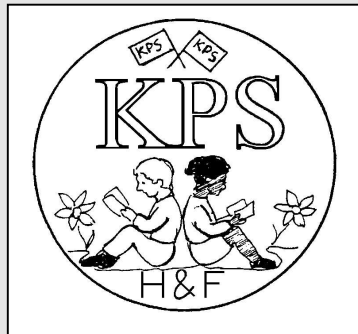


# **KENMONT SCHOOL GOVERNING BODY**

## **COMMITTEE STRUCTURE**

## **TERMS OF REFERENCE**

## **AND SCHEMES OF DELEGATION**



**2015-2016**

***ADOPTED ON 11<sup>th</sup> November 2015***

***Signed.....Chair of Governing Body***

**THE ROLE OF THE GOVERNING BODIES AND ITS COMMITTEES**

**In accordance with education legislation, principally, *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013***

- act with integrity, objectivity and honesty in the best interests of the school
- be open about their decisions and actions

### **The Governing Body and its Committees will act strategically by:**

- setting the aims and objectives for the school
- setting policies for achieving those aims and objectives
- setting targets by which progress towards those aims and objectives can be measured
- reviewing and monitoring progress in achieving the aims and objectives.

In all of the above, the governing body and its committees will act in accordance with Education Law and with the any trust deed relating to the school, and will consider any advice given by the Executive Executive Headteacher.

The governing body and its committees will act as a "critical friend" to the Executive Headteacher - offering support, advice, a second opinion and help, and also challenging, asking questions and offering constructive criticism when necessary.

### **The Role of the Executive Headteacher**

The Executive Headteacher is a governor of the school and is a governor member of all those committees as specified in this document. Where the Executive Headteacher is not a member of the committee, s/he is entitled to attend every governing body committee meeting unless the regulations state otherwise.

The Executive Headteacher, as the principal manager for the school, is responsible for the internal organisation, management and control of the school; for advising the other governors; and for implementing the strategic framework.

Incorporated in the role of advising the governing body are:

- formulating aims and objectives for the school, for adoption, modification or rejection by the governing body
- formulating policies and targets for the governing body to consider adopting
- reporting to the governing body on progress, at least once per year.

### **Delegation of the Governing Body's Functions**

Decisions about delegation have been taken by the full governing body, and that delegation has been considered in the light of:

- the requirement for the governing body to fulfil a largely strategic function within the school
- the responsibility of the Executive Headteacher for the internal organisation, management and control of the school
- the requirement for the Executive Headteacher to comply with any reasonable direction of the governing body in carrying out a function delegated by the governing body.

### **The Governing Body Committee Structure and Terms of Reference**

The individual committees are responsible for the functions which have been delegated to them by the full governing body. They operate under their own terms of reference and in compliance with existing legislation, including **The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**

- . The policies and other documents that governing bodies are required to have by law have been highlighted **in bold** throughout this document.

The governing body will review the establishment, terms of reference, constitution and membership of committees at least once a year.

| <b>TERMS OF REFERENCE FOR ALL COMMITTEES</b>  |  |
|---|--|
| <b>Membership: A minimum of three governors. Additional non governors can be members, but must not out-number the governor members, and some or all can be given voting rights</b>  |  |
| <b>Quorum : not less than three governors. Where decisions are being made concerning finance or staffing, governors who are employed at the school must be out-numbered by governors who are not employed at the school.</b>  |  |
| <b>Meetings of the committees will be held at least once per term</b>   |  |
| <b>Procedures : the committee shall follow the procedures required by the School Governance (Procedures) Regulations 2003 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013</b>   |  |
| <b>INDIVIDUAL RESPONSIBILITIES</b>  |  |
| <b>Chair's responsibilities:</b>  | <b>Clerk's responsibilities</b>  |
| To chair meetings   | To convene meetings  |
| To set agenda, with reference to the committee's terms of reference, and including matters referred by the governing body and the Executive Headteacher   | To send agendas to members at least seven clear days in advance (except when matters require urgent attention, as determined by the chair of the committee). * |
| To sign the meetings of the last meeting, when approved by the committee  | To draw up minutes of the meeting<br>To keep on file signed copies of the minutes  |
| <b>The responsibilities of the chair and the clerk must not be carried out by the same person on any committee.</b>   |  |
| <b>GENERAL RESPONSIBILITIES of all committees</b>   |  |
| <ul style="list-style-type: none"> <li>• <b>To act strategically</b>, in accordance with the School Government Terms of Reference Regulations.</li> <li>• <b>To provide</b> regular written minutes of meetings to the Governing Body, identifying decisions taken or action required, and to keep a signed copy of all minutes at the school, available for inspection on request.</li> <li>• <b>To establish</b> a list of policies coming within the area of responsibility of the committee and monitor, evaluate and review them regularly</li> <li>• <b>To review</b> the effectiveness of the committee and recommend variations to the terms of reference.</li> </ul> |  |

