

THE GOVERNING BODY OF THE WALSALL
BLUE COAT CHURCH OF ENGLAND (AIDED)
INFANT AND JUNIOR SCHOOLS' FEDERATION

COMMITTEE STRUCTURE AND TERMS OF REFERENCE



The Role of the Chair of a Committee

- ❖ To liaise with clerk to send calling notice and agenda to members.
- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

PLANNING COMMITTEE

The suggested membership of this group is the Chair of Governors, Vice Chair, Head Teacher and Chair of each of the Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective.

Terms of Reference:

- To meet soon after the LA's termly briefings for Clerks & Chairs to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- To monitor the progress of work being undertaken by committees and individuals.
- To establish and keep under review Critical Incident policy and procedures.
- To consider recommendations made by committees with regard to the working of the Governing Body.
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school.
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan.
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise, e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head Teacher.
- To undertake tasks delegated to them by the Governing Body.
- Additional items which individual Governing Bodies may wish to include
- 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 the Finance Committee.
- To consider any appeal against a decision on pay grading or pay awards.
- To advise the Governing Body on priorities, including Health Safety, for the maintenance and development of the school's premise.
- To review the use, maintenance and repair of the premises and ensure that applicable legislation is complied with.
- To ensure that sites and buildings, including the swimming pool and playing areas, comply with Health & Safety regulations.
- To ensure that there are appropriate systems in place for the risk management of sites and buildings, including the swimming pool and playing areas.
- To ensure that there are appropriate systems in place for the health, safety and well-being of pupils, staff and visitors to the schools.
- To review and make recommendation to the Governing Body on the Schools' Asset Management plans.
- To make recommendations to the Governing Body for the schools' devolved capital allocation in line with the Schools' Asset Management plans.
- To oversee arrangements for repairs and maintenance.
- In consultation with the Head Teacher and the Business Manager, to oversee premises related funding bids.
- To oversee arrangements, including Health & 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.

Disqualification:

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

Resources Committee

- In consultation with the Head Teacher to prepare and present to the Governing Body an annual budget for each school
- In consultation with the Head Teacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date three 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
- 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 make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To consider the financial implications of both School Development Plans, post – OFSTED inspections planning and any similar plans
- To review and recommend an annual policy on the lettings of school buildings and grounds
- To confirm inventory and write off policies in line with the Council's Financial Regulations and Standing Orders
- To ensure, as far as is practical, that Health & Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher
- In the light of the Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To draft and keep under review the staffing structure in consultation with the Head Teacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff

CURRICULUM & STANDARDS COMMITTEE

Terms of Reference

- To consider and advise the Governing Body on standards and other matters relating to the schools' curriculum, including statutory requirements and the School's Curriculum Policy
- To review and update the schools' curriculum policies to ensure that national legislation and guidance on curriculum matters, including the National Curriculum is being appropriately implemented at the schools
- To oversee and recommend to the Governing Body the School Development Plans and any post-OFSTED inspection action required
- To review test and examination data, the OFSTED RAISE online data and any other appropriate performance data and recommend any appropriate action to the Governing Body
- To recommend pupil attainment and other targets to the Governing Body for approval
- To consider curricular issues which have implications for Resources Committee decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

Hearings Committee

Membership – not less than 3 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Head Teacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

Terms of Reference

- To make any determination to dismiss any member of staff (unless delegated to the Head Teacher)
- To make any decisions under the Governing Body's personnel procedures, eg disciplinary, grievance, capability, where the Head Teacher is the subject of the action (**This cannot be delegated to an individual**)
- To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Body's personnel procedures (**unless delegated to the Head Teacher**)
- To make any determination or decision under the Governing Body's General Complaints Procedure for parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy

Appeals Committee

Membership – no fewer members than the Hearings Committee

Disqualification – The Head Teacher
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

Terms of Reference

- **To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee (this cannot be delegated to an individual)**
- **To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures, eg disciplinary, grievance, capability (this cannot be delegated to an individual)**
- **To consider any appeal against selection for redundancy (this cannot be delegated to an individual)**
- Any items which individual governing bodies may wish to include

Admissions Committee (Voluntary Aided Schools)

Membership – It is considered good practice to appoint the Head Teacher onto any admissions committee, but Head Teachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

Terms of Reference

- To determine within statutory provisions and the Governing Body policy whether any child should be admitted to the school (**this cannot be delegated to an individual**)
- To review admissions arrangements and to make recommendations for changes to the Governing Body
- Any items which individual governing bodies may wish to include

Pupil Discipline Committee

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Head Teacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Terms of Reference

- To consider representations from parents in the case of exclusions of five days or less (Committee may not re-instate)
- To consider representations from parents in the case of exclusions totalling more than five but not more fifteen school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than fifteen school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the schools, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- Any items which individual governing bodies may wish to include

Head Teacher's Performance Review Group

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Head Teacher and Staff Governors

Terms of Reference

- To arrange to meet with the External Adviser to discuss the Head Teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head Teacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- Additional items which individual governing bodies may wish to include

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the terms of reference below.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

Disqualification – The following functions **CANNOT be delegated to an **individual**:**

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions