

GOVERNING BODY OF ACKWORTH HOWARD CE (VC) J&I SCHOOL

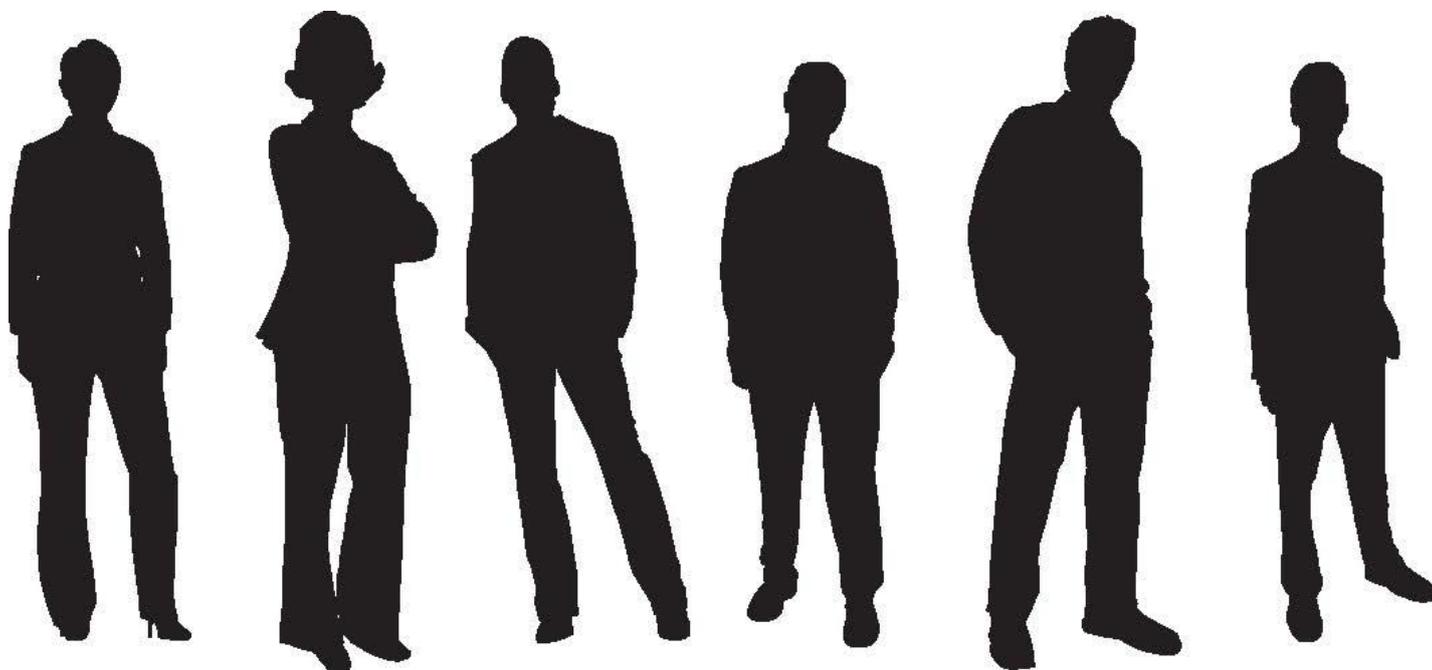
TERMS OF REFERENCE FOR COMMITTEES & SELECTION PANELS

- School Development Committee;
- Personnel/Finance/Premises Committee;
- Headteacher Performance Management Working Group;
- Secondary Committee (responsibility for Complaints, Personnel Appeals & Pupil Discipline);
- Joint Committee;
- Selection Panels.

Regulations allow the Governing Board to delegate most of its functions to committees or individuals. However it chooses to exercise its functions, the board always acts as a 'body corporate' and remains accountable at the board level, in law and to Ofsted, for the performance of all its duties and functions. This is why committees and individuals must report back to the full board on any activities they have carried out on its behalf.

