

The Governing Body of Norbury Manor Business and Enterprise College for Girls - Terms of Reference and Standing Orders

These standing orders and terms of reference set out the context as well as procedural aspects of the work undertaken by the Governing Body.

They are intended to complement the articles of association of the Norbury Manor Business and Enterprise College for Girls Academy Trust and should be read in conjunction with the Trust's published scheme of delegation.

The Governing Body has adopted a published code of practice which determines individual behaviours and standards required of governors.

In a case of potential conflict with statutory requirements or a lack of clarity conveyed by these terms of reference, statutory regulation shall apply.

Roles of the Governing Body and Headteacher

The strategic role of the Governing Body includes the following three core functions. It is to ensure:

- a) that the vision, ethos and strategic direction of Norbury Manor are clearly defined;
- b) that the headteacher performs his or her responsibilities for the educational performance of Norbury Manor and
- c) the effective and proper use of Norbury Manor's financial resources.

In undertaking these functions governors will:

- a) act with integrity, objectivity and honesty and in the best interests of Norbury Manor;
- b) be open about decisions made, actions undertaken and
- c) be prepared to explain decisions and actions to interested parties.

The headteacher's responsibilities include:

- a) the internal organisation, management and control of Norbury Manor and
- b) its educational performance.

The headteacher must comply with any reasonable direction of the Governing Body.

The Clerk

The Governing Body must appoint and have regard to advice from the clerk to the governing body. The clerk must not be a member of the governing body or the headteacher. The Governing Body must also designate a clerk for a sub-committee who may not be the headteacher. If the designated clerk fails to attend a meeting a member who is not the headteacher may act as the clerk for that meeting.

The clerk to the Governing Body must:

- (1) attend meetings of the Governing Body and ensure minutes of the proceedings are drawn up and signed (subject to the approval of the Governing Body) by the chair at the next meeting.
- (2) maintain a register of members of the Governing Body and report any vacancies to the Governing Body and
- (3) perform such other tasks as may be determined by the Governing Body.

The performance of the clerk is regularly monitored and reviewed on an annual basis. In the event of under-performance a decision will be made by the Governing Body on the retention or dismissal of the clerk.

Constitution and Membership of the Governing Body

The membership of the Governing Body is as stipulated in the articles of association.

All members are asked to complete a skills audit which informs future appointments and helps identify training and development needs. The Governing Body reviews its skills and representation on an annual basis and agrees a strategy for recruiting to any vacancies.

Resignations

Governors may resign at any time by advising the clerk of their decision in writing. Steps to appoint a new member will be taken as soon as possible. Maintaining or enhancing the blend of skills and experience amongst the members of the Governing Body so as to ensure the Governing Body is well positioned to respond to current and emerging needs of the school will be the key determinant in making appointments.

Decision making

The Governing Body is the decision-making body for Norbury Manor as provided for by the regulations. It may delegate functions to committees or individuals as allowed by the regulations.

A simple majority decides any matter put to the vote of the members in attendance at a meeting; proxy voting is not allowed. In the event of a tie, generally, the chair has a casting or second vote.

Decisions of the Governing Body are binding upon all members.

Election of Chair/Vice-chair

All members other than those who are under 18, pupils or employees of the trust are eligible to stand as the chair or vice-chair of the Governing Body.

Prior to the election of the chair and vice-chair, the Governing Body must determine the date on which their term of office will end. At Norbury Manor the terms of office for the chair and vice-chair are recommended to be for one year. Dependant on the Governing Body determination of the length of office, appointments are recommended to be made at the annual general meeting in July of each year.

In order to encourage distributed leadership and succession planning no-one will serve as chair or vice-chair for more than six successive years, other than in exceptional circumstances. Where a vacancy arises before the end of an incumbent's term of office the Governing Body will elect one of their number to fill that vacancy at their next meeting.

Meetings

The Governing Body will meet at least three times each academic year. At the meeting prior to the start of an academic year, the Governing Body will determine the schedule of meetings for the forthcoming year. The schedule will include all meetings of the Governing Body as well as meetings of its committees.

