

Committee Structure and Terms of Reference 2023-24 Wellacre Academy

GOVERNING BOARD

The Governing Board needs to take a strategic role and be accountable for its decisions. Having agreed aims and objectives, the governance structure should ensure efficient and effective monitoring of performance as well as review of policies and priorities.

TERMS OF REFERENCE

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the school and its pupils, and the performance management of staff; and •
- Overseeing the financial performance of the school and making sure its money is well spent.
- **To agree constitutional matters***, including procedures where the Governing Board has discretion
- To recruit new governors as vacancies arise and **to appoint new governors*** • To hold at least three Governing Board meetings a year
- **To appoint or remove the Chair and Vice Chair***
- To appoint or remove a Clerk to the Governing Board
- **To establish the Committees of the Governing Board and their terms of reference (annually)**
- To appoint the Chair & Clerk of any Committee *(if not delegated to the Committee itself)*
- **To suspend or remove governor(s)***
- To appoint Named or Linked Governors for:
 - Safeguarding
 - SEND/PP/LAC
 - Careers
 - ICT
- To receive reports from any individual or Committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary
- To approve the formal budget plan for the financial year.
- To approve the following policies annually;
 - Pay
 - Pay Appeals
 - Safeguarding and Child Protection
 - Admissions

- Behaviour Principles
- Careers Education, Information & Guidance
- Complaints
- Early Career Teachers
- Special Educational Needs and Disability
- Staff Discipline and Conduct
- Children with health needs unable to attend school
 - To ensure Business Interests of all Governors are recorded and published •
 - To approve Staff Conduct, Disciplinary and Grievance procedures. •
 - To ensure that information on Governance at the School/Academy is published on the Schools website along with any other details/reports required to comply with statutory obligations (including SEND Report).

***these matters cannot be delegated to either a Committee or an individual**

Quorum: Half Governors in post (MNS) or one third of the number of Governors in post (Academies), specified items require two thirds of Governors.

THE ROLE OF THE CHAIR OF THE GOVERNING BOARD

- To work with the Head/Principal to promote and maintain high standards of educational achievement
- To ensure that the Governing Board set a clear vision, ethos and strategic direction for the school
- To, along with the Governing Board, hold the Head/Principal to account for the educational performance of the school and its pupils, and for the performance management of staff
- To, as a member of the Board, ensure oversight of the financial performance of the school and effective use of the resources

The Chair will need to ensure that all Governors understand the role and responsibilities of the Governing Board

- **Leading effective governance:** giving the Governing Board a clear lead and direction, ensuring that the governors work as an effective team and understand their accountability and the part they play in the strategic leadership of the school and in driving school improvement.
- **Building the team:** attracting governors with the necessary skills and ensuring that tasks are delegated across the Governing Board so that all members contribute, and feel that their individual skills, knowledge and experience are well used and that the overall workload is shared.
- **Relationship with the Principal:** Being a critical friend by offering support, challenge and encouragement, holding the Principal to account and ensuring the Principal's performance management is rigorous and robust; a good comparison is with the role of the chair of

a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.

- **Improving your school:** ensuring school improvement is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect school improvement priorities.
- **Leading the business of governance:** ensuring that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that Governing Board business is conducted efficiently and effectively.

Disqualification – Head/Principal/Staff

Support and guidance for the Chair, is available via Trust GS, including copies of the Publication “Leading Governors”; termly Taking the Chair training sessions and Network Meetings

THE ROLE OF THE CLERK TO THE GOVERNING BOARD

- To work effectively with the Chair of Governors, the other Governors and the Head/Principal to support the work of the Governing Board.
- To advise the Governing Board on constitutional and procedural matters, duties and powers.
- To help the Board understand its role, functions, duties
- To convene meetings of the Governing Board.
- To attend meetings of the Governing Board and ensure minutes are taken.
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board.
- To give and receive notices in accordance with relevant regulations.

Disqualification – Governors and the Head/Principal

THE ROLE OF THE CHAIR OF A COMMITTEE

- ❖ Elected by the Committee or appointed by the Governing Board.
- ❖ To ensure the business of the Committee is conducted properly, in accordance with statutory requirements (supported by the Clerk).
- ❖ To liaise with the Head/Principal and Clerk to ensure appropriate agenda papers are sent to Governors in advance of the meetings.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available.
- ❖ To ensure that all members have an equal opportunity to participate in discussion and decision-making.
- ❖ To ensure appropriate Minutes are taken by the Clerk.
- ❖ To utilise support available from the Clerking Service (Trust GS) including Taking the Chair training sessions and Network Meetings.

