

# **MONKTON ACADEMY**

(Academy)

## **COMMITTEES OF THE GOVERNING BOARD**

### **Role of the Committee**

- Sharing the load.
- Using the expertise of Governors to deal with specific subject areas.
- Releasing the full Governing Board for policy making.
- Making it easier for all Governors to make a contribution.

### **What Decisions can be made?**

Committees, individuals or groups of governors maybe given delegated powers to undertake work and make decisions on the behalf of the Governing Board. The Governing Board still has the final responsibility for any decision taken by its Committees, individuals or groups. Those decisions must be reported to the Governing Board at its next meeting.

In addition committees, individuals or groups may be designated to undertake work and make recommendations to the Governing Board.

The Chair of the Committee has no power to make decisions without reference to the Committee itself. Only the Chair of the Governing Board, acting with the authority of the Board, can act in an emergency when it is not practical to convene a meeting.

### **Review of Performance**

Governing Bodies must review the working of their Committees and other delegations and designations on an annual basis, under normal circumstances this will be at the termly meeting in the Autumn Term.

The Committees, their terms of reference, composition and membership, are attached.

## **MONKTON ACADEMY**

### **COMMON CONVENTIONS FOR ALL COMMITTEES**

- Meetings to be convened by the Secretary to the Governors/Committee in consultation with the Chair of the committee and the Principal.
- Agenda to be prepared by the Secretary to the Governors/Committee and distributed together with any supporting papers in accordance with current regulations.
- Minutes of all committees meetings must be kept, including the names of those present.
- Minutes to be presented to the next appropriate meeting of the Governing Board. The committee Chairman will report to the Governing Board.
- Minutes to be taken by the Secretary of the Governors/Committee.
- The Chair and Vice-Chair to be elected at the first meeting of the committee following the annual review of committees.
- Frequency of meetings to be as necessary unless otherwise stated.

## **TERMS OF REFERENCE ETC FOR THE INDIVIDUAL COMMITTEES**

1. **Finance, Staffing, Resources and Premises Committee (*audit and risk*)**  
(includes Finance, Premises)

### **Terms of Reference**

(a) **Finance**

- To agree the Academy budget for the financial year based upon Department for Education funding, historical spending information and other funding provided (e.g. grants).
- Expenditure for individual transactions and virement between budget heads as shown in the scheme of financial delegation as attached.
- See also Financial Procedures Policy 1.3 and 1.4

(b) **Premises**

- To make decisions on behalf of or recommendations to, the Governing Board on premises issues or other related matters such as contracts and health and safety.

(c) **Staffing**

(i) **Appointments:**

- To consider and take action, within the agreed procedure, on reductions to Academy staffing if required.
- To cease the process of staffing reductions if appropriate.
- To consider all matters relating to the staffing structure of the Academy and to make recommendations to the Governing Board when required.

### **Appointment Procedures**

**Principal and Vice Principal**  
shortlist

Agree specification/procedures,  
and appointment by the Governing Board.

**Teachers and Support Staff.**  
shortlist

Agree specification/procedures,  
and appointment by the Principal, a governor to be in attendance for their development.

(ii) **Disciplinary Procedures:**

- Principal may consider and take disciplinary action up to but not including a final written warning.
- Staffing Committee has delegated powers to consider cases which may result in:-

- \* Issue of a final written warning
- \* Cease to work at the Academy
- \* Demotion
- \* To lift the suspension against a member of staff.

**(iii) Grievance Procedure:**

- To hear staff grievances at Stage 4 of Grievance Procedure of the Academy.

**(d) Pay Review Committee**

- To have delegated powers to exercise those discretions afforded to the Governing Board within the Academy pay policy.
- To keep abreast of relevant developments in the field and to advise the Governing Board on revisions to the Academy's pay policy.

**Composition and membership of Committee**

Chair and Vice-Chair of Governing Board, Principal and two other Governors.

**Disqualification**

Staff governors and the Principal are not members when a staff disciplinary or Pay review matter is under consideration.

**Composition and membership of the Committee**

Chair, Principal plus 3 governors.

Mrs A Sharp, Mr S Bowler, Mr DW Mullen, Mr C Lincoln, Mr G Tobin and Mr N Henderson.

**Chair:** TBA

**2. Appeals Committee**

**Terms of Reference**

**Areas of responsibility**

- To consider appeals for any reason and make the appropriate decision based on the evidence presented to the meeting.

**Composition of membership**

All Governors not included in the original decision or employed at the Academy but to include no fewer members than that of the first committee, the decision of which is subject to appeal.