The following people are entitled to attend a meeting of the Governing Body:

- a governor
- the headteacher (whether or not a member)
- the clerk to the Governing Body, and
- any other person as the Governing Body may determine

Delegation to committees of the Governing Body or individuals

The Governing Body may delegate appropriate functions to a committee, an individual member or to the headteacher. The Governing Body will appoint the chair and allocate the number of members of the Governing Body specified in the terms of reference to committees. All delegation arrangements will be recorded in the minutes of the Governing Body as well as being specified in the terms of reference of each committee as appropriate. The Governing Body must review delegation arrangements annually.

Norbury Manor follows the procedures set out in the relevant policies in instances of staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; headteacher appraisal; exclusions; or complaints.

A member of the Governing Body will be identified as the lead with regard to safeguarding issues. Their role will be to ensure that the school's policies, procedures and training are effective and comply with the law and statutory guidance.

Delegation to Chair or Vice-chair (in case of urgency).

The chair of the Governing Body may exercise any function where the chair is of the opinion that a delay in exercising a function, which can be properly delegated to an individual, would be likely to be seriously detrimental to the interests of Norbury Manor; any pupil of Norbury Manor, or their parent or any person who works at Norbury Manor. "Delay" means delay until the earliest date on which it would be reasonably practicable for a meeting of the Governing Body or a committee to which the function in question has been delegated could take place.

If the chair is unable to exercise this function because of vacancy or otherwise then the vice-chair may exercise the function to avoid the identified detriment.

Agreement on urgent matters may only, with the chair's authorisation, be sought from members by email or telephone. This process will be managed by the clerk. Any urgent financial decisions must conform to the financial procedures.

Limits of Delegation

The exercise of any function may not be undertaken by an individual member or committee of members unless authority to do so has been explicitly delegated by the Governing Body or urgent action is taken by the chair or vice chair as authorised above.

Reporting the use of delegated functions

Where a committee or individual member, including the chair, vice-chair and headteacher, to whom a function has been delegated or has otherwise exercised a function of the Governing Body must report to the Governing Body in respect of any action taken or decision made with regard to exercising the function.

Committees of the Governing Body

The Governing Body has five committees.

They are:

- Resources
- Admissions, Education and Curriculum
- Premises & Health and Safety
- Steering

- Headteacher's Performance Management

In addition the Chair of the Governing Body has the authority to convene a 'special committee' to address issues arising from the school policies such as those addressing complaints, grievance, capability, dismissal, discipline, exclusion and appeals as required. The membership of the special committee will be dependent on particular requirements but will comprise a minimum of three members.

Convening meetings

Meetings are convened by the clerk; the clerk must comply with any direction given by the Governing Body or the chair provided that any such direction by the chair does not conflict with that of the Governing Body.

Any three or more members of the Governing Body may requisition a meeting by giving notice in writing to the clerk; the clerk must convene a meeting as soon as is reasonably possible.

Agenda items and papers

A draft agenda will be prepared by the clerk by consultation with the chair and headteacher. Any member may contact the clerk in writing to request that an item (including any associated papers) be placed on the agenda not less than fifteen working days before the meeting. The clerk will include the request in the draft prepared for consultation. The final decision on the construction of agenda is for the chair. The finalised agenda and associated papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair/vice chair may allow shorter notice to be given.

Quorum

For any meeting of the Governing Body or any of its sub-committees to proceed, there must be a quorum of voting members in attendance. Subject to article 119 of the articles of association the quorum for a meeting of the trustees, and any vote on any matter thereat, shall be any three trustees, or, where greater, any one third (rounded up to a whole number) of the total number of trustees holding office at the date of the meeting.

The quorum for a meeting of each committee of the Governing Body is specified in the terms of reference.

Governing Body meetings or committee meetings which become inquorate will be discontinued and rearranged in order to determine outstanding business within two weeks.

Attendance

Members are expected to attend all meetings of the Governing Body and those committees to which they may be appointed. Attendance at meetings can, with prior arrangement with the clerk, include participation and voting via digital means, including but not limited to telephone or video conference. Attendance by such arrangement must provide appropriate security to ensure the confidentiality of discussion as well as voting.

In the event that a member is unable to attend a meeting they should inform the clerk before the meeting giving the reason for non-attendance which will be presented to the meeting for its consideration for acceptance.

The deputy headteachers and other senior staff may be asked to attend meetings of the Governing Body or relevant committees to present reports and give presentations. They may also be invited to attend as observers, as part of their professional development.

