

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 committee 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.
- Quorum for all committees is three governors 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

1.3 The Finance, Staffing and Resources Committee is a committee of the Board of Directors. This Committee meets at least once a term; more frequent meetings can be arranged if necessary.

1.4 The Finance, Staffing and Resources Committee shall be responsible for exercising the powers and duties in respect of the financial administration of the Trust. The main responsibilities of the Finance, Staffing and Resources Committee are detailed in the schemes of delegation, which have been authorised by the Board of Directors and include (but is not an exhaustive list):

- To consider Service Level Agreements (SLA's) and other contracts of a value of over £10,000 on an annual basis to ensure that the level of service meets the needs of the Trust.
- To review the 3-year budget forecasts, and annual budget forecast.
- To consider the draft consolidated budget forecast for the Trust; recommending its acceptance, or otherwise to the Board.
- To consider financial management reports on the Trust at every meeting; taking appropriate action to contain expenditure with the budget and report to the Board (in the event that there is no monthly meeting, to receive and review the monthly management accounts via email and respond to the Finance Manager with an acceptance or not of the report).
- To consider financial data with other Academies and ESFA benchmarking data and challenge any significant variances on behalf of the Board.
- To report to the Board all significant financial matters and any actual or potential overspending.
- To consider investment opportunities for the Trust Reserves, making recommendation to the Trust Board ensuring that security takes precedence over income maximisation.
- To authorise the award of individual items and contracts with a value from £25,001 up to the value of £40,000. Over £40,000, a tendering process will be in operation as per the Tendering Policy.

- To oversee tendering processes for the procurement of alternative provision, ICT, Furnishings and other equipment.
- To ensure that the Trust has adequate arrangements for insurance cover.
- To receive and review the draft financial statements presented by the External Auditor, making a recommendation to the Board, highlighting any significant issues that need to be brought to the attention of the Trust.
- To ensure that the Financial Statements are submitted to the AGM in time to achieve a submission date to the Secretary of State by 31 December each year.
- To review the submission of other financial and audit returns on behalf of the Trust, e.g. Abbreviated Accounts Return (AAR) and the Teachers' Pension Audit.
- To track the Pupil Premium/Primary Sports grant spend across each Academy ensuring that it fully meets the criteria set and that the Trust can demonstrate impact.

(b) Risk & Audit

- To review reports and recommendations from the internal and external auditors, together with associated and agreed management actions.
- To regularly monitor the implementation of agreed audit recommendations; ensuring actions are implemented in a timely manner.
- See also Financial Procedures Policy 1.5

1.5 An Audit Committee will be implemented to ensure separation of duties and review decisions of the Finance, Staffing and Resources Committee. The main responsibilities include:

- To review the Trust Risk Registers and advise the Board on the adequacy and effectiveness of the governance, risk management, and internal control arrangements.
- To identify and bring to the attention all risks categorised as high AMBER or RED with the development of a 3 year Action Plan.
- To review the effectiveness of the Trusts internal control system established to ensure that the aims, objectives and key performance targets are achieved in the most economic, effective and environmentally preferable manner.
- To ensure the Trusts internal audit service meets or exceeds the standards specified in the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service.

Chair of the Committee:

Mr N Henderson

(c) 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.

(d) 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

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

Teachers and Support Staff.

Agree specification/procedures, shortlist 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.

(e) 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 three 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 Committee

Mrs A Sharp, Mr N Henderson, Mr S Bowler, Mr C Lincoln, Ms R Clark. Ms R. Dixon

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, Mrs A Sharp, Mrs V Sheriff and Mrs R Clark.

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

Chair of the Committee:

Miss 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

Disqualification:

The Principal and Staff governors

Composition and membership of the Group

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

Mr C Lincoln, Mrs Rebecca Clark and Mr Nigel Henderson

2. LINK GOVERNORS RESPONSIBILITIES

Attendance:	Ms R Clark
SEND:	Mrs A Sharp
Safeguarding and Health & Safety:	Mr N Henderson
Maths:	Ms R Clark
English & Pupil Premium:	Mrs A Sharp
PE:	Mr N. Henderson
Curriculum:	Mr C Lincoln