

TERMS OF REFERENCE FOR THE TEACHING AND LEARNING COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To contribute to the school development priorities and KPIs within the remit of this committee
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Associate Members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors.
Frequency	Once a term and more often if necessary

KEY OBJECTIVES

1	Advise the Full Governing Body on all matters relating to student well-being having liaised fully with the Headteacher and teaching staff.
2	Agree and review the principles of behaviour for students
3	To receive a termly report in order that Governors can monitor and review the tracking of pupil progress, intervention and attainment of all students and different groupings of students
4	To scrutinise examination results and consider aspirational targets for the achievement of students
5	To ensure the views of stakeholders are considered.
6	To receive reports on assessment and feedback practices and to be satisfied data collection is meaningful and impactful for leaders, staff and pupils
7	Receive feedback from and engage with the Cabinet in order to monitor and understand the student perspective of school improvement.
8	Monitor and review the curriculum provision across the school to ensure it is broad, balanced and relevant for all students and groups of students, including supporting groups of students such as Pupil Premium, SEND and EAL.
9	To monitor the expenditure and impact of the Catch-up funding
10	Monitor and review the co-curricular provision for all students and groups of students, including trips and visits and their value and impact.
11	Consider the objectives and conduct of Governor visits to school and advise the Full Governing Body.
12	Scrutinise the provision of careers advice and guidance to ensure it prepares students for the next stage of their education, training or employment.
13	Review the management of admissions and Key Stage transfer

	<ul style="list-style-type: none"> • KS2 to 3 – liaison with feeder primary schools and management of transfer process of new intake • KS3 to 4 – options choices and guidance • KS4 to 5 – retention and transition
14	<p>Receive and evaluate termly reports on</p> <ul style="list-style-type: none"> • The quality of education across the school and actions to secure improvement • Standards and behaviour – rewards/sanctions/exclusions data.
15	<p>Receive and evaluate (at least) annual reports on:</p> <ul style="list-style-type: none"> • The impact of PSHCE provision • The use and impact of ICT to support teaching and learning • Stakeholder engagement – activities, outcome and resultant actions • The school's SEND offer and the quality and impact of SEND provision • The use and impact of Pupil Premium funding to ensure it is used effectively • Extra-curricular activities and the take up from students.
16	<p>Policies – to review and approve in accordance with the Policy schedule</p>

TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To contribute to the school development priorities and KPIs within the remit of this committee
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure. The Governing Body recommend Staff Governors are not appointed to this Committee.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Associate Members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to the Committee members.
Frequency	Annually and more often if necessary

KEY OBJECTIVES	
	PERSONNEL
1	To determine the staff structure and complement (involving communications with the Resources Committee where necessary).
2	To ensure the Staff Recruitment Policy is followed when appointing new members of staff
3	To delegate discretionary leave of absence decisions to the Headteacher in line with the policy, in the case of the Headteacher, the decision is made by the Chair of Governors)
4	To receive and determine applications for premature retirement. Any amount of enhancement will be subject to approval by the Resources Committee
5	To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
6	To recommend to the Full Governing Body, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership Team
7	To ensure an Appraisal policy is in place for all staff and reviewed regularly
8	To receive reports from the Headteacher on the operation of Performance Management procedures and the professional development opportunities provided for staff
9	To ensure high levels of staff welfare are maintained
10	To be aware of and advise the Governing Body of the implications of equal opportunities and other legislation in relation to personnel functions
11	To ensure succession planning is in place for the Headmaster, SLT and any other key member of staff
12	To receive annual reported on recruitment processes

	LEADERSHIP TEAM
13	To ensure the setting and reviewing of targets (in the Autumn and Summer term respectively) for Deputy and Assistant Headteachers takes place by the Headteacher
	POLICIES
14	To review policies in line with the Policy schedule