The clerk shall keep a record of members' attendance at meetings. Any member who does not attend a meeting for more than six months, without cause being accepted by the Governing Body, will cease to be a member of the Governing Body. The calculation of the six month period begins from the date of the meeting from which the member was initially absent.

Conduct and suspension / removal of members

The Governing Body has adopted a Code of Conduct for members. Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of Norbury Manor or likely to bring the school or the Governing Body or office of member into disrepute. In these circumstances the Governing Body will follow the procedures for suspension of a member as set out in the appropriate regulations.

Restrictions on persons taking part in proceedings

Where there may be a conflict between the interests of a person and the interests of the Governing Body or a fair hearing is required and there is reasonable doubt about a person's ability to act impartially or a person has a pecuniary interest in any matter to be considered then that person must disclose the interest, withdraw from the meeting and not vote upon the matter in question.

A pecuniary interest is recognised to include an interest in a contract or proposed contract where a person was nominated or appointed by the person with whom the contract is made, or the person is a business partner of the person with whom the contract is made, or the person is a relative of someone who would have an interest in the contract.

A person must withdraw from a meeting if the matter under discussion is the person's own appointment, reappointment, suspension or removal as either a member of, the clerk to, the vice-chair of or the chair of the Governing Body.

If there is a dispute about whether a person should withdraw, the other Governing Body members present at the meeting will decide upon the question of withdrawal.

Information and Advice

The headteacher has a statutory duty to keep the Governing Body properly and fully informed about the school. To help discharge this duty a written report will be presented to the Governing Body at least termly.

At an autumn term meeting of the Governing Body the members will receive details of public examination results taken in the preceding summer term and compare these with the targets set and the previous year's results.

Where information required by the Governing Body is not readily available, reasonable time will be given for its production.

Confidentiality of Proceedings

All deliberations including the detail of any discussion, dispute, or disagreement shall be kept as confidential information to those present at the meeting.

Public Statements

Public statements on behalf of the Governing Body will be made only by those authorised to make them by the Governing Body.

Members' Allowances

The Governing Body has agreed to reimburse a member for expenditure necessarily incurred to perform his / her duty, subject to the conditions set out in the Members' Allowances policy. Reimbursement can only be

made on provision of a receipt for the relevant amount. Reimbursement of expenses incurred in travelling to and from meetings will be made at an agreed mileage rate. All claims are subject to audit scrutiny.

Safeguarding Pupils and Disqualifications

Any person is disqualified from holding office or continuing to hold office as a member of the Governing Body when the person refuses a request from the clerk to the Governing Body to undertake appropriate legal checks. Currently, this includes the requirement to undertake an enhanced Disclosure and Barring Service (DBS) check.

If a person is subject to a bankruptcy restrictions order; a disqualification order made under the Company Directors Disqualification Act; an order of disqualification as a trustee made by the Charity Commissioners; an order made under the Insolvency Act; a criminal conviction which attracted a sentence of not less than three months without an option of a fine within five years of the date of appointment of membership of the Governing Body or during their membership of the Governing Body the member is disqualified from holding office on the Governing Body and must disclose the matter to the clerk.

Procedure for appointments to the Governing Body: member-appointed positions

Candidates will be asked to provide a statement outlining the contribution they can make to the good government and success of the school. They will meet with the chair and headteacher informally to clarify and discuss the nature of the role. A recommendation will be made by the chair for approval by the members of the trust. The Governing Body will be presented with the candidate's statement for their information.

Procedure for appointment of parent members

Parents of pupils registered at Norbury Manor are eligible to stand as parent members. When a vacancy occurs all parents will be made aware of the opportunity and invited to apply. If more than one eligible person applies an election will be held. Once the child of a parent member leaves the school the member's term of office will continue to the scheduled conclusion of their term. The articles of association stipulate that a minimum of two parent governors be appointed. The Governing Body has determined that except in exceptional circumstances a maximum of three parent governors will be appointed.

Procedure for appointment of staff members

The Governing Body has retained the option of appointing a maximum of two staff governors. All members of staff, contracted to work at Norbury Manor for at least 500 hours in the academic year in which a position becomes vacant, are eligible to stand for appointment as a staff member. If more than one eligible person applies an election will be held.

Appointment / Election procedure for chair and vice-chair of the Governing Body

The appointment of a chair and vice-chair must be made at meeting of the Governing Body; for any meeting to proceed a quorum of members of the Governing Body must be present.

