



## **Committee Structure & Terms of Reference**

**9 December 2019**

### **RESOURCES EMPLOYMENT AND FINANCE COMMITTEE**

#### **Membership**

The Committee will comprise a minimum of 3 governors (plus associate members)  
Emma McLeod, Chris Farrel, Geoff Bland, Helen Swarbrick and Head Teacher

#### **In Attendance**

Debbie Chadwick, School Business Manager

#### **Quorum**

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

#### **Clerking**

The clerk to the committee is governing body clerk.

#### **Meetings**

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary. Meetings to commence at 5.00pm.

**Responsibilities:** all committees have the following responsibilities:

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitor and evaluate relevant parts of the SEF, the Academy development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- To 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.
- To take appropriate action on any other relevant matter referred by the governing body.

**The Resources, Employment and Finance Committee** will oversee

- the Academy finances ensuring that the Academy operates within relevant financial regulations and complies with requirements set out by the DfE in the Academies Financial Handbook and

Funding Agreement and by the Education Funding Agency (EFA); responding to any issues arising from the audit of the Academy's accounts and ensuring value for money;

- the maintenance and development of the Academy site and premises;
- the adoption and implementation of 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

In particular the committee will:

### **Finance**

- To consider the Academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the Head Teacher in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
- To consider and recommend to the governing body acceptance of the academy's budget, at the start of each financial year.
- To review monthly management reports provided by the Business Manager, to discuss these at each meeting and to ensure appropriate response to any concerns regarding financial performance
- To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Head Teacher with the stated and agreed aims and objectives of the academy.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Governing Body.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis and in response to reports from the accounting officer/responsible officer, including the implementation of bank account arrangements and, where appropriate to make recommendations to the governing body for improvement.
- To approve the financial statement for filing in accordance with Companies Act and Charity Commission requirements
- To be responsible to the Board for ensuring compliance with the Funding Agreement and all relevant financial regulations relating to the Academy is observed.
- To advise on major financial decisions that may affect the Academy's resources and finances and the risks involved in such decisions including value for money.
- To oversee treasury management and associated risk.
- To advise the Governing Body on other methods of income generation
- Oversee any capital investment programmes and advise the Governing Body as appropriate
- *Additional items which the Governing Body may wish to include*

### **Premises, health and safety**

- draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- agree the lettings and charges policy for the use of Academy premises;

- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action
- seek professional external advice as and when appropriate, inclusive of support offered through service level agreements, to ensure that the academy complies with all current health and safety requirements

### **Staffing**

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the Academy development plan;
- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence; performance management, whistle blowing, pay and conditions of employment and ensure staff are consulted and informed appropriately;
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- monitor the impact of equalities and diversity policies on staff recruitment and retention;
- ensure the Academy complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

The Committee will also nominate governors, namely, Emma McLeod, Laura Allan and Jay Garrett, to form the **Pay and Performance Management Review Committee** which will:

#### **Performance Management (quorum 2, maximum 3)**

- receive annual report from the Head Teacher on the operation of performance management procedures.
- receive a summary of the reviews carried out in the school
- carry out the Head Teacher's performance review, including a review of progress against objectives set, produce a written statement on the Head Teacher's performance and agree objectives for the forthcoming year

#### **Pay Review (quorum 3)**

- ensure an annual review of the whole Academy pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document\*\*;
- ensure an annual review of the Head and Deputy Head Teacher's salary in line with current arrangements in the School Teachers' Pay and Conditions Document, and in accordance with the outcome of performance management reviews,
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- address matters relating to progression onto the upper pay scale for teaching staff, as advised by the Head Teacher
- hear any salary review matter
- consider salary review data and pay recommendations relating to all staff

\*\*Anyone employed to work at the Academy other than the headteacher must withdraw from this item

\*\*\*Anyone employed to work at the Academy including the headteacher must withdraw from this item

**Sections of SEF:**

**Academy Development Plan Priorities:**

**Statutory policies and documents**

Terms of Reference agreed by the Governing Body on 5<sup>th</sup> February 2014.

## **PUPIL DISCIPLINE COMMITTEE**

### **Membership**

The Committee will be called when required from eligible\* members of the governing body, from whom *three* will be called to serve, with one reserve.

The Committee will be clerked by Lucy Emmerson, Clerk to the Governing Body (not a governor or the headteacher)

The Chair of the Committee will be decided by the GB at its annual review / agreed by the committee at a pre-meeting

*\* No governor will serve if s/he is paid to work at the School or has a connection with the pupil, family, or the incident which could affect their ability to act impartially.*

### **Quorum:**

The quorum for meetings of the Committee is three governors

### **Meetings:**

The Committee will meet when required

### **Responsibilities**

- To receive representations from parents whose child has been excluded for more than five and less than fifteen Academy days in any one term if requested
- To consider the circumstances of any pupil excluded permanently or for more than fifteen days in a term, or who will be unable to sit a public examination as a result of exclusion: and
- Decide whether to direct reinstatement of any such pupil so excluded
- Where the committee is notified of an exclusion of five Academy days or less, the committee, or the chair of the committee, may consider any statement from the parent (or pupil, if 18+)
- Report the outcome of any committee decisions to the next full meeting of the governing body ensuring that confidentiality is maintained at all times.

If exclusion causes a pupil to miss sitting a public examination, the pupil discipline committee will meet before the exam wherever possible. If this is not practical, the Chair may take action on behalf of the committee

The Committee will take account of the latest DfE guidance and relevant information and training.

Appeals by parents against the decision of the Pupil Discipline Committee are dealt with by an independent panel established by the local authority.

Terms of Reference agreed by the Governing Body on 5<sup>th</sup> February 2014.

## **COMPLAINTS PANEL**

### Membership:

Three governors not paid to work at the School selected by the Chair and not previously involved in the complaint, plus an external representative.

Quorum: 3

### Remit

To consider and investigate complaints as necessary

Terms of Reference agreed by the Governing Body on 5<sup>th</sup> February 2014.

## **STAFF HEARING COMMITTEE**

### Membership

At least three governors to be selected from the membership of the full Governing Body by the Chair of Governors (excluding governors paid to work at the school)

Quorum 3 (nb governors called to serve on this committee cannot serve on the Staff Appeals Committee)

### Remit

- To hear cases under disciplinary and capability procedures and to determine an appropriate course of action which may include dismissal
- To make decisions in relation to redundancy and early retirement
- To hear any grievance against the Head Teacher at Stage 2 of the grievance procedure (The Chair of Governors would deal with such a grievance at Stage 1)

Terms of Reference agreed by the Governing Body on 5<sup>th</sup> February 2014.

## **STAFF APPEALS COMMITTEE**

### Membership

At least three governors to be selected from the membership of the full Governing Body by the Chair of Governors (excluding any governors paid to work at the School and any governors who served on the Hearing Committee for the case in question)

Quorum            3

### Remit

To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures
- Appeals against pay decisions, in accordance with the School's pay policy
- Appeals under performance management procedures, including any appeal from the Head Teacher (performance management appeals are dealt with under the grievance procedure).

## **GOVERNOR LINKS**

Foundation Stage 1	Emma McLeod
Foundation Stage 2	Emma McLeod
Year 1	Matt Brayshaw
Year 2	Helen Swarbrick
Year 3	Jay Garratt
Year 4	Julia Brallisford
Year 5	Geoff Bland
Year 6	Laura Allan
Safeguarding/ website	Emma McLeod Geoff Bland
Nurture/ SEN	Emma McLeod
NESTA	<a href="#">Jen Shields</a>
COOP	<a href="#">Tracy Hill</a>