TERMS OF REFERENCE FOR THE RESOURCES including Finance COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To contribute to the school development priorities and KPIs within the remit of this committee
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Associate Members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors.
Frequency	Once a term and more often if necessary
KEY OBJECTIVES	
1	To abide by the Academies Trust Handbook (updated annually)
2	<p>Internal scrutiny</p> <ul style="list-style-type: none"> • The Committee will put in place a system of internal scrutiny, selecting items for inclusion from suggestions made by all the Governor Committees. The Resources Committee will agree the plan of scrutiny for the year ahead and present this to the FGB. The system will be recorded in the Governors Annual report in the accounts. The Internal Scrutiny findings are reported to the Full Governing Body after scrutiny by the relevant Governor Committee.
3	<p>Budget</p> <ul style="list-style-type: none"> • To prepare the annual financial plan for ratification by the full Governing Body, having taken account of the priorities determined by other committees and set down in the School Improvement Plan and OFSTED Action Plan • To approve the 3-year budget forecast as realistic and within resources • To approve the long term Facilities Plan and agree budget allocation for alterations and improvements for the following financial year. • To have authority to vire between headings during the financial year as need arises, providing this does not result in any overspend at the end of the financial year. The virement limit is to be £30,000. Requests above this limit have to be agreed by the full Governing Body. The Headteacher's level for virement without recourse to the Resources Committee to be £15,000. • To determine in each school year, the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the relevant Committee to

	<p>ensure appropriate levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers' Pay and Conditions Document. This includes liaising over the staff complement and the results of any recommendations resulting from the performance management review.</p>
4	<p>School Regulatory Policy</p> <ul style="list-style-type: none"> • That School regulations are structured to meet the requirements for academies set down by the Department for Education. • To recommend to the full Governing Body the level of financial authority to be delegated to the Headteacher for the day to day management of the school and to keep this reviewed annually (The Headteacher's single item/project expenditure limit is £15,000. Amounts above £15,000 are to be referred to the Resources Committee or Whole Governing Body for approval). • To arrange for an audit or independent examination (as determined by current legislation) of all School Funds, both voluntary and public, to take place at least once in every accounting period. • To receive the audited accounts and to prepare the financial statement to form part of the annual report of the Governing Body. • To ensure that statutory financial regulations for charities and companies are followed carefully within school and that any agreed recommendations from the Audit Report are fully implemented. • To approve write-off of debts above £5000. The Headteacher may write off debts below this limit. • In writing assets off the assets register, the following limits apply: the Support Staff Director has the authority to write off equipment to the value of £1000; and the Headteacher has the authority to write off equipment to the value of £5000. Any item of equipment valued over £5000 is to be placed before the Resources Committee for write off approval. • To ensure tendering arrangements are carried out when directed by AHS Financial Procedures and to approve the award of tenders. Also, should a quote other than the lowest be accepted, to report the decision for ratification, via the minutes, to the whole Governing Body. • To review and approve annually the Lettings Policy and Scale of Hire Charges. • To review and approve annually a Charging Policy (see Chapter 23 of the Governors Guide to the Law). • To review and approve annually the Scheme of Delegation. • To review and approve annually the major contracts and leases the school has entered into including outsourced IT and Catering services, leased equipment and any contract worth over £10k on aggregate annually
5	<p>Monitoring of School Finances</p> <ul style="list-style-type: none"> • To have authority to agree the use of any sums held in contingency or reserve having regard to the priorities established in the School Improvement Plan and up to a limit of £50,000 without reference to the Full Governing Body. • To receive and review monthly monitoring reports from the Support Staff Director and report back to the full Governing Body at their termly meeting(s). To approve or, as appropriate within delegated authority, recommend to the

	<p>full Governing Body, any corrective/remedial action where significant variances from planned income/expenditure arise. To ensure that regular budget monitoring reports are submitted to the Department for Education or their appointed agent.</p> <ul style="list-style-type: none"> • To conduct on behalf of the Full Governing Body annually a benchmarking exercise of the school's finances where practicable. • Ensuring best practice is followed by the School in preventing fraud, taking note of DfE published guidance on anti-fraud measures
6	<p>Business Development and Fundraising</p> <ul style="list-style-type: none"> • Fundraising in support of school improvement. • Developing Alumni relations for the long-term support of the school
7	<p>Premises</p> <ul style="list-style-type: none"> • To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey', any Asset Management Plan. • To liaise with the Headteacher to ensure that efficient, effective and safe programmes are in operation for building and plant maintenance, site security, cleaning, catering, grounds maintenance and disposal of waste. • To monitor and approve any lettings, in accordance with the policy of the Governing Body, having regard to any advice from our auditors about regulations
8	<p>Health and Safety</p> <ul style="list-style-type: none"> • The Committee is to ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety policies as necessary. • The Committee is to liaise with the Headteacher and Chairman of Governors: • In arranging for an internal or external Health and Safety Audit Programme as deemed necessary. • The Committee is to liaise with the Headteacher to ensure that: • The school complies with health and safety legislation. • The Headteacher has received adequate health and safety training to enable him/her to manage health and safety effectively in the school. • At least one senior member of staff has received appropriate training and acts as health and safety co-ordinator for the school. • To ensure that the school has an up to date fire risk assessment which is reviewed annually and that the recommendations of the risk assessment are put in place. • To ensure that the procedures are followed in respect of any building work proposed other than general maintenance to ensure building regulations are met. • All accidents, incidents, dangerous occurrences are recorded and where appropriate are reported to the Health and Safety Executive.