The clerk will chair the Governing Body for this part of its meeting.

Candidates must withdraw during all discussion and voting.

Responsibilities of the clerk to the Governing Body

- i) The clerk will invite nominations in advance of an election date.
- ii) The agenda for the meeting will include "Appointment of a chair and vice-chair" as the first two items of business; the names of candidates will appear on the agenda.
- iii) Where there are no advance nominations the clerk will invite nominations at the meeting.
- iv) Candidates will be invited to make a short statement before withdrawing.
- v) Voting will be by secret ballot.
- vi) In the event of a tie a decision will be made by drawing lots/tossing a coin.

The clerk is responsible for:

- ensuring the efficient functioning of the Governing Body
- convening meetings of the Governing Body

- issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all entitled to attend meetings
- producing draft minutes for agreement by the chair within 10 days of the meeting
- ensuring that minutes are agreed and signed by the chair at the next meeting
- ensuring that that signed minutes are securely stored at the school
- maintaining a register of members
- reporting vacancies, maintaining a record of governor attendance at meetings and reporting on non-attendance to the Governing Body
- providing advice to the Governing Body on the exercise of its functions
- providing additional administrative support for governing body functions by agreement

Meetings Requirements

Presence

The time of arrival and departure of any member or person in attendance who is not present at the beginning or end of a meeting will be recorded in the minutes. The clerk will keep a record of the attendance of members.

Absence

Where a member is absent and has sent apologies to the clerk or the chair, these apologies will be presented to the meeting. The minutes will record the consent or otherwise of the Governing Body or the committee to the absence.

Agenda Items

An item entitled “any other business” will appear as the final item on the agendas of the Governing Body and its committees. Any business intended to be included here should be notified to the clerk forty eight hours in advance of the meeting. The meeting will decide whether any such item is to be discussed or dealt with in an alternative way. In general, only “for information” items will be accepted; issues requiring a report or decision will not be dealt with as “Any other business”.

In preparation for the next academic year, the agenda of the last meeting of the summer term must include items:

- to elect the chair and vice-chair of the Governing Body
- to determine the membership of the committees of the Governing Body
- to appoint the chair to each committee for the next academic year

The date of these appointments is recommended to be 1 September following the last meeting of the Governing Body in the summer term.

All supporting papers must be with the clerk a clear eight working days before a scheduled meeting date to allow for distribution and members meeting preparations.

Reporting the use of delegated functions

Where an individual or committee has delegated authority to exercise a particular function, the Governing Body will receive and note a report on the use of a function which it has delegated to a committee or an individual as soon as reasonably possible.

Availability of minutes and papers

Within ten days of the meeting an initial draft of the minutes will be sent by the clerk to the chair for checking. Having agreed the draft of the minutes, the draft will be sent to all members of the Governing Body within fifteen days of the meeting.

The approval of the minutes of the previous meeting will be an item on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.

A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.

Copies of the approved, non-confidential minutes will be placed on the school website.

Voting

Where an issue is to be determined by voting only those members of the Governing Body present at a meeting of the Governing Body may vote. Where an issue is to be determined at a meeting of a committee only those present who are members of the Governing Body appointed to the committee may vote on a matter. Staff who are present and who are not members of the Governing Body by right of office may not vote on any matter. Invited guests may not vote on any matter.

A simple majority decides any matter put to a vote. In the event of a tie, the chair has a casting or second vote except in the case of a selection panel convened to decide who, if any, candidate to recommend to the Governing Body for appointment as headteacher or deputy headteacher.

Voting will ordinarily be by show of hands, unless one or more members request a secret ballot

There is no second or casting vote in the election of the chairperson. Subsequent rounds of voting will be undertaken until a chairperson has been determined by the Governing Body.

Correspondence

All incoming correspondence to the Governing Body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter, is for the attention of the whole Governing Body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.

The clerk will log all correspondence to the Governing Body and may allocate it to an appropriate individual / committee. It will either be dealt with at the next Governing Body meeting or the meeting will receive a report from whichever committee or individual received the correspondence from the clerk.

Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate member of staff or member of the Governing Body. The matter will be addressed within the context of the application of the appropriate approved policy and/or procedure of the school. All proper considerations of sensitivity and confidentiality are to be observed.

