

DISCIPLINE, COMPLAINTS, APPEALS COMMITTEE

TERMS OF REFERENCE

1. **Membership and Quorum**

The membership and quorum of the Committee shall be 3 governors (excluding the Headteacher) appointed by the Governing Body, but no non-governors. In the event of the unavailability of a member of the Committee they shall be substituted as a member of the Committee for that meeting, on the basis of availability, by a reserve from the ordered list of reserves appointed by the governing body. The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

2. **Responsibilities**

Staff Dismissal

a) The initial determination that any person employed to work at the school should cease to work there. (community)

or

a) The initial decision that a person employed to work at the school should have his contract of employment with the governing body terminated or should not have that contract renewed. (voluntary aided)

Pupil Discipline

b) To be informed by the Headteacher of any exclusion for more than five days or where a pupil loses an opportunity to take a public examination because of her/his exclusion, and of the reasons for the exclusion.

c) To be informed by the Headteacher where an exclusion that was originally for a fixed period is to be made permanent and of the reasons for this decision.

a) Where the Headteacher has decided to institute a permanent exclusion, or where the fixed exclusion exceeds five days or prevents a pupil taking an examination, to consider whether the pupil should be reinstated immediately, reinstated by a particular date, or not reinstated, irrespective of any representation from the parents and to work within any timescale laid down in DfCSF regulations.

e) To review the school's policy on exclusions and to ensure it complies with government legislation.

Complaints

f) To hear and decide on complaints as required by the Governing Body's complaints procedure.

Appeal

g) To hear and decide appeals by staff in relation to pay.

h) To hear and decide on complaints appeals as required by the complaints procedures agreed by the governing body.

i) To hear any appeal in respect of a decision made by the staff dismissal committee.

3. **Records**
A written record shall be kept of all proceedings of the Committee and statistics shall be submitted to the next meeting of the governing body. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.
4. **Notice of Meeting**
The Committee shall meet as required. Members of the Committee shall normally be given at least seven days notice of a meeting.
5. **Chair and Vice-Chair**
The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

PAY COMMITTEE

TERMS OF REFERENCE

1. **Membership and Quorum**

- a) The membership of the Committee shall be 3 governors (excluding the Headteacher) appointed by the Governing Body, but no non-governors. Quorum shall be 2 governors. In the event of the unavailability of a member of the Committee they shall be substituted as a member of the Committee for that meeting, on the basis of availability, by a reserve from the ordered list of reserves appointed by the governing body. The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her. The committee shall not meet without the Committee Chair being present or a substantive replacement nominated by him/her.

2. **Responsibilities**

- a) To establish and review a Pay Policy for approval of the Governing Body.
- b) To note recommendations of Head's Performance Management Panel (2 Governors) in accordance with relevant Pay and Conditions policies.
- c) To review and decide staff salaries annually in accordance with Governing Body and relevant Pay and Conditions documents.
- d) To draft criteria for the approval of the Governing Body about the use of discretionary elements of pay provisions and make recommendations about implementing them.
- e) To liaise with the Resources (Finance) Committee to establish the annual and longer-term salary budgets and other costs relating to personnel e.g. training.
- f) To attend relevant training courses and review available advice to ensure that the responsibilities above are carried out effectively.

3. **Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

4. **Notice of Meeting**

The Committee shall meet at least annually and otherwise as required. Members of the Committee shall normally be given at least seven days notice of a meeting.

5. **Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

RESOURCES COMMITTEE

TERMS OF REFERENCE

1. Membership

The Committee will comprise up to 6 governors and where appropriate associate members to provide specific expertise and or skills.

Quorum

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the headteacher or her/his representative is present.

Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

Responsibilities: all committees have the following responsibilities. To:

1. receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
2. contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
4. consider the views of staff, pupils and parents when making strategic decisions that will impact on them
5. consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. **See Annex A for information about the General Equality Duty**
6. take appropriate action on any other relevant matter referred by the governing body.