Where the Governing Board delegates any of its functions it should ensure that the committee comprises, or the individual has, the necessary skills to carry out those functions, particularly where financial information or performance data are being considered.

Date Agreed:	2.2.16	Version:	4.0
Date of Review:		Review Period (years):	1



Terms of Reference for the School Development Committee

Overview of the Purpose of the School Development Committee

- To act on curriculum matters delegated by the full Governing Board, including reviewing and developing policies.
- To liaise and consult with other Committees where necessary.
- To contribute to the School/Academy Improvement Plan and/or Development Plan and ensure that it is focused on appropriate priorities for raising standards at the school.
- To monitor standards achieved by all children at the school and challenge leaders to improve outcomes.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- The Committee can determine its own quorum, however (by Law) this must not be less than 3 Governor members of the Committee.

Procedures

- The Committee, in conjunction with the Governing Board, is free to determine how often it meets.
- The Chair of the Committee must be appointed annually by the Governing Board or elected by the Committee, as determined by the Governing Board.
- In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- The Governing Board must appoint a Clerk to the Committee, who must not be the Headteacher/Principal.
- In the absence of the Clerk, the Committee shall choose a Clerk for that meeting from among their number (this cannot be the Headteacher/Principal).
- 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.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Development Planning and Curriculum Delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full Governing board the:
 - Self-Evaluation Form (SEF);
 - School/Academy Development Plan (SDP) and/or School/Academy Improvement Plan (SIP);
 - Targets for school/academy improvement to the Governing Board.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN Governor(where appointed).

Achievement and Challenge

- To monitor and evaluate rates of progress and standards of achievement by pupils, and challenge school leaders on any underachieving groups.
- To monitor and evaluate the impact of the quality of teaching and learning on rates of pupil progress and standards of achievement
- To monitor and evaluate provision for all groups of children (e.g. looked after children, disadvantaged children, children with learning difficulties and disabilities, more able children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To consider all relevant advice and recommendations from external reviews of the school (e.g. Ofsted or School Improvement Advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate the effectiveness of leadership and management (including that of the Governing Board).
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To ensure that all children have equal opportunities.
- To monitor the use of Pupil Premium and Sports Funding to ensure that it is being used effectively and is having an impact.
- To advise the Personnel/Finance/Premises Committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with parents and the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Terms of Reference for the Personnel/Finance/Premises Committee

Overview of the Purpose of the Personnel/Finance/Premises Committee

- To act on resources matters (finance, premises, staffing) delegated by the full Governing Board, including reviewing and developing policies.
- To liaise and consult with other Committees where necessary.
- To contribute to the School/Academy Improvement Plan and/or Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- The Committee can determine its own quorum, however (by Law) this must not be less than 3 Governor members of the Committee.
- *When implementing staffing policies (such as staff pay) anyone employed to work at the school other than the Headteacher/Principal must withdraw.*

Procedures

- The Committee, in conjunction with the Governing Board, is free to determine how often it meets.
- The Chair of the Committee must be appointed annually by the Governing Board or elected by the Committee, as determined by the Governing Board.
- In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- The Governing Board must appoint a Clerk to the Committee, who must not be the Headteacher/Principal.
- In the absence of the Clerk, the Committee shall choose a Clerk for that meeting from among their number (this cannot be the Headteacher/Principal).
- 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.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Financial Management and Planning

- To review, adopt and monitor a Finance Management Policy, including a local scheme of delegation for spending and budgetary adjustments (virements) for the Committee, Headteacher and other nominated staff.
- 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/Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and approve an annual school budget taking into account the priorities of the School/Academy Improvement Plan and provide an overview to the full Governing Board.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
- To ensure that an annual audit of the school fund (and any other funds held by the Governing Board) is undertaken by persons independent of the school, and ensure that the results are reported to the full Governing Board.

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.
- To report back to each meeting of the full Governing Board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees (if necessary) and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments (virements) that will from time to time be necessary in response to the evolving requirements of the school.