Code of Conduct

The Governing Body has adopted a Code of Conduct for members. The code will be reviewed each year at the autumn term meeting. Every member will be asked to sign a copy as part of their induction programme.

Committee Terms of Reference

Terms of Reference: Resources Committee of the Governing Body

Purpose

This committee is responsible for monitoring and reviewing the school's proposals for the annual budget and the longer-term financial forecast and to recommend these to the full governing body. The committee will monitor and keep track of income and expenditure in order to ensure that the school maintains a high standard of systems as defined by the Academies Financial Handbook and EFA Accounts Direction (reviewed annually by EFA Steering group committees). The committee will also review and monitor all locally-managed school accounts.

This committee has the responsibility for overseeing and reviewing all staffing matters at the school, ensuring that all necessary HR policies are in place, agreeing procedures for staff selection, appointment and performance management, reviewing and agreeing staff training programmes and reviewing and agreeing pay. The committee will have responsibility for ensuring that the school has access to appropriate professional HR advice.

Membership

Membership shall consist of at least five Governors including the headteacher.

Quorum

Three Governors (not including governors who are school employees) and the headteacher or designated representative.

Frequency and conduct of meetings

- The Governing Body will appoint the committee's Chair at the beginning of the academic year
- The Committee will meet at least once a term, prior to the full governing body meeting of the term, and prior to key budget dates and accounting year end accounting returns deadlines
- The agenda must be prepared and distributed at least seven days before the meeting
- The minutes must be typed and made available to the Chair for checking seven working days after the meeting; once approved by the Chair the minutes will be circulated to members, remaining in draft form until formally approved at the subsequent meeting of the committee

Responsibilities

Part One: Finance

- In consultation with the headteacher, to receive and review the first formal budget plan of the financial year for full Governing Body approval based on the college development plan
- To receive and consider an up to date 3-year financial plan, that should include a cash flow annual forecast and budget forecast
- 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 the college operates within Norbury Manor's Financial Procedures Manual which incorporates the Scheme of Delegation

- To monitor the operation of all private funds kept on behalf of the Governing Body to the same standards as the main accounts, for recommendation to the whole governing body
- To annually review letting charges and make recommendations to the Premises Committee
- To review the draft pupil premium report for full Governing Body approval
- To receive reports in respect of service-level agreements and review these bearing in mind any recommendations from other committees
- To make decisions on expenditure in accordance with the Financial Procedures document following recommendations from other committees working with school management
- To ensure, as far as is practical, that funding for Health and Safety issues is appropriately prioritised.
- To monitor the school's audit requirements
- To receive reports and review school catering financial arrangements
- To approve a business continuity plan which will incorporate physical disaster recovery and financial continuity planning
- To review and recommend to the governing body all finance related policies

Part Two: HR and Personnel

- To receive reports on the college's staffing structure and review this in consultation with the headteacher
- To review and consider any changes proposed to staffing-related policies
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff and ensure that at least one member of every recruitment panel has attended safer recruitment training
- To provide from members of the committee (not including staff governors) the panel for Headteacher and senior leadership team appointments
- To receive and review a recommendation from the Headteacher's Performance Review Group on the Headteacher's remuneration and report its decision to the Governing Body
- To establish and review a Performance Management policy for all staff
- To establish and review discipline and capability policies for all staff
- To set up a first committee and second (appeal) committee 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 ensure that the college adequately addresses relevant staffing and HR issues when setting objectives and assessing performance in respect to the Public Sector Equality Duty
- To set up an appeals committee to hear any appeal against a decision on pay grading or pay awards

Terms of Reference: Premises and Health and Safety Committee of the Governing Body

Purpose

This committee is concerned with the use of premises, grounds and extended school facilities. It includes the responsibility of making recommendations on accommodation, caretaking, cleaning, decorating and maintenance. It monitors efficient use of utilities such as water, electricity or gas and maintains an overview of costs and lettings policy of premises. Health and safety also falls within this remit.

Membership

Membership shall consist of at least five Governors including the headteacher.

Quorum

Three Governors and the headteacher.

Frequency and conduct of meetings

- The Committee will appoint its own Chair at the beginning of the academic year.
- The Committee will meet at least once a term, prior to the full governing body meeting of the term.
- The agenda must be prepared and distributed at least seven days before the meeting.
- The minutes must be typed and distributed seven days after the meeting.