| <b>EXCLUSIONS PANEL, STAFF DISCIPLINARY AND GRIEVANCE</b>  |  |                                |
|--|--|--------------------------------|
| <b>MEMBERS</b>   | <b>Type of Governor / Non-governor</b> | <b>Voting Rights Yes or No</b> |
| All members of the governing body are eligible and will form a committee according to availability   |  |                                |
| <b>DELEGATED RESPONSIBILITIES OF THE AD HOC COMMITTEES</b>   |  |                                |
| <ul style="list-style-type: none"> <li>▪ Implement the <b>Disciplinary and Grievance Policy and Procedures</b> adopted by the governing body</li> <li>▪ <b>Undertake the functions of the governing body in relation to excluded pupils</b></li> </ul> |  |                                |

| <b>REVIEWERS OF THE EXECUTIVE HEADTEACHER'S PERFORMANCE</b>   |                  |  |
|---|------------------|--|
| Anne Short  | External Adviser |  |
| Wendi Webber  | Parent Governor  |  |
| Hilda McCafferty  | LA Governor      |  |
| Jacqui Penalver   | Parent Governor  |  |
| <p>The reviewers will act in accordance with the current regulations and the procedures agreed by the full governing body, and</p> <p><b>Undertake the functions of the governing body in relation to the review of the Executive Headteacher's performance</b></p> |                  |  |

| <b>PAY APPEALS COMMITTEE</b>  |                   |  |
|---|-------------------|--|
| Jacqui Penalver   | Parent Governor   |  |
| Max Martinez  | Co-opted Governor |  |
| Nick Cowan  | Co-opted Governor |  |
| <p>The reviewers will act in accordance with the current regulations and the procedures agreed by the full governing body and</p> <p><b>Undertake the functions of the governing body in relation to appeals as outlined in the School Pay Policy</b></p> |                   |  |

| <b>THE FINANCE PERSONNEL AND PREMISES COMMITTEE</b> |                            |                         |
|---|----------------------------|-------------------------|
| <b>Name of Governor/Associate Member</b>            | <b>Governor Type</b>       | <b>Voting Right Y/N</b> |
| Julie Howarth                                       | Executive Headteacher      | Yes                     |
| Wendi Webber  | Co-opted Governor          | Yes                     |
| Hilda McCafferty                                    | LA Governor                |                         |
| Christine Ansell                                    | Co-opted Governor          | Yes                     |
| Jacqui Penalver (Chair)                             | Parent governor            | Yes                     |
| Sharon Kearns                                       | non-Governor (Deputy Head) | No                      |
| Emma Skinmore Harris (clerk)                        | non governor               | No                      |
| Carrie Hartnell                                     | Co-opted Governor          | Yes                     |
| Max Martinez  | Co-opted Governor          | Yes                     |
| Nick Cowan(vice-Chair)                              | Co-opted Governor          | Yes                     |

**Finance Terms of reference:**

- In consultation with the Executive Head Teacher, to draft the first formal budget plan of the financial year in line with the school Development Plan.
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the Local Authority and SFVS
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To carry out reviews of policies delegated to this committee
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Executive Head Teacher
- In the light of the Executive Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- Draft the School Pay Policy and present it to the governing body for approval.
- Review and monitor the implementation of the School Pay Policy
- To annually review benchmarking data (spring term)

### **Finance Scheme of delegation to the Executive Head Teacher**

- To authorise expenditure, in line with the school's financial policy, within the agreed budget plan.
- To approve any urgent/emergency expenditure not identified in the agreed budget plan to a limit of **\*£5,000 per term** in consultation with the Chair of the Finance Committee and to report said expenditure to the committee.
- For any urgent/emergency expenditure **over \*£5,000** the Executive Head Teacher must have prior approval from the Chair of Finance.
- For any urgent/emergency expenditure **over \*£10,000** the Executive Head Teacher must have prior approval from the Finance Committee.
- For any urgent/emergency expenditure **over \*£20,000** the Executive Head Teacher must have prior approval from the full Governing Body.
- To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the school development plan, subject to the following limits :
  - **Up to \*£5,000**
  - **Over \*£5,000** in consultation with Chair of Finance
  - **Over \*£10,000** in consultation with Finance Committee
  - **Over \*£20,000** in consultation with full Governing Body

### **Premises, Health and Safety Terms of reference:**

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To receive and consider termly reports on health and safety
- To make recommendations on premises-related expenditure
- In consultation with the Executive Head Teacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

**Personnel Terms of reference:**

- Draft and recommend the staffing structure of the school, in line with the SDP and any changes in the National Agreement
- Undertake the recruitment and selection of the Executive Head Teacher and Deputy Head Teacher
- Ensure that all recruitment will be undertaken in accordance with the LA Personnel Procedures Manual.
- Implement the Confidential Reporting Code, if adopted by the governing body.
- Oversee and advise on the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers.
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards
- To regularly review the single central record

**Personnel Scheme of delegation to the Executive Head Teacher**

- **Appointment of Teaching Assistants, NQTs, Support Teachers and Class Teachers.**
- **Appointment of Non-Teaching Staff - Executive Head teacher to report to Committee.(in cases where posts are advertised internally, 1 non-staff governor shall attend)**