If the school is Local Authority Maintained:

- 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.

If the school is an Academy:

- To prepare the Trustees Report to form part of the Statutory Accounts of the Governing Board and for filing in accordance with Companies Act requirements.
- To receive auditors' reports and to recommend to the Governing Board any action as appropriate in response to audit findings.
- To recommend to the full Governing Board the appointment or reappointment of the auditors.

Premises and Health & Safety

- To provide support and guidance for the Governing Board 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 Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Board.
- To arrange professional surveys and emergency work as necessary.
 - *The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event, the Headteacher would normally be expected to consult the Committee Chair at the earliest opportunity.*
- To create a project committee, where necessary, to oversee any major developments.
- To establish and keep under review an Accessibility Plan, a Building Development Plan and Emergency Procedures.
- To review, adopt and monitor a Health and Safety Policy.
- To review, adopt and monitor a Lettings and Charges Policy for the use of school premises.
- To ensure that the Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. Abiding by the legislation and compliance requirements outlined within the "Compliance Monitoring for Council Buildings" produced by The Federation of Property Societies (<http://www.fedps.org.uk>), which sets out the responsibilities for employers and duty holders. Independent schools, Academies and Free Schools have sole responsibility. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.

Staffing Planning

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy, taking account of local and national developments.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Board 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 leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, such as training.
- To consider any issues referred by the Headteacher outside any scheme or policy adopted by the Governing Board.

Implementation of Staffing Policies

When undertaking the duties outlined below, the Committee should comprise only of members NOT employed to work at the school other than the Headteacher/Principal.

- To carry out the Governing Board's responsibilities in implementing its staffing policies and procedures.
- To consider the recommendation of the Headteacher's performance review group in relation to whether to award the Headteacher an annual increment (*the Headteacher/Principal must withdraw from this item*).

Terms of Reference for the Headteacher Performance Management Working Group

Overview of the Purpose of the Headteacher Performance Management Working Group

The Governing Board is responsible for carrying out the Headteacher's appraisal. It is good practice, however, for the task to be delegated to a sub-group consisting of two/three members of the Governing Board and this is stated within the DfE and LA model appraisal policies.

- To carry out the Governing Board's statutory responsibilities for the Performance Management of the Headteacher.

Quorum

- There is not a specific quorum for the working group but it is recommended that two/three members of the Governing Board carry out the duties.
- It is recommended that the working group should not comprise of anyone employed to work at the school.

Procedures

- The working group, in conjunction with the Governing Board, is free to determine how often it meets; however, it must meet at least annually to carry out the Headteacher's appraisal and it is good practice to also carry out a mid-year review.
- The Chair of the working group must be appointed annually by the Governing Board or elected by the Committee, as determined by the Governing Board.
- In the absence of the Chair, the working group shall choose an Acting Chair for that meeting from among their number.
- The Governing Board must ensure that an external adviser has been appointed to support and provide advice to the working group in relation to the appraisal of the Headteacher.
- Notes of meetings of the working group should be taken by someone who is not employed at the school and who does not have a personal interest in the matters to be considered.

Headteacher Appraisal

- To carry out the performance review of the Headteacher in accordance with legal requirements and the school's Appraisal Policy. This must include, before, or as soon as practicable after, the start of each appraisal period:
 - informing the Headteacher of the standards against which their performance in that appraisal period will be assessed; and
 - setting objectives for the Headteacher in respect of that period, in consultation with the external adviser appointed by the Governing Board.
- To, following completion of the performance review, make a recommendation to the Personnel/Finance/Premises Committee on whether pay progression and/or a discretionary payment for the Headteacher should take place (if possible within the remit of the Governing Board's agreed Pay Policy).