	<ul style="list-style-type: none"> • Accident reports are reviewed at least once annually and a check is made to ensure that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence. • Risk assessments for all work activities carrying a significant risk to health and safety are in place and reviewed at least once annually or more frequently if appropriate and are communicated to all relevant personnel. • The school site, premises and access to and egress from them are maintained in a safe condition at all times and that particular regard is given to the adequate separation of vehicles and pedestrians. • All plant and equipment is serviced and maintained in compliance with the requirements of health and safety legislation, the School's insurers and the School's own policies regarding servicing and maintenance of equipment. • An action plan is drawn up following any health and safety audits carried out and that the recommendations in the reports are followed up and implemented as appropriate
9	<p>Educational Visits</p> <ul style="list-style-type: none"> • To agree on the types of educational visits that Governors should be informed about and to recommend agreement on these to the whole Governing Body. • To ensure that guidance is available and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. To prepare the school's educational visits policy for approval by the whole governing body. • To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the Department for Education or Governing Body. • To discuss, monitor and review these procedures on a regular basis and to make any subsequent recommendations to the whole Governing Body. • To ensure that the Headteacher and Educational Visits Co-ordinator are supported in matters relating to educational visits, and that they have the time and expertise to fulfil their responsibilities. • To ascertain what governor training is available and relevant, and ensure, where possible, training is undertaken. • To ensure the School's Policy on Charging is applied appropriately and takes account of legislation on entitlement to remission of board and lodging costs.
10	<p>Policies – to review and recommend to the FGB the following policies:</p> <ul style="list-style-type: none"> • Governor's Allowance Policy • Educational Visits Policy
11	<p>Policies – to review and approve the following policies:</p> <ul style="list-style-type: none"> • Health and Safety Policy (including statement) • Financial procedures • Charging policy • Freedom of Information Policy • Hire of school premises policy and charges

	<ul style="list-style-type: none">• Personnel safety policy• Accessibility plan• Travel and subsistence allowance for staff• Risk Register• Business Continuity Plan• Green procurement policy
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TERMS OF REFERENCE FOR THE PAY REVIEW COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To contribute to the school development priorities and KPIs within the remit of this committee
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Associate Members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to the Committee members.
Frequency	Annually and more often if necessary

KEY OBJECTIVES

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	PAY AND PERFORMANCE
1	Salary reviews: <ul style="list-style-type: none"> • To understand the profile of the school • Ensure salaries reflect staff responsibilities and contributions • To understand the scope for progression and impact on the budget
2	To review and approve pay recommendations: <ul style="list-style-type: none"> • To ensure the performance management process is applied fairly and consistently • To ensure recommendations are demonstrably evidence based • To ensure recommendations can be justified if challenged • To approve evidence based threshold applications • To approve leadership pay • To get confirmation that the School will notify the HR provider of pay recommendations
3	Receive a report to ensure that objectives set are: <ul style="list-style-type: none"> • Aligned to the SDP • The process is robust, open, consistent and fair • To understand the link between pay and performance to inform progression

4	To make decisions concerning pay of the Leadership Team (Headteacher, Deputy Headteachers, Assistant Headteachers).
5	Policies – to be reviewed and approved in accordance with the policy schedule

TERMS OF REFERENCE FOR THE HR COMMITTEE OF THE SCHOOL GOVERNING BODY (to include Employee Grievance, Staff dismissal, Staff dismissal appeals, Pay review appeals)

