

**GOVERNING BODY COMMITTEE STRUCTURE 2017-18**

**FULL GOVERNING BODY**

<b>STUDENT SUPPORT COMMITTEE</b>	<b>FINANCE &amp; RESOURCES COMMITTEE</b>	<b>STANDARDS COMMITTEE</b>	<b>AUDIT, RISK AND PAY COMMITTEE</b>	<b>STAFF/STUDENT DISCIPLINE PANEL</b>	<b>APPEALS &amp; COMPLAINTS PANEL</b>
<b>Ofsted Focus: Personal Development, Behaviour and Welfare</b>	<b>Ofsted Focus: Effectiveness of Leadership and Management</b>	<b>Ofsted Focus: Assessment, Learning, Overall Effectiveness and Achievement (Outcomes for Pupils)</b>	<b>Focus: Overseeing the Financial Performance of the school and making sure its money is well spent</b>		
<b>Link SLT: PAC</b>	<b>Link SLT: MD/MLD</b>	<b>Link SLT: OJW/MLD/ESW/TKW</b>	<b>Link SLT: MD</b>	<b>N/a</b>	<b>N/a</b>
Transition Pastoral/Ethos Parental liaison Attendance/Punctuality Personal Development & Well Being Safeguarding Community Equalities	Budgets Financial Management Staffing/CPD/PM Premises Business Management Partnerships Curriculum Leadership & Management Educational Visits	Standards/Pupil outcomes/data Teaching & Learning 'Narrowing the gap'/SEN Target setting SEF QA	Risk Register Performance Management Internal/External Audit Reports	Grievance Appeals	
<b>Members to include:</b>	<b>Members to include:</b>	<b>Members to include:</b>	<b>Members: D Cheetham L Jones R Green</b>	<b>Members: D Broughton L Jones</b>	<b>Members: D Cheetham Visiting Head An Other</b>

## Full Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the academy and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

### Terms of reference:

- **To agree constitutional matters\***, including procedures where the Governing Body has discretion
- To put forward new members when vacancies arise
- **To hold at least three Governing Body meetings a year\***
- **To appoint or remove the Chair and Vice Chair\***
- **To appoint or remove a Clerk to the Governing Body\***
- **To establish the committees of the Governing Body and their terms of reference\***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee\***
- **To suspend a governor\***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
- **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 Body is necessary\***
- To approve the first formal budget plan of the financial year
- **To review the delegation arrangements annually\***
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the academy year, based on known cycles of academy improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review the Emergency Plan and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a Code of Conduct for the Governing Body
- To establish and keep under review arrangements for Governors' visits to academy
- To oversee arrangements for Governor involvement in formulating and monitoring the Academy Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a Job Evaluation committee 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 Principal
- To nominate two Governors to sit on the Retford Post-16 Centre Governing Committee and provide guidance to those Governors as to the Academy's approach to, and expectations of, the working and outcomes at that Centre
- To monitor closely the working arrangements with partners at the Post-16 Centre and consider any impact on the main school.

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

### Membership – As per the Instrument of Government

**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations

<b>These terms of reference agreed by the Governing Body</b>		September 2017
Chair of the Governing Body	Dr D Cheetham	
Vice-Chair of the Governing Body	Mrs L Jones	
Clerk (s) to the Governing Body	Miss R Scully	
<b>Quorum:</b>	<b>One third of the number of Governors in post</b>	

## Audit, Risk and Pay Committee Terms of Reference

Membership of the Committee will be no fewer than three Governors, none of whom shall be employed at the Academy. Ideally, one member will have recent and relevant financial experience. The Chief Financial and Operations Officer, Principal (Accounting Officer) and other staff members as necessary will be invited to attend. Internal and External Auditors will be invited to attend as necessary. The Committee will have the opportunity of meeting with the Internal Auditors and/or the External Auditors without management present, as necessary. The Committee is authorised to request any information it requires from any employee, External or Internal Auditors or other assurance provider. The Committee is authorised to obtain external legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Chair of Governors.

The Clerk will act as Secretary to the Committee.

The Committee will meet three times per year in support of the fiscal cycle and at such additional times as necessary. Meetings shall be conducted in accordance with relevant legislation.

Agendas will be agreed in advance with the Committee Chair, based, on but not limited to, a pre-agreed annual schedule of activity and papers will be circulated to members and attendees at least seven working days in advance of the meeting by the Clerk. Draft minutes will be forwarded to the Committee Chair for approval to release and will be circulated within seven days of the meeting

The Committee will be quorate when two Governors are present.

In accordance with legal responsibilities placed on the Governing Body and its Scheme of Delegation, to maintain an oversight of the Academy's governance, risk management, internal controls and value for money framework, ensuring that the Academy remains compliant with relevant legislation and regulation and works to sustained best practice.