Responsibilities

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To ensure school risk assessments are up to date and appropriately actioned
- To oversee arrangements for repairs and maintenance including cleaning and decorating
- To oversee arrangements for the maintenance and repairs of catering facilities
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, 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 Premises Development Plan
- To establish and keep under review an Accessibility plan
- To review relevant SLAs and make recommendations to the finance committee
- To review all relevant policies and make recommendation to the governing body.

Terms of Reference: Admissions, Education and Curriculum Committee of the Governing Body

Purpose

This committee is responsible for promoting excellence in the education, behaviour and welfare of pupils in the college and has the principal oversight of all matters concerned with raising performance standards in achievement and in the quality of teaching and learning. The committee's role will focus on the nature and development of the curriculum at the college and of the educational experience offered to pupils and students, both within and beyond the formal classroom setting. It has responsibility for overseeing the implementation of the college's development plan as it relates to the learning of pupils and students and for monitoring the educational performance of the College against targets and against local and national benchmarks. It also has responsibility for ensuring that the College's admissions policies and practices are fair and transparent and that any appeals against admissions decisions are dealt with appropriately.

Membership

Membership shall consist of at least five Governors including the Headteacher.

Quorum

Three Governors and the headteacher or designated representative.

Frequency and conduct of meetings

- The Committee will appoint its own Chair at the beginning of the academic year
- The Committee will meet at least once a term, prior to the full governing body meeting of the term
- The agenda must be prepared and distributed at least seven days before the meeting
- The minutes must be typed and distributed seven days after the meeting

Responsibilities

- **Curriculum**
- In consultation with the Headteacher, to advise the Governing Body on all curriculum matters
- In consultation with the Headteacher to review and, where appropriate, to draft for the approval of the Governing Body, curriculum policies for the College, taking into account statutory requirements, for example those relating to RE, corporate worship and sex and relationships education
- In the light of the College's curriculum planning, to consider reports and proposals in relation to curriculum development at Key Stages 3 and 4, and in the sixth form
- To examine and respond to complaints made by parents on curriculum matters

- To determine any appeal made by a parent for a pupil's temporary withdrawal from part of the National Curriculum
- To consider the general principles of the organisation of the curriculum within the timetable, e.g. arrangements for grouping pupils (setting, streaming, mixed ability), length and use of the college day, etc. and report to the Governing Body
- To consider the financial, resource, staffing and professional development implications of the curricular decisions and plans
- To ensure that the expenditure of pupil premium grant funding is appropriately directed to benefit pupils and students, particularly in relation to 'closing the gap' measures
- To oversee proposals for educational visits, including the appointment of a named co-ordinator and to recommend approval of educational trips to the Governing Body
- To selectively monitor off-site visits and activities of more than 24 hours duration which might involve potential hazards
- To consider, where appropriate, how the College might collaborate with other providers to ensure that all pupils have access to the full range of curriculum opportunities
- To consider any other curriculum matters referred to the committee by the Governing Body
- To liaise with other committees and working parties of the Governing Body as necessary
- To oversee arrangements for individual governors to take a leading role in specific areas of provision
- **Performance**
 - To consider data and information relating to the performance of College pupils and students in the range of assessment activities, including nationally validated qualifications, and compare these data with national benchmarks
 - To scrutinise information regarding students' progress against College targets and value-added measures, including data from RAISEONLINE, Fisher Family Trust and OFSTED
 - To monitor and receive reports on the quality of teaching and learning, including summaries of the outcomes of lesson observation activity
 - To receive reports from 'Pupil Voice' activities
 - To consider data and trends in attendance and behaviour