Disqualification – Head/Principal

FINANCE & RESOURCES COMMITTEE

- To review the formal budget plan each financial year for recommendation to the Board for approval
- To establish and maintain a 3 year financial plan
- To consider and review the budget position statement (including virement decisions) at least termly giving particular regard to any significant anomalies from the anticipated position
- To ensure that the school operates within financial regulations and complies with any financial management standards
- To agree the financial scheme of delegation;

-the Head/Principal will have full delegated powers to authorise expenditure in line with the agreed budget (or virement of funds) not in excess of £10,000

-the Finance Committee will have delegated powers to authorise expenditure of an amount of money (or virements) not in excess of £30,000 (These levels may be confirmed in the Minutes of the Autumn meeting).

-All virement* of funds must be reported to the full Governing Board

-To monitor expenditure of all voluntary funds / school fund • To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised including the maintenance and development of the school's premises (including use by outside users)

- In consultation with the Head/Principal to oversee funding bids
- To establish and keep under review the following statutory policies:

- Allegations of Abuse against staff
- Charging and Remissions
- Data Protection inc Biometric
- Privacy
- Equality Accessibility and Action Plan
- Equality Information and Objectives
- Health and Safety inc Infection Control
- Premises Management

- To monitor the adequacy and effectiveness of the Schools/Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- Review and monitor the Risk Register
- To keep under review the staffing structure.
- To keep under review staff work/life balance, working conditions and well being, including the monitoring of absence
- To ensure enhanced DBS and appropriate checks are carried out for all staff, Governors and volunteers.

Disqualification –Any staff other than as the Head/Principal (and School Business Manager), when the subject for consideration is the pay or performance review of any person employed to work at the school.

QUORUM = MINIMUM OF 2, PLUS THE HEAD/PRINCIPAL

CURRICULUM & STANDARDS COMMITTEE

- To consider and review standards of achievement and school educational performance
- To review and hold the School Leader to account for matters relating to the school's Curriculum, including statutory requirements and the National Curriculum
- To monitor and review the following statutory policies:
 - Curriculum
 - Pupil Premium
 - CPD
 - Relationships and Sex Education
- To review and oversee provision for assessment and reporting • To oversee arrangements for Linked/Named Governors in the specific area of provision: Pupil Premium
- To oversee curriculum provision and the quality of education • To ensure

the targeted use of Pupil Premium funding and to review and monitor the impact on outcomes for pupils

- To review provision for collective worship and RE
- To monitor progress towards the objectives outlined in the School Improvement Plan

QUORUM = MINIMUM OF 2, PLUS THE HEAD/PRINCIPAL

BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT COMMITTEE

- To consider and review standards of attendance, behaviour and attitudes. • To review and hold the School Leader to account for matters relating to students' attendance, behaviour and personal development. • To monitor and review provision in relation to: Safeguarding, Behaviour, Equality & Diversity, Inclusion, British values and Prevent.
- To oversee arrangements for Linked/Named Governors in specific areas of provision for SEND/LAC, Safeguarding
- To oversee Safeguarding arrangements and related Policies. • To ensure the targeted use of LAC and SEND funding
- To monitor progress towards the objectives outlined in the School Improvement Plan / School Development Plan.
- To approve the following policies in line with statutory timescales:

□ Behaviour for Learning

□ Exclusions

□ Attendance and Punctuality

QUORUM = MINIMUM OF 2, PLUS THE HEAD/PRINCIPAL

HEARINGS COMMITTEE & APPEALS COMMITTEE

- To make any determination to dismiss any member of staff (*unless delegated to the Head/Principal*)
- To make any decisions under the Governing Board's Personnel procedures e.g. disciplinary, grievance, capability where the Principal is the subject of the action*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy

Membership – not less than 3 members of the Governing Board subject to availability and impartiality

Disqualification – The Head/Principal

Clerking should be provided by HR Advisors and/or Trust GS (subject to annual agreement).

COMPLAINTS APPEAL PANEL COMMITTEE

- To consider any Complaints at the final stage of the Complaints procedure • To refer to and comply with the Complaints Policy and procedure • To consider the Complaint and decide whether to uphold or dismiss it, in whole or in part
- To consider and make any recommendations to the Board in order to avoid similar complaints arising in the future
- To recommend any changes necessary to the Complaints Policy or process

Membership – not less than 3 members of the Governing Board subject to availability and impartiality

Disqualification – The Principal

Clerking should be provided by Trust GS (subject to annual agreement).

PUPIL DISCIPLINE COMMITTEE

SEPT 2022 PROTOCOL FOR THE GOVERNING BOARD TO REVIEW A PERMANENT EXCLUSION / SUSPENSIONS OVER 15 DAYS IN A SCHOOL TERM OR SUSPENSIONS (AT REQUEST OF PARENTS)

Remit

1. The Governing Board delegates authority to the Pupil Discipline Committee for meeting the following obligations:

1.1 To consider and decide on reinstatement for suspensions of 5 days or less when representations are received from parents (or where the Board direct review is necessary).

