	Majority.
3.6	Service	Deputy Head Teacher / Associate Head Teacher
3.7	Agenda and Papers	To be circulated by the Clerk to committee members 3 working days prior to the meeting.
3.8	Minutes	To be produced and circulated to committee members within 10 working days. To be shared with the full Board.
3.9	Policies and Compliance	To review and monitor Policy statements as described in the policy log in an agreed cycle.

3.10 TERMS OF REFERENCE	
3.10.1	Review, monitor and evaluate the Academy curriculum offer.
3.10.2	Monitor student progress and achievement including any underachieving and vulnerable groups.
3.10.3	Monitor and evaluate provision for all groups of vulnerable students, ensure their needs have been identified and addressed and evaluate progress and achievement.
3.10.4	To ensure that provision for pupils with special needs is made.
3.10.5	To monitor the implementation of allocated parts of the Academy Improvement Plan.
3.10.6	To consider recommendations from external reviews of the school (e.g. Ofsted or other improvement advisors) agree actions, and monitor implementation.
3.10.7	Monitor and evaluate impact of quality of teaching on pupil progress and achievement.
3.10.8	To contribute to the Academy Improvement Plan.
3.10.9	To promote extra-curricular / enrichment activities.

4. Finance, Business and Audit Committee		
4.1	Membership	4-6 Governors. Chair to be appointed at first meeting of academic year.
4.2	Clerking	Clerk to Governors.
4.3	Meeting frequency	At least 3 times / year.
4.4	Quorum	3
4.5	Voting	Majority.
4.6	Service	Chief Operating Officer and Finance Manager.
4.7	Agenda and Papers	To be circulated by the Clerk to committee members 3 working days prior to the meeting
4.8	Minutes	To be produced and circulated to committee members within 10 working days. To be shared with the Full Board
4.9	Policies and Compliance	To review and monitor Policy statements as described in the policy log in an agreed cycle

4.10	Scope	The committee will combine the oversight functions of Finance and Audit, but clearly identify Audit matters within the minutes to ensure clarity and transparency.
4.10 TERMS OF REFERENCE – FINANCE AND BUSINESS		
4.10.1	Ensure compliance with the current Academies Financial Handbook.	
4.10.2	Provide guidance to the Board on key financial matters.	
4.10.3	In consultation with the Head Teacher and Chief Operating Officer, consider an annual budget proposal and make recommendations to the Board.	
4.10.4	Monitor actual income and expenditure against budget, investigate significant variances and deliver a report on the current position to all Board meetings.	
4.10.5	To consider at least annually a 3/5year financial forecast based on reasonable predictions of student numbers and other known factors.	
4.10.6	To benchmark key financial and staffing data against comparable academies annually and investigate areas of significant variance.	
4.10.7	To make recommendations to the Board on the appointment or re-appointment of external auditors.	
4.10.8	Propose an appropriate level of financial delegation to the Head Teacher and ensure this delegation is minuted by the Board.	
4.10.9	To monitor the implementation of relevant parts of the Academy Improvement Plan.	
4.10.10	Ensure non-public funds are audited.	
4.10.11	Consider matters relating to the buildings and grounds, including security and health and safety matters.	
4.10.12	Inspect the premises at least annually and agree a statement of priorities for maintenance and development.	
4.10.13	Ensure the Academy complies with regulations in respect of health, safety and the protection of data.	
4.10.14	Be made aware of relevant contracts, including those for cleaning, grounds maintenance and catering, and their expiry dates.	
4.10.15	Consider insurance arrangements annually.	
4.10.16	Monitor the marketing and additional fundraising activities of the Academy.	
4.11 TERMS OF REFERENCE – AUDIT		
The purpose of the audit function is to provide assurance to the Board of the adequacy of the Academy's financial and other controls and the management of risk.		

4.11.1	To review the risk register annually and make recommendations for approval by the Board.
4.11.2	Identify the areas of risk which will be scrutinised each year, having regard to the risk register and level of potential risk, and agree a suitable programme of work.
4.11.3	Select and appoint appropriate parties to conduct the programme of scrutiny, ensuring that those scrutinising financial systems and controls are suitably qualified. Scrutiny of other risks to be managed according to the category and complexity.
4.11.4	Receive reports of scrutiny, together with any recommendations for enhancement or improvement, and present the findings to the Board.
4.11.5	Monitor the implementation of any recommendations for improvement made through the programme of work agreed, and any areas identified by the external auditors through their management letter.
4.11.6	Produce an annual summary report of the areas reviewed, key findings, recommendations and conclusions, which must also be provided to the ESFA when submitting the Trust's audited annual accounts.