General terms

- To act on matters delegated by the Governing Body.
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure. The Headteacher cannot be a member and it is recommended that a member of staff does not sit on this committee. Where there are insufficient governors without prior involvement the Governing Board should consider collaborating with another Governing Board. Any member who has a connection with a particular staff member, should consider stepping down as this knowledge could affect their ability to act impartially.
Clerk	as per agreed arrangements and cannot be the Headteacher
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Chair	to be elected by the committee.
Minutes	Confidential minutes will be taken at the meeting.
Meeting	The Panel may meet remotely, via video conferencing, subject to agreement by all parties
KEY OBJECTIVES	
1	Panels will be convened and act in accordance with the school's policies and procedures (to include but not limiting – Capability, Conduct and Discipline, Employee Grievance, Redundancy and Health and Attendance matters)
Staff Dismissal Appeals	This Committee is required to meet to hear and determine any appeals against: <ul style="list-style-type: none"> • Decisions made by the Staff Dismissal Committee; • A decision taken by the Headteacher or Headteacher and Governor, in relation to Capability and Conduct and Discipline; A Capability Warning or a Conduct and Discipline Warning
Pay Review Appeals	This Committee is required to meet to hear any appeals against pay decisions (including for the Headteacher) in accordance with the School's Pay Policy.
Minutes	Minutes will be taken at the meeting which may be required as a record for any subsequent appeals and Employment Tribunals.

TERMS OF REFERENCE FOR THE PUPIL DISCIPLINE COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure. The Headteacher cannot be a member and it is recommended that a member of staff does not sit on this committee. Where there are insufficient governors without prior involvement the Governing Board should consider collaborating with another Governing Board. Any member who has a connection with a particular pupil, or of the incident leading to an exclusion, should consider stepping down as this knowledge could affect their ability to act impartially.
Clerk	as per agreed arrangements and cannot be the Headteacher
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Chair	to be elected by the committee.
Minutes	Confidential minutes will be taken at the meeting.
Meeting	The Panel may meet remotely, via video conferencing, subject to agreement by all parties
KEY OBJECTIVES	
1	To review the use of exclusion within the school and consider any representations from parents about their child's suspension
2	To consider whether the Headteacher has complied with the exclusion procedure and has had regard to the Secretary of State's guidance before deciding to exclude or suspend the pupil.
3	PERMANENT EXCLUSIONS – CONVENE TO CONSIDER
4	All suspensions (including lunch-time, half-day-suspensions) that would lead to a pupil being excluded for over 15 school days in a school term or missing a public examination. This meeting must be convened within 15 school days after the date of receipt of the notification from the Headteacher. (Where a pupil might miss a public examination and the Committee is unable to meet before the date of the examination, the Chairman of Governors is empowered to take the decision about the exclusion).
5	All suspensions that would lead to a pupil being excluded for over 5 days but not over 15 days in a school term , where the parents have expressed a wish to make representations. This meeting must be convened within 50 school days after the date of receipt of the notification from the Headteacher.
6	All suspensions that would lead to a pupil being excluded for 5 school days or less in a school term , where the parents wish to make representations. No timescale for this meeting, or any requirement for parents to be invited to this meeting.
Pupil support	Ensure arrangements are in place to provide full time and suitable education for pupils from day six of any permanent or suspension NB: Educational provision

	for pupils permanently excluded rests with the LA from day six of the permanent exclusion
Letter/Minutes	A fully reasoned and comprehensive letter will be sent to parents within 5 school days following any meeting to consider parents representations about a suspension or permanent exclusion. Detailed and comprehensive confidential minutes will also be taken at the meeting.
	If applied for within the legal time frame by the parents, the LA must arrange for an independent review panel hearing to review the decision of a Governing Board not to reinstate a permanently excluded pupil. A copy of the Governing Board Committee minutes will be required for the Independent Review Panel packs.

TERMS OF REFERENCE FOR THE COMPLAINT'S COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	Two governors and one person who is independent of the management and running of the school
Clerk	as per agreed arrangements and cannot be the Headteacher
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Chair	to be elected by the committee.
Minutes	Confidential minutes will be taken at the meeting.
Meeting	The Panel may meet remotely, via video conferencing, subject to agreement by all parties
KEY OBJECTIVES	
1	To hear any Complaints which reach Stage 3 of the Complaint's Policy.