The Board will

- ensure a review of the whole school pay policy to take account of local and national developments

The Resources Committee will monitor and evaluate the use of and impact of the school's budget, recruitment and professional development of staff, and premises.

Finance

- ensure that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money
- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;

- prepare and present to the governing body for ratification an annual budget reflecting priorities in the three year school development plan previously agreed by the FGB;
- scenario build re the possibility of budget increases or cuts
- monitor the budget (and any other devolved funds) and ensure a termly report to the governing body drawing on evaluations from the other committees and making any appropriate recommendations for future budgetary decisions.
- evaluate the value for money achieved particularly in relation to specific grants such as pupil premium, primary PE and sport. Consider how sustainability will be achieved if funding stops.

Staffing

- monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled
- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- monitor staff deployment, absence, recruitment, retention and morale
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with the General Equality Duty in relation to staff. **See annex A**
- ensure the school complies with all requirements in relation to safer recruitment
- monitor and evaluate the impact of the budget for continuing professional development

Premises, health and safety

- draw up medium and long term plans relating to the repair, maintenance and development of premises and infrastructure and recommend action to the governing body;
- monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.

Statutory policies and documents

Accessibility Plan
 Allegations of abuse against staff
 Appraisal (performance mgt)
 Business continuity plan
 Capability
 Single Central Record
 Charging and Remissions policy
 Data protection
 Dealing with allegations of abuse made against staff
 Equality information and objectives
 Freedom of Information Scheme
 Governors' Allowances policy
 Health and safety and risk assessments
 Premises management regs
 SFVS

Staff discipline, conduct and grievance
 Teachers' Pay policy
 Whistle Blowing (required by guidance)
 Staff code of conduct/behaviour policy

Voting

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Voting rights of associate members on committees

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The GB has decided to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

TEACHING AND LEARNING COMMITTEE

TERMS OF REFERENCE

1. Membership

The Committee will comprise up to 6 governors and where appropriate associate members to provide specific expertise and or skills.

Quorum

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the headteacher or her/his representative is present.

Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

Responsibilities: all committees have the following responsibilities. To:

1. receive reports from members of staff about matters relating to any of the issues listed in their terms of reference
2. contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
4. consider the views of staff, pupils and parents when making strategic decisions that will impact on them
5. consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. **See annex A for information re the General Equality Duty.**
6. take appropriate action on any other relevant matter referred by the governing body.

The Teaching and Learning Committee will monitor and evaluate pupil achievement and the quality of teaching, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

In December it will recommend to the governing body the school's pupil performance targets for summer 2017.

The committee will also monitor and evaluate relevant Equality Objectives, policies and assigned sections of the SEF and linked issues in the SDP notably:

- how the school deals with its statutory obligations in relation to the National Curriculum;
- the quality of the assessment system
- the performance of different groups, subjects and key stages making relevant comparisons to local and national data and analysing trends
- provision for, progress and attainment of vulnerable groups e.g. disadvantaged children, looked after children, young carers, and the effectiveness of any

- intervention strategies;
- the SEN policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
- the quality of teaching;
- the impact of interventions linked to specific grants such as pupil premium, primary PE and sport
- the range and impact of extra- curricular activities on pupil achievement and well-being;
- how well teaching prepares pupils for the next stage in their education

Statutory policies and documents

Equality information and objectives
EYFS information (nurseries)
Sex Education Policy
SEN Policy- for presentation to FGB
E safety

Voting

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Voting rights of associate members on committee

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Annex A

The General Equality Duty

A school must have **due regard to the need to:**

- a) eliminate **discrimination**, harassment, victimisation and any other conduct that is prohibited by the Act
- b) advance **equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it
- c) **foster good relations** between persons who share a relevant protected characteristic and persons who do not share it.

Protected characteristics

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and belief
- Sexual identity and orientation

CHILDREN, FAMILIES AND COMMUNITY COMMITTEE

TERMS OF REFERENCE

1. Membership

The Committee will comprise up to 6 governors and where appropriate associate members to provide specific expertise and or skills.