### TERMS OF REFERENCE

- To receive reports and correspondence from Internal and External Auditors and other bodies (eg EFA/NAO) and consider any issues raised, together with the associated management response and action plans
- To advise the Governing Body and Accounting Officer on the adequacy and effectiveness of the Academy's governance, risk management, internal control and value for money frameworks and systems through referral of such reports to the Governing Body and/or relevant Committee for information and action
- To review the Academy's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately
- To advise the Governing Body on the appointment/re-appointment, dismissal and remuneration of the External and Regularity Auditor
- To advise the Governing Body on the requirement for and subsequently, the appointment/re-appointment, dismissal and remuneration of an Internal Auditor or other assurance provider, thus enabling the Governing Body to sign the corporate governance statement in the annual accounts
- To review the External Auditor's annual planning document and approve the planned audit approach
- To advise the Governing Body on an appropriate programme of work to be delivered by External and Internal Auditors, to be derived from the Committee's regard for the key risks faced by the Academy, the assurance framework in place and its duty to report to the Governing Body on adequate and effective governance, risk management and internal controls
- To regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable
- To consider any additional services delivered by the External Auditor or other assurance provider and ensure appropriate independence is maintained
- To ensure appropriate co-operation and co-ordination of the work of the External and Internal Auditors
- To review and recommend approval to the Governing Body of the, indicating amendments in line with legislative changes or best practice.
- To monitor effective implementation of the Anti-Fraud and Anti-Corruption Policy, reporting any concerns to the Governing Body.
- To review and commend to the Full Governing Body for ratification, the Health and Safety Policy, the Emergency Plan and the Fire Evacuation Policy together with monitoring their implementation



## Finance & Resource Committee

### Terms of Reference

Membership of the Committee will be no fewer than three Governors, plus the Principal.

The quorum for each meeting shall be three Governors.

The Committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

The Committee is to report to each meeting of the Full Governing Body.

The Committee Clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The Committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the Academy's established scheme of delegation.

#### TERMS OF REFERENCE

##### **To take the lead on:**

- monitoring and evaluating the budget allocated to the Academy to achieve value for money
- reviewing staff pay and conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the Committee's area of operation
- developing and reviewing policies identified within the Academy's policy review programme and in accordance with its delegated powers

##### **To accept full delegated responsibilities for the discharge of the following duties:**

- Preparation and presentation of an annual budget to the Full Governing Body for approval
- Agree the level of financial delegation to the Principal
- Ensure that the principles of 'best value' are adhered to
- Review, monitor and evaluate the annual maintenance programme
- Project manage maintenance, repairs and redecoration within the budget allocation
- Recommend an appropriate staffing structure to the Full Governing Body for approval
- Recruit, select and appoint staff
- Secure the effective implementation of Performance Management procedures
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes

##### **To provide guidance to the Full Governing Body for the following, which cannot be delegated:**

- Approval of the annual budget
- Appointment of Principal and Vice Principal
- Approval of the staffing structure for the Academy

## Standards Committee

### Terms of Reference

Membership of the Committee will be no fewer than three Governors, plus the Principal.

The quorum for each meeting shall be three Governors.

The Committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

The Committee is to report to each meeting of the Full Governing Body.

The Committee Clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The Committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the Academy's established scheme of delegation.

#### TERMS OF REFERENCE

**To take the lead on:**

- monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups
- ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the Committee's area of operation
- developing and reviewing policies identified within the Academy's policy review programme and in accordance with its delegated powers

**To accept full delegated responsibilities for the discharge of the following duties:**

- Monitor and evaluate:
  - the effectiveness of Leadership and Management
  - the impact of quality of teaching on rates of pupil progress and standards of achievement
  - the impact of Continuing Professional Development on improving staff performance
  - the effectiveness of provision for children with Special Educational Needs
  - the quality of the curriculum in securing high standards of achievement
  - the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEN, gender, Ever-6, BME, EAL, children in care etc)
- Identify and celebrate pupil achievements

**To provide guidance to the Full Governing Body for the following, which cannot be delegated:**

- Setting realistic and sufficiently challenging statutory end of key stage targets
- The Academy's curriculum statement
- Approval of Academy policies on Sex and Relationships Education and Religious Education

## Student Support Committee

### Terms of Reference

Membership of the Committee will be no fewer than three Governors, plus the Principal.

The quorum for each meeting shall be three Governors.

The Committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

The Committee is to report to each meeting of the Full Governing Body.

The Committee Clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The Committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the Academy's established scheme of delegation.

#### TERMS OF REFERENCE

##### To take the lead on:

- ensuring the health, safety and well-being of staff and pupils
- promoting community cohesion and inclusive practice relating to race, gender and disability equality
- overcoming barriers to learning
- parental and community liaison
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the Academy's policy review programme and in accordance with its delegated powers

##### To accept full delegated responsibility for the discharge of the following duties:

- To agree annual attendance targets and monitor progress towards achieving these
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning
- To monitor and evaluate:
  - the impact of the Academy's Punctuality, Attendance and Behaviour Policies
  - the quality of the Academy's provision for personal development and well-being
  - the effectiveness of care, guidance and support for learners
  - the extent to which pupils feel safe
  - the extent to which pupils adopt healthy lifestyles
  - the extent to which pupils contribute to the Academy and wider community
  - the extent to which pupils develop workplace and other skills that will contribute to their future economic well-being
  - the extent of pupils' spiritual, moral, social and cultural development
  - the effectiveness with which the Academy promotes equal opportunity and tackles discrimination
  - the effectiveness with which the Academy promotes community cohesion
  - the effectiveness of Safeguarding Policies and Procedures and ensure that the Academy complies with all Health and Safety and other Safeguarding regulations (including Child Protection and Safe Recruitment)