**Disqualification –**

Any relevant person employed to work at the school other than as the Executive Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

| <b>THE CURRICULUM AND THE COMMUNITY COMMITTEE</b>  |  |                                    |
|--|--|------------------------------------|
| <b>MEMBERS</b>   | <i>Type of Governor /<br/>Non-governor</i> | <i>Voting Rights<br/>Yes or No</i> |
| Julie Howarth  | Executive Headteacher                      | Yes                                |
| Wendi Webber (Chair)   | Co-opted Governor                          | Yes                                |
| Jacqui Penalver  | Parent Governor                            | Yes                                |
| Emma Skinmore Harris (Clerk)   | Non Governor                               | No                                 |
| Sarah Taylor   | Co-opted Governor                          | Yes                                |
| Hilda McCafferty   | LA Governor                                | Yes                                |
| Carrie Hartnell  | Co-opted Governor                          | Yes                                |
| Max Martinez (vice-Chair)  | Co-opted Governor                          | Yes                                |
| Alice Pascoe-Hale  | Staff Governor                             | Yes                                |
| Sharon Kearns  | Deputy Head (non-governor)                 | No                                 |
|  |  |                                    |
|  |  |                                    |
| <p><b>Curriculum Terms of Reference</b></p> <ul style="list-style-type: none"> <li>▪ <i>Ensure the National Curriculum is taught to all pupils</i></li> <li>▪ <i>Monitor the implementation of the National Curriculum and test results and report issues for consideration to the governing body.</i></li> <li>▪ <i>Review the school curriculum policies and recommend for governing body approval</i></li> <li>▪ <i>Review the Sex Education Policy, the Collective Worship Policy, Drugs Education Policy and recommend any changes for governing body approval.</i></li> <li>▪ <i>Monitor and review the delivery of the curriculum to ensure inclusive practice</i></li> <li>▪ <i>Draft and recommend the SDP to the governing body</i></li> <li>▪ <i>Draft the curricular aspects of the Action Plan following an Ofsted Inspection and recommend for governing body approval</i></li> <li>▪ <i>Monitor and evaluate progress towards targets in the Action Plan / SDP</i></li> <li>▪ <i>Monitor implementation of the SEN Policy and Code of Practice, and review if necessary.</i></li> <li>▪ <i>Monitor the implementation of the Governors' Policy on visits to the school (if held) and review if necessary</i></li> <li>▪ <i>Monitor and review those aspects of the School Accessibility Plan that relate to the curriculum.</i></li> <li>▪ <i>Consider the LA curriculum policy statement / recommend any change</i></li> <li>▪ <i>Hear appeals against the Executive Head's decision to lift or change the National Curriculum for a particular pupil</i></li> <li>▪ <i>Hear complaints about the curriculum, in accordance with the LA procedures</i></li> </ul>      |  |                                    |
| <p><b>Pupil parents and community Terms of Reference</b></p> <ul style="list-style-type: none"> <li>▪ <i>Consider ways in which the governing body can be accountable to parents, especially in relation to the withdrawal of the requirement to hold an annual parents' meeting.</i></li> <li>▪ <i>Monitor the impact of the Race Equality Policy and review the policy regularly.</i></li> <li>▪ <i>Monitor the implementation of the Freedom of information Publication Scheme</i></li> <li>▪ <i>Hear complaints about matters other than the curriculum, in accordance with the Complaints Procedure adopted by the school and review the Policy if necessary.</i></li> <li>▪ <i>Monitor the impact of the Pupil Discipline or Behaviour Policy and review regularly.</i></li> <li>▪ <i>Monitor and Review the Home-School Agreement</i></li> <li>▪ <i>Draft the School Prospectus (meeting legal requirements) and arrange its publication.</i></li> <li>▪ <i>Agree the attendance targets and monitor progress towards them</i></li> <li>▪ <i>Ensure the implementation of the Child Protection Policy and review if necessary</i></li> <li>▪ <i>Be responsible for other matters of pupil welfare (e.g. school meals).</i></li> <li>▪ <i>Oversee home/school links and community links including police and local business.</i></li> <li>▪ <i>Oversee and authorise the arrangements for school journeys in line with LA policy</i></li> <li>▪ <i>Undertake the functions of the governing body in relation to excluded pupils</i></li> <li>▪ <i>Consider the governing body's duty to promote Community Cohesion and make recommendations to the governing body</i></li> </ul> |  |                                    |



## LINK GOVERNORS

|                                   |   |
|-----------------------------------|---|
| Outcomes:                         | Wendi Webber and Nick Cowan               |
| Teaching, Learning & Assessment   | Jacqui Penalver and Max Martinez          |
| Behaviour, Welfare & Safeguarding | Hilda McCafferty and Nawal Junaid         |
| Early Years                       | Sarah Taylor and Carried Hartnell         |
| Leadership & Management           | Wendi Webber, Jacqui Penalver, Nick Cowan |
| Health & Safety                   | Max Martinez                              |
| Child Protection & Safeguarding   | Hilda McCafferty                          |
| SEN & Inclusion                   | Jacqui Penalver                           |