Quorum

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the headteacher or her/his representative is present.

Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

Responsibilities: all committees have the following responsibilities. To:

1. receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
2. contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
4. consider the views of staff, pupils and parents when making strategic decisions that will impact on them
5. consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. **See Annex A for information about the General Equality Duty**
6. take appropriate action on any other relevant matter referred by the governing body.

The Children, Families and Community Committee will monitor and evaluate relevant Equality Objectives and assigned sections of the SEF and linked key issues in the SDP notably:

- the impact of the school's contribution to pupils' personal development, behaviour and welfare
- the impact of safeguarding policies **See annex B**
- pupil applications and admissions
- attendance and punctuality
- behavior patterns and trends, exclusions and rewards
- the views of pupils and how these are taken into account in planning and day to day practice;
- the effectiveness of partnerships with other schools, external agencies and the community including business, to improve the school, extend the curriculum and increase the range and quality of learning experiences for pupils.
- the engagement and views of parents with the school, particularly those who find

it hard to engage, and how these are taken into account, and consider ways in which home-school links can be further developed, making appropriate recommendations;

- community links and community use of the school,
- the school's contribution to promoting community cohesion;
- supporting the school in ensuring that the school's website is compliant.

Statutory policies and documents

Behaviour Policy
Child Protection Policy
Complaints procedure statement
Compliance with information on line
Equality information and objectives
Home School Agreement
Register of pupils admission to school
Register of pupils' attendance
Statement of behaviour principles
Supporting children with medical conditions

Voting

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Voting rights of associate members on committees

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The GB has decided to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

GOVERNING BODY

TERMS OF REFERENCE

In exercising its functions, the governing body shall:

- a) act with integrity, objectivity and honesty in the best interests of the school;
- b) be open about the decisions made and the actions taken and in particular be prepared to explain decisions and actions to interested persons.

This does not require the governing body to disclose material relating to:

- a) a named teacher or other person employed or engaged, or proposed to be employed or engaged, at the school;
- b) a named pupil at, or candidate for admission to, the school;
- c) any matter, which by reason of its nature, the governing body or a committee of the governing body are satisfied, should remain confidential.

THE ROLE OF THE GOVERNING BODY

The governing body shall exercise its functions with a view to fulfilling a largely strategic role in the running of the school.

The governing body shall establish a strategic framework for the school by setting:

- a) aims and objectives for the school;
- b) policies for achieving those aims and objectives;
- c) targets for achieving those aims and objectives.

The governing body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress.

In exercising these functions, the governing body shall:

- a) (subject to any other statutory provision) comply with any trust deed relating to the school;
- b) consider any advice given by the headteacher as set out below.

The governing body shall act as a “critical friend” to the headteacher, that is to say, they shall support the headteacher in the performance of his/her functions and give him/her constructive criticism.

THE ROLE OF THE HEADTEACHER

The headteacher shall be responsible for the internal organisation, management and control of the school, and the implementation of the strategic framework established by the governing body.

The headteacher shall advise the governing body in relation to the establishment and review of the strategic framework, and in particular the headteacher shall formulate:

- a) aims and objectives for the school for adoption, with or without modification, or rejection by the governing body;
- b) policies for the school achieving those aims and objectives for adoption, with or without modification, or rejection by the governing body;
- c) targets for the achievement of those aims and objectives for adoption, with or without modification, or rejection by the governing body.

The headteacher shall report at least once every school year to the governing body on the progress made towards achieving the aims and objectives set and in particular towards meeting specific targets set.

DELEGATION OF THE GOVERNING BODY'S FUNCTIONS

In deciding whether or how to exercise any power to delegate functions, the governing body shall have regard to:

- a) exercising its functions with a view to fulfilling a largely strategic role in the running of the school;
- b) the responsibility of the headteacher for the internal organisation, management and control of the school.

The headteacher shall comply with any reasonable direction of the governing body in performing any function delegated to him/her by the governing body.