5. Community, Culture & Welfare Committee		
5.1	Membership	4-6 Governors. Chair to be appointed at first meeting of academic year.
5.2	Clerking	Clerk to Governors.
5.3	Meeting frequency	At least 3 times / year.
5.4	Quorum	3
5.5	Voting	Majority.
5.6	Service	SLT
5.7	Agenda and Papers	To be circulated by the Clerk to committee members 3 working days prior to the meeting
5.8	Minutes	To be produced and circulated to committee members within 10 working days. To be shared with the Full Board
5.9	Policies and Compliance	To review and monitor Policy statements as described in the Policy Log in an agreed cycle
5.10	Scope	Outlined below
5.11 TERMS OF REFERENCE – Safeguarding		
5.11.1	Meet regularly with the designated safeguarding lead (DSL)	
5.11.2	Through discussion with the DSL understand the Trust’s safeguarding strengths and areas for development	
5.11.3	Discuss (without specific pupil details) any safeguarding incidents, the suitability of policies and whether any amendments are necessary	
5.11.4	Seek assurance that all staff are up to date with policy and practice and know what steps to take if they have concerns about a pupil	
5.11.5	Build knowledge and understanding of the Trust’s safeguarding policies and procedures, ensuring these are effective, regularly reviewed and updated	
5.11.6	Observe through arranged visits how the culture of safeguarding is working in the school.	
5.11.7	Evaluate how safeguarding is built into the curriculum, particularly the PSHE curriculum, and how students are taught about staying safe, including online safety	
5.11.8	Use safeguarding audits to help ascertain the robustness of safeguarding procedures and systems	
5.11.9	Report back to the board ensuring that board decision making is based on a sound understanding of both the legal requirements and the trust procedures and culture	
5.12 TERMS OF REFERENCE – Attendance		
5.12.1	Meet regularly with the SLT responsible for attendance	
5.12.2	Receive regular and detailed data of attendance	
5.12.3	Discuss with and support the SLT member’s strategies to improve and sustain high attendance	
5.12.4	Report regularly to the Board on attendance trends	
5.13 TERMS OF REFERENCE – Behaviour		
5.13.1	Meet regularly with the SLT responsible for monitoring and improving behaviour	
5.13.2	Receive regular and detailed data of behaviour in lessons and around the school.	
5.13.3	Monitor and discuss how good behaviour, discipline and respect are communicated to students	
5.13.4	Discuss with and support the SLT’s strategies to improve and sustain good behaviour	
5.13.5	Receive data on exclusions	
5.13.6	Report regularly to the Board on trends in behaviour	

5.14 TERMS OF REFERENCE – Wellbeing / mental health	
5.14.1	Support SLT in championing a whole school approach to wellbeing, including a culture that is inclusive, promotes resilience, and provides space for pupils to feel supported and listened to.
5.14.2	Monitor policies, procedures and decisions taken in the interest of pupil wellbeing, and the impact of interventions put in place.
5.14.3	Monitor how support is communicated to students and parents. This will include extra-curricular provision
5.14.4	Ensure staff have access to adequate training and professional development to support wellbeing and to identify common symptoms of poor mental health.
5.14.5	Receive reports on staff absence rates and any HR concerns.
5.14.6	Receive reports on staff well-being and how this is supported. This will include consideration of workload, as well as possible external support.