1.2 To consider and decide on reinstatement in the case of suspensions totalling more than 5 but not more than 15 school days in one term when representations are received from parents (or where the Board direct review is necessary). *Meeting to be held between 6th and 50th school day after receiving notice of the exclusion.*

1.3 To consider and decide on reinstatement of a suspended or permanently excluded pupil within 15 days if;
- the exclusion is permanent

- the suspension would result in the pupil being out of School for more than 15 school days in one term or
- it would result in the pupil missing a public examination or national curriculum test.

1.4 To reconsider a decision not to reinstate following a direction of recommendation by an Independent Review Panel.

1.5 To ensure that the decision to exclude is in line with the DfE guidance.

1.6 To review the School Behaviour and Discipline Policy to ensure any decision to exclude/suspend is in line with the Policy.

Constitution of Pupil Discipline Committee & Process

2. The Committee will be constituted of 3 Governors who are uncompromised.

2.1 The Academy Trust permits meetings to proceed with 2 Governors (if necessary, due to restricted availability of Governors).

2.2 If no Governors are available, a Governor from another local School may be utilised. Similarly, this Board agrees that Governors will, when possible, serve on PDC's for other local Schools/Academies if needed.

3. A pack of documents to support the Headteacher/Principal's decision must be sent, at least 5 days in advance of the meeting, to:

- Governors who will form the Committee
- Parents/Carer (and where appropriate Social Worker and Virtual School Head (VSH))
- Clerk
- LA Rep (LA has the right to attend at Maintained Schools; LA may attend if the Academy chose to invite or the Parents request LA to attend)

4. In advance of the meeting the School will:

4.1 Confirm date and time of the meeting(s) and advise the Clerk (Trust GS).

4.2 Source 3 Governors (who are uncompromised and objective, not staff) to constitute the Committee.

Governors should be asked to convene 30-45 mins in advance of the Parents joining for a pre-meeting briefing with the Clerk, this is to re-cap the remit of the panel, clarify procedure and guidance and elect a Chair for the Committee/meeting.

4.3* Invite the LA (if appropriate). If the pupil lives outside of the borough, invite the LA for the School and LA for the student.

4.4* Advise the Parent(s) and student of their right to attend and make

representations. Advise them of their right to be accompanied by a friend or representative. **Except for meetings to reconsider after an IRP, where there is no obligation to invite other Parties.*

4.5 Advise Parents (if appropriate Social Worker/VSH) of:

a) the date, time and venue for the meeting (remembering to ask Parent(s) to arrive later than the Governors).

b) the opportunity (but no obligation) to send documents/information at least 6 days in advance of the meeting so it can be circulated with the School's information 5 days in advance of the meeting.

4.5 Prepare the documentation (ensuring that a copy of the letter informing Parents of the Exclusion and the reason is included).

4.6 Send copies of documents to all Parties at least 5-days in advance of the meeting. *(Trust GS recommend use of GovernorHub, School will need to post copy to Parents).*

4.7 Ensure a suitable room is available for the meeting to accommodate all attendees. All parties must be kept separate in advance of the meeting so Rooms will need to be made available accordingly.

5. Trust GS (Clerk) will:

5.1 Provide Agenda for the meetings (to be distributed with packs).

5.2 Provide guidance and a pre-meeting briefing with the Committee.

5.3 Meet/discuss procedure with the Head in advance of the meeting.

5.4 Greet the Parent(s) in advance of the meeting, explain the role of the Clerk and the procedure for the meeting.

5.5 Attend meeting to Clerk (take minutes, advise on procedure, and minute the Committees decision then draft the decision letter to be sent next School day).

5.6 Provide Zoom details & Protocol for online meetings (if meetings are to be online).

PROCEDURE FOR THE MEETING

6. The Board has agreed a Protocol for Governance meetings to take place online when deemed necessary. With the agreement of all Parties, PDC meetings may be held online (using the Clerk's secure Zoom platform or TEAMS).

7. The Committee members will meet 30 mins in advance of the meeting for a Briefing with the Clerk to recap on the remit, clarify procedure and appoint a Chair for the meeting.

8. An independent Clerk will be provided by Trust Governor Services. The Clerk plays no part in the decision making but will take minutes to record the proceedings, offer advice on procedure and minute the decision of the Committee.

9. The meeting is a **private and confidential** meeting of a Committee of the Governing Board. All parties are advised that there should be no correspondence between Parties in advance of the meeting. Any queries should be directed to the Clerk at Trust GS.