- To keep under review the College's self-evaluation processes and contribute to the college's improvement plan
- To review and monitor the implementation of the college action plan following an OFSTED inspection
- **Policies**
- To advise the Governing Body on the formulation of a policy on Special Educational Needs and its working
- To determine the responsible person, (either a Governor or the Headteacher), under the Education Act 1981 with regard to special educational needs provision and to receive regular reports from that person as to whether the Governing Body is fulfilling its responsibilities under this provision
- To monitor and review matters which relate to the safety and well-being of students; this will include reviewing and approving policies as they are updated, such as those relating to Literacy, Numeracy, EAL, Gifted and Talented, Examinations, Assessment, Reporting and Recording, Looked-after Children
- To monitor and review the implementation of the Equal Opportunities Policy as it impacts on learning and on the pupils' experiences at the College
- To ensure that the College responds to the requirements of the 'Public Sector Equality Duty' as detailed in the Equality Act 2010 (Specific Duties) Regulations 2011 in respect of publishing relevant information and setting equality objectives
- **Admissions**
- To ensure that admissions policies are current, legally compliant and submitted for consultation as appropriate
- To review recruitment and marketing activities
- To recommend to the Governing Body the numbers of pupils in any year group in any College year
- To review and make recommendations on an annual basis relating to the arrangements for admission of pupils to the College
- To determine the offers that should be made against criteria for admissions to the first year of entry and ratify the decision of the Headteacher on the admission to any year groups where there are vacancies

Terms of Reference: Steering Committee of the Governing Body

Purpose

This committee is charged with planning and overseeing the functioning of the Governing Body's annual cycle of work, including the composition and objectives of the committees of the Governing Body and the roles of those members who have delegated responsibility in specific areas. The Steering Committee will be responsible for making recommendations to the full Governing Body in respect of succession planning, governor training and development and future governance structures. The Steering Committee will provide a forum for consideration of any urgent strategic issues as they may arise.

Membership

Membership will consist of the Chair and Vice-Chair of the Governing Body, the chairs of Resources, Premises and AEC committees (a maximum of 5 in total) and any other governor who is also a member of the Academy Trust.

Quorum

Three Governors.

Frequency and conduct of meetings

- The Committee will appoint its own Chair at the beginning of the academic year
- The Committee will meet as required to assist with the smooth running of the Governing Body
- The agenda must be prepared and distributed at least seven days before the meeting
- The minutes must be typed and distributed seven days after the meeting

Responsibilities

- To agree the work of the Governing Body and its committees at the start of the Academic Year and agree a calendar of meetings for the Governing Body based on known cycles of school improvement, financial management, staffing issues and communication with parents
- To monitor the progress of work being undertaken by committees and individuals
- 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 identify and propose responses to issues of concern emerging from the deliberations of other committees of the Governing Body
- To maintain an overview of national developments in governance practice and any changes to the statutory context
- To establish and keep under review arrangements for Governors' visits to the College
- 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 Headteacher
- To undertake other tasks delegated to them by the Governing Body

Terms of Reference: Headteacher's Performance Review Group

- To arrange to meet with any appointed external adviser to discuss the Headteacher's performance targets
- To decide whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

**Terms of Reference: Special Committee (Staff Disciplinary and Grievance Hearings)
of the Governing Body**

Purpose

This committee will convene to examine and make decisions regarding staff disciplinary, grievance and capability cases under the Academy's appropriate policies and procedures

Membership

Membership will comprise the Chair and/or Vice-Chair of the Governing Body or their nominee(s). Additional members will be identified from the Governing Body.

Quorum

Three Governors.

Frequency and conduct of meetings

- The committee will meet as required

Responsibilities

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under the Governing Body's personnel procedures (e.g. disciplinary, grievance, capability) where the Headteacher is the subject of the action*
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)

*cannot be delegated to an individual

(It is suggested that no governor with links to members of the academy's staff be appointed to this committee. Where possible at least one member should have professional experience of HR issues)

**Terms of Reference: Special Committee (Staff Disciplinary and Grievance Appeals Hearings)
of the Governing Body**

Purpose

This committee will convene to examine and review appeals against staff disciplinary, grievance and capability decisions under the Academy's appropriate policies and procedures

Membership

Membership will comprise the Chair and/or Vice-Chair of the Governing Body or their nominee(s). Additional members will be identified from the Governing Body.

No member of the governing body who took part in a meeting of the Staff Disciplinary and Grievance Hearings Committee in relation to a case which has now gone to appeal can take part in the related meeting of the appeals committee.

Quorum

The minimum number of governors will be three. A meeting of the appeals committee will be composed of not less than the number of governors who took part in the original disciplinary and grievance committee meeting.

Frequency and conduct of meetings

- The committee will meet as required

Responsibilities

- To consider any appeal against a decision to dismiss a member of staff made by the Staff Disciplinary and Grievance Hearings Committee
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy

(It is suggested that no governor with links to members of the academy's staff be appointed to this committee. Where possible at least one member should have professional experience of HR issues)