Terms of Reference for the “Secondary” Committee

Overview of the Purpose of the “Secondary” Committee

- To undertake functions delegated by the full Governing Board, in particular hearing complaints, personnel appeals and student discipline reviews.
- To liaise and consult with other Committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- The Committee can determine its own quorum, however (by Law) this must not be less than 3 Governor members of the Committee. *When considering Personnel Appeals, the committee should be equal in size to the committee which made the decision against which the appeal is being made.*

Procedures

- The Committee will only meet as and when required.
- Governors with detailed knowledge of, or previous involvement in, the case to be considered should not be selected as members of the Committee.
- *It is recommended that at least one Parent Governor is included in the membership when considering a complaint.*
- The Headteacher must not be a member of the Committee, although he/she may attend meetings to give advice/present his/her case to the Committee.
- Employees at the school should not be members of this Committee.
- The Chair of the Committee must be appointed annually by the Governing Board or elected by the Committee, as determined by the Governing Board.
- In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- The Governing Board must appoint a Clerk to the Committee, who must not be the Headteacher/Principal.
- Meetings should not be clerked by a person who is not seen to be impartial (for example by the complainant, the parents of the excluded pupil or the staff member making an appeal).
- In the absence of the Clerk, the Committee shall choose a Clerk for that meeting from among their number.
- 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.
- The Committee meetings will not be open to the public and the minutes shall be confidential and available only to those that were in attendance at the meeting.
- A summary report of the meeting outcome will be provided at the next ordinary meeting of the full Governing Board.

Complaints

- To consider complaints from parents and members of the public in accordance with the Governing Board’s Complaints Procedure.

Personnel Appeals

- To hear appeals from members of staff against decisions made by the Personnel/Finance/Premises Committee which relate to them as individuals, as set out in the Governing Board’s staffing policies and procedures.

Student Discipline

- To carry out the Governing Board's statutory duty to review fixed-term and permanent exclusion cases, as required by legislation and in accordance with DfE advice and LA advice, where applicable. Reviews will involve:
 - considering the case presented by the Headteacher;
 - considering the views of parents of the excluded pupil;
 - considering the views of the LA, where applicable (including such agencies as the Educational Psychology Service, the Primary Behaviour Support Team, the School Exclusion Team, the SEN Service or the Education Welfare Service);
 - having regard to DfE and LA guidance and the policy of the Governing Board;
 - deciding whether to uphold the exclusion, or not, (where the pupil is still excluded);
 - ensuring that a note of the Committee's views on the exclusion is placed on the pupil's record with a copy of the Headteacher's exclusion letter, where appropriate; and
 - ensuring that the parents, Headteacher and LA are informed of the Committee's decision in writing, within the required timescale.

Appeals to the Independent Appeals Panel (set up by the Council) made by parents against decisions of the committee to uphold a permanent exclusion

- To prepare the statement of the Governing Board for such an appeal and to liaise with the Clerk to the Appeals Panel with regard to other information required.
- To represent the Governing Board at the hearing of the case by the Appeals Panel.

Training and Development

- To ensure that members of the Committee develop and maintain an up-to-date understanding of pupil behaviour and discipline issues locally and nationally, for example by attending relevant governor training courses and reading relevant DfE and LA guidance.

Terms of Reference for the Joint Committee

Overview of the Purpose of the Joint Committee

- A selection of Governors/IEB Members chosen from schools that have adopted collaborative working arrangements, to undertake functions delegated by the full Governing Board, usually where the Governing Board does not have enough impartial Members to deal with a matter.
- To liaise and consult with other Committees where necessary.
- To consider safeguarding and equalities implications when undertaking committee functions.

Quorum

- The Committee can determine its own quorum, however (by Law) this must not be less than 3 Governor members of the Committee.