### **3. Pupil Disciplinary Committee**

#### **Terms of Reference**

#### **Areas of Responsibility**

- To consider decisions of the Principal to exclude pupils from the Academy and to take into account any parental representations.

#### **Composition and membership of Committee**

3 Governors.

Made up from the pool of non-staff governors of the Governing Board.

### **4. COMPLAINTS COMMITTEE**

#### **Terms of Reference**

- To hear complaints against the Academy at stage three of the formal complaints procedure.
- To review periodically the Academy's complaints policy and make recommendations to the Governing Board.
- To monitor and review complaints received within the Academy.

#### **Composition and membership of the Committee**

3 Governors

Made up from the pool of non-staff governors of the Governing Board.

### **5. ADMISSION COMMITTEE**

#### **Terms of reference**

- To implement and review the Academy's admissions policy making recommendations to the full Governing Board on changes when required.

**Note: In Year Admissions are to be carried out by the Principal and two members of the Committee.**

#### **Composition of Committee**

The Principal and 2 governors.

#### **Membership of Committee**

Mr S Bowler, Ms V Sheriff and Mrs A Sharp.

**In attendance:** Business Manager (Advisory capacity for Admission only).

**Chair of the Committee:**

Ms V Sheriff

**Appeal Members**

List of register and trained Appeal Member to be made available from the Local Authority Democratic Services.

## **Delegation to groups or Individuals**

### **1. PRINCIPAL'S PERFORMANCE MANAGEMENT GROUP**

#### **Terms of reference**

- To arrange to meet with the School Improvement/External Adviser to discuss the Principal's performance targets
- To monitor through the year the performance of the Principal against the targets
- To decide, with the support of the School Improvement/External Adviser, whether the targets have been met and to set new targets annually
- *Additional items which individual Governing Bodies may wish to include*

#### **Disqualification:**

The Principal and Staff governors

#### **Composition and membership of the Group**

3 governors (must be two governors at the review meetings)

Mr DW Mullen, Mrs A Sharp and Mr L Drew.

### **2. LINK GOVERNORS RESPONSIBILITIES**

TBA

## **Scheme of Delegated Authority by the Governing Board**

<b>REFERENCE TO ACADEMYS FINANCIAL HANDBOOK</b>	<b>DESCRIPTION OF DELEGATED AUTHORITY</b>	<b>PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED</b>	<b>EXPIRY OF DELEGATION</b>
Virement	<p>Virement of budget provisions:</p> <p>-</p> <p>Amounts up to £10,000</p> <p>Amounts over £10,000 up to £50,000</p> <p>Amounts over £50,000</p>	<p>Principal in consultation with appropriate Chair person and/or Vice Chair</p> <p>General Purpose Committee or Governing Board</p> <p>Governing Board</p>	Annually
Banking Arrangements	Signatories to Local Imprest Bank Account	Principal, Vice Principal Academy secretary	Annually
Orders for Work, Goods and Services	Signatories to official order forms	Principal Vice Principal	Annually



REFERENCE TO ACADEMYS FINANCIAL HANDBOOK	DESCRIPTION OF DELEGATED AUTHORITY	PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED	EXPIRY OF DELEGATION
Orders for work, goods and services	<p>All orders for all goods and services shall be procured:-</p> <p>Contract value up to £2500</p> <p>Contract value £2501 - £5000</p> <p>Contract value £5001 - £25000</p> <p>Contract value £25001 - £40000</p> <p>Contract value Over £40000</p>	<p>Principal monitors all purchases within the Academy from order to purchase All purchases above £5000 are notified to the Governing Body</p> <p>Finance Managers/ Principal's authorisation</p> <p>3 quotes and Finance Managers authorisation</p> <p>3 quotes and Principal's authorisation</p> <p>3 quotes and FSR Committee authorisation</p> <p>Formal Tendering process</p>	Annually
Payment of Accounts	Certification of accounts for payment	Principal Vice Principal	Annually
Salaries, Wages Pensions and Other Emoluments	Certification of time records and other pay documents	Principal Vice Principal	Annually
(1) Stores & Stores' Accounts	Acceptance of offers received in response to disposal of stores or other property	Principal and Governing Board	Annually

(2) Stores & Stores' Accounts	<p>from Academy budget</p> <p>Acceptance of highest Offer received in Response to open tender for disposal of stores or other property not purchased from delegated budget</p>	Principal and Chair of Governors	
	Notification of changes to risks, losses, liabilities, damage or any event likely to lead to a claim	Principal Vice Principal	Annually