6. GOVERNORS STRATEGY WORKING GROUP		
6.1	Membership	Chair and Vice Chair of Governors. Committee Chairs and Vice Chairs. Head Teacher. Chair of Governors acts as Chairman.
6.2	Clerking	Clerk to Governors
6.3	Meeting frequency	Bi termly
6.4	Quorum	Not a decision-making body
6.5	Voting	Not a decision-making body
6.6	Service	Head Teacher
6.7	Agenda and Papers	Clerk to take notes and circulate agenda (as approved by relevant committee Chairs) to appropriate committee members
6.8 TERMS OF REFERENCE		
6.8.1		To consider future strategy (long term developments) of the Academy and present these views to the Governors.
6.8.2		To establish committee agendas

7. Delegation of Functions	
7.1 The following will not be delegated to committees or an individual	
7.2	Election of Chair and Vice Chair
7.3	Removal of the chair from office between elections
7.4	Appointment of co-opted governors
7.5	Appointment and dismissal of the Clerk to the Governors;
7.6	Decisions on Committee Structure and the delegation of powers
7.7	The requirement to hold a meeting once a term
7.8	Confirmation of the Appointment of Head Teacher / Deputy Head Teacher
7.9	Application to vary the number of pupils at the Academy
7.10	Approval of Academy Profile
7.11	Decision to change the character of the Academy
7.12	Adoption of the Budget for the Financial year
7.13	Approval of changes to the Academy's admission arrangements
7.14	Approval of the Health and safety Policy
7.15	Approval of the Annual Safeguarding report
7.16	Approval of the Special Educational Needs Policy
7.17	Statutory Information to Parents
7.18	The appointment of Trustee Governors remains the responsibility of the Trustees.

8 Delegation of Responsibility to Individuals – Link Governors	
TERMS OF REFERENCE	
8.1	To liaise with appropriate members of staff
8.2	Visit the Academy with the purpose of gathering information concerning area of responsibility.
8.3	Report to the Board on developments and progress within area of responsibility.
8.4	Raise the profile of the area of responsibility when related matters are considered by the Board.
8.5	Attend training as appropriate.

9. Admissions Committee		
To determine the school/Academy's admission policy and decisions regarding the admission of individual children.		
9.1	Membership	2 Trustees and the Head Teacher. The Head Teacher cannot act in place of the board in determining the Academy's admissions policy, or in deciding on the admission of any individual child. A chair will be appointed from amongst the membership.
9.2	Clerking	Clerk to Governors.
9.3	Meeting frequency	At least 2 meetings to consider initial applications and a further meeting to consider 2nd round applications. Meetings will be called as required to consider any late requests including in year admissions.
9.4	Quorum	2 Trustees and the Head Teacher
9.5	Voting	Majority.
9.6	Service	Head Teacher / Associate Head Teacher
9.7	Agenda and Papers	To be circulated by the Clerk
9.8	Minutes	To be produced and circulated to committee members within 10 working days. To be shared with the full Board
9.9	Policies and Compliance	To review and monitor Policy statements as described in Appendix A in an agreed cycle

9.10 TERMS OF REFERENCE	
9.10.1	To determine within statutory provisions and the board's policy whether any child should be admitted to the school.
9.10.2	To review admissions arrangements and to make recommendations to the Board for any changes.
9.10.3	To undertake any consultation process if necessary.

10. Statutory Committees		
10.1	Membership	At least 3 Governors who are eligible to serve on the specific panel. Chair to be appointed from members of the panel. Members should be suitably experienced and/or be willing to attend appropriate training and be available to attend panel hearings within the relevant notice. An independent member should be considered for all panels, but especially for parental complaint hearings. Any governor who has prior knowledge shall not sit on the respective appeal panel.
10.2	Clerking	Clerk to Governors / Clerk appointed in accordance with applicable guidance.
10.3	Meeting frequency	As required.
10.4	Papers	To be circulated by the clerk to relevant parties in accordance with applicable guidance.
10.5	Minutes	To be produced by the clerk and circulated to relevant parties in accordance with applicable guidance.
10.6 TERMS OF REFERENCE GENERAL		
10.6.1		To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, where the Head Teacher is the subject of the action
10.6.2		To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Head Teacher.

10.6.3	To make any determination or decision under the Governing Body's Complaints Procedure.
10.6.4	To consider any appeals against a decision to dismiss a member of staff or a decision short of dismissal e.g. disciplinary, grievance or capability.
10.6.5.	To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
10.6.6	To consider any representations by parents in the case of an exclusion where obliged to do so under regulations.
10.6.7	To consider permanent exclusion or fixed term exclusions which total 15 days or more in one term or where the student is denied the chance to sit a public examination.