Procedures

- The Committee will only meet as and when required.
- The membership of the joint committee will be chosen from a pool of Governors/IEB Members of schools that have adopted collaborative working arrangements.
- The membership should not include Governors/IEB Members who have any prior knowledge of the issue. This specifically relates to complaints, disciplinary hearings/appeals, although this list is not exhaustive.
- Governors/IEB Members will be chosen to serve on the joint committee, as follows:
 - priority given to the Chair/Vice-Chair of the hosting Governing Board unless he/she has prior knowledge of the issue;
 - other members to be chosen in alphabetical order, beginning with A, subject to eligibility and availability.
- The Chair of the Committee must be appointed by the Governing Board or elected by the Committee, as determined by the Governing Board. *It is recommended that the Chair/Vice-Chair of the hosting Governing Board be appointed to this position, if they are a member of the committee.*
- In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- The Governing Board must appoint a Clerk to the Committee, who must not be the Headteacher/Principal.
- Meetings should not be clerked by a person who is not seen to be impartial (for example by the complainant, the parents of the excluded pupil or the staff member making an appeal).
- In the absence of the Clerk, the Committee shall choose a Clerk for that meeting from among their number.
- 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.
- The Committee meetings will not be open to the public and the minutes shall be confidential and available only to those that were in attendance at the meeting.
- A summary report of the meeting outcome will be provided at the next ordinary meeting of the full Governing Board.

Joint Committee Functions

- To discharge jointly any functions which may be delegated under the School Governance (Collaboration) (England) Regulations.
- To apply the School Staffing (England) Regulations where the Governing Boards have made arrangements to discharge their functions jointly in respect of any of their functions relating to individual members of the school staff,
- To determine the outcome of the issue.
- To work with the Local Authority on all related issues.
- To reimburse members of the joint committee with their travel and subsistence expenses in line with the host school's Governors' Expenses Policy.

Terms of Reference for Selection Panels (Leadership Group)

Overview of the Purpose of Selection Panels

- To carry out the responsibilities of the Governing Board in relation to recruitment, selection and appointment of staff within the Leadership Group.
- To liaise and consult with Committees of the Governing Board where necessary.
- To consider safeguarding and equalities implications when undertaking all selection panel functions.

Quorum

- The Governing Board shall determine the quorum of the Selection Panel. By Law, for Headteacher and Deputy Headteacher appointments this must not be less than 3 Governor members; for other Positions in the Leadership Group this must not be less than 2 Governor members.

Procedures

- The selection panel will only meet as and when required.
- The Chair of the selection panel must be appointed by the Governing Board or elected by the selection panel.
- In the absence of the Chair, the selection panel shall choose an Acting Chair for that meeting from among their number.
- Selection panel meetings may be clerked by any person nominated by the Governing Board, or the selection panel, who does not have a personal interest in the proceedings.
- In the absence of the Clerk, the selection panel shall choose a Clerk for that meeting from among their number.
- Any decisions taken must be determined by a majority of votes of members of the selection panel present and voting.
- The selection panel meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The draft minutes of each meeting will be made available to the full Governing Board; feedback will be provided at the next full Governing Board meeting by the chair of the panel (or in his/her absence another member of the panel).

Selection Panel Functions

- To carry out its responsibilities in accordance with the policies and procedures agreed by the Governing Board.
- To liaise, as appropriate, with the LA / Diocese* / Academy Trust Board.
- To decide on selection criteria for the post, consulting, as appropriate, the Governing Board and the LA / Diocese / Academy Trust Board.
- To make the necessary arrangements for advertising the post and providing information for candidates.
- To make the necessary arrangements for long-listing candidates.
- To shortlist candidates for interview.
- To interview candidates and:
 - Maintained Schools* – recommend an appointment to the Governing Board.
 - Academies* – agree an appointment or recommend an appointment to the Governing Board (refer to the Articles of Association/Scheme of Delegation to determine correct procedures).

**For Headships & Deputy Headships, at Aided and Foundation Schools, the Governing Board should give Wakefield Council and the relevant diocesan authority the right to advise on the appointment (School Staffing (England) Regulations 2009). In particular, the Governors should invite a Wakefield Council School Improvement Adviser and a representative of the diocesan authority to attend all meetings of the selection panel for the purpose of giving advice.*