10. Governors may have access to documents via the secure portal and password protected files may be emailed to Parents. Where possible, printed copies of documents will be sent to all parties by the School. At the end of the meeting, any documents used by Governors will be confidentially destroyed. A master copy of all documents will be retained by the School.

11. All parties will be invited to attend the meeting at an appropriate venue OR will be sent Zoom or TEAMS details for the meeting.

12. Parties will be invited to attend/join at appropriate times. The Clerk will greet all Parties in advance of the meeting, ensure all documents have been received and all Parties are clear regarding the procedure. If the meeting is held online, the Clerk will assign all Parties to separate Breakout Rooms.

14. When all parties are ready, all parties join the meeting together. If an adjournment is necessary, the Clerk will assign each Party to private rooms or Breakout Rooms.

15. At the start of the meeting, the Chair (or Clerk) will explain how the meeting will be run, including the agenda and the use of any relevant Zoom/TEAMS functionality.

16. Statutory procedure, Governance regulations and protocols apply. All meetings must be arranged in consultation with the Clerk.

17. All participants will receive instructions regarding how to access the meeting including where they can access support if they experience difficulty.

18. The Committee will abide by normal rules, procedures, and code of conduct for Governors including giving particular regard to the duty to maintain confidentiality and with due regard to the school's policies relating to data protection and the appropriate use of ICT.

19. Minutes of the meeting will be taken by the Clerk and the meeting should not be recorded by any participant without the approval of the Governing Board (Committee).

20. Chairing of the meeting proceeds as usual. The meeting must remain quorate for any vote to be valid. If any party is unable to participate in the meeting due to technical issues, the meeting will adjourn briefly to address the problem. If it is not possible/practical to continue, the meeting will be adjourned by the Chair and reconvene at the earliest opportunity.

21. Trust GS, the Clerking Service, provide advice on appropriate governance procedure and regulations which continue to apply.

22. Following the meeting, the Headteacher/Principal, Parents and LA Reps will leave the meeting. The Clerk will remain with the Committee to minute the decision.

23. The decision of the Committee will be communicated to the Parents by letter sent the next working day after the meeting.

Acceptance and adoption of these procedures should be recorded in the Minutes of a Board meeting.

For assistance or advice contact Trust GS 0161 348 7188 or clerk@trustgs.co.uk

HEAD'S PERFORMANCE MANAGEMENT COMMITTEE

TERMS OF REFERENCE:

- To meet with the External Adviser (External Professional) to discuss the Head'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 meet annually monitor through the year the performance of the Head against the targets (with a short review half way through the year.)
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Membership – 2 or 3 Governors (including the Chair)

PAY REVIEW COMMITTEE

TERMS OF REFERENCE:

- to review the implementation and administration of the following policies:
 - □ Pay for Teaching and Support Staff
 - □ Pay Appeals
 - □ Capability Policy
- to ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression
- to handle appeals, if the matter cannot be resolved informally.
- to have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Governing Board
- to seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- to attend relevant training as appropriate

Membership The Pay Committee could be made up of three members of the Governing Board, perhaps from the existing Finance and Resources Committee. It is not recommended that an individual governor be assigned to this role as this may leave decisions open to challenge.

Disqualification –The Head/Principal

Quorum (minimum of 3 suggested)

Committee membership 2023-24

BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT COMMITTEE

Chair: Sam Russell

Vice Chair: Louise Henry

Plus: Tom Fredrickson, Jay Haughton (Owen McGrattan to be ratified at FGB 29.11.23)

CURRICULUM & STANDARDS COMMITTEE

Chair: Hannah Rayson

Vice Chair: Julie O'Connor

Plus: Andy Young, (Joanne Thirkill to be ratified at FGB 29.11.23), John Whitby

FINANCE & RESOURCES COMMITTEE

Chair: Chris Hinchcliffe

Vice Chair: Meena Radhakrishnan

Plus: Shirley Procter, (Laura Hepple-Stokes to be ratified at FGB 29.11.23, Lehi Baker

PAY REVIEW COMMITTEE

- 1. Andy Young**
- 2. Chris Hinchcliffe**
- 3. Julie O'Connor**

HEAD'S PERFORMANCE MANAGEMENT COMMITTEE

1. Chair: Andy Young
2. Sam Russell
3. External: SIP or Local Authority Officer

Link Governor roles:

Safeguarding (Beh and PD) - Sam Russell and Lousie Henry

SEND (Beh and PD) - Sam Russell and Louise Henry

Pupil Premium /Careers (QofEd)-Hannah Rayson

ICT (Resources) -Jay Houghton