

Ricards Lodge High School
(working document)
Governors' Committees

Introduction

The Governing Body as a whole need not take every decision that is required. Some powers or functions can be delegated to the Headteacher, to an individual governor, to committees or to working groups.

Some key decisions cannot by law be delegated and must be taken by the Governing Body as a whole. Where this is the case, a person, working group or committee can be asked to consider the issue and make recommendations, as long as the full Governing Body takes the decision. It is important to distinguish between committees which have delegated powers, and informal groups which do not.

The most important duties which **cannot** be delegated include:

- holding a meeting at least once a term.
- to set up and maintain a Register of Governors' Business Interests
- appointing to and remove from the Governing Body.
- electing the chair and vice chair
- appointing the Headteacher and Deputies
- establishing terms of reference for committees and delegating powers to them
- to draw up instrument of Government.

All committees are set up by the full Governing Body and must report their decisions or recommendations to the Governing Body. The functions, membership and terms of reference of all committees should be reviewed annually at the Autumn Term meeting.

Each committee elects its own chair and vice-chair at its first meeting of the academic year.

The Chair of Governors and Headteacher are ex Officio members of all Governors' committees.

For all committees, a quorum is three governors.

It can be helpful to governors if agendas, minutes and papers relating to different committees are printed on different coloured paper.

In addition, an Appeals Committee is needed. This should consist of any three Governors who have not been involved in the matter at issue.

1 Curriculum Committee/ Teaching and Learning

a Terms of Reference

- i.** To ensure that statutory obligations regarding the National Curriculum and its assessment have been met and to advise the FGB of the school curriculum model.
- ii** To review and revise as appropriate policies required by current legislation and committee matters in order to make recommendations to the Governing Body. These policies/documents include:
 - Sex Education
 - Equality Information and Objectives
 - SMSC (to include community)
 - Accessibility
 - School information published on website
 - Teaching and Learning including CPD
 - Educational Trips and Visits
- iii** To review the results of public examinations and on going internal /external assessment data to monitor student achievement and attainment across all year groups and pupil groups (including Data Dashboard, ROL, L3VA).
- iv** To oversee arrangements for monitoring and evaluating the quality of teaching and learning including internal and external monitoring visits.
- v** To oversee procedures for educational trips and journeys and to give permission for trips abroad or lasting more than one day.
- vi** To receive and monitor impact of SMSC work
- vii** To evaluate the impact of the SEF/SIP as appropriate to the committee

b Membership

A minimum of five governors, to include one governor from at least three different constituent groups.

At least one member should also be a member of the Personnel and Inclusion Committee. Serviced by SLT as appropriate.

c Meeting Cycle

Autumn Term:	Review of public examination Agree student targets Review of policies School Self Evaluation/ School Improvement Plan MEP Visit Agree Governor visit schedule
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- Spring Term: Consider curriculum plans for the next academic year.
Review of the selected policies/curriculum areas. Contribute to the Schools Self Evaluation/SIP
Report on Governors visit
Agree Governors visits
- Summer Term: Review of selected policies/curriculum areas.
School Self Evaluation.
MEP visit.
Evaluation of CPD
Agree Governors visits
Report on Governors visit
Agree draft plans for following academic year.

2 Personnel and Inclusion Committee

a Terms of Reference

- i. To review the staffing structure and to recommend adjustments as appropriate.
- ii To review and revise as appropriate policies/documents required by current legislation and committee matters in order to make recommendations to the GB

These policies include:

 - Staff discipline
 - Staff capability
 - Behaviour for Learning policy including the Home School agreement
 - Attendance Policy
 - Safeguarding and Child Protection Policy including the S.C.R
 - SEN Policy
 - Teacher Appraisal
 - On-line Safety
 - Teachers' Pay
 - Pupil Premium/ Catch up
 - Medical Policy
- iii To keep under review staff work/life balance, working conditions and well being including the monitoring of absence.
- iv To consider and make initial decisions about matters relating to the dismissal or redundancy of staff and staff grievances, in accordance with LA procedures.
- v To monitor arrangements for Appraisal
- vi To consider and approve where appropriate requests for leave of absence.

- vii To evaluate the impact of the SEF/SIP as appropriate to the committee.
- viii To oversee and foster students' inclusion in the school community, including advising the Governing Body on matters relating to student behaviour and attendance (including anti bullying), reviewing exclusions and child protection referrals, the progress and performance of SEN, Disadvantaged students and those on alternative provision.

b Membership

A minimum of five governors, to include one governor from at least three different constituent groups. Serviced by SLT as required

c Meetings Cycle

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| Autumn Term: | <ul style="list-style-type: none"> Review of selected policies Progress of PP/SEN/LAC/Alt Ed students Child Protection referrals Student attendance Exclusions Anti-bullying Staff Attendance School Self Evaluation/ School Improvement Plan Agree Governors visit schedule |
| Spring Term: | <ul style="list-style-type: none"> Consider staffing needs for the next academic year Review of selected policies Child Protection referrals Progress of PP/SEN/LAC/Alt Ed students Staff Attendance School Self Evaluation/ School Improvement Plan Report on Governors visits and actions Agree Governors visits |
| Summer Term: | <ul style="list-style-type: none"> Review of selected policies Child Protection referrals Progress of PP/SEN/LAC/Alt Ed students Staff Attendance School Self Evaluation/ School Improvement Plan Report on Governors visits and actions Agree Governors visits Agree draft plans for following academic year. |

3 Finance and Premises Committee

a Terms of Reference

- i To oversee the preparation of the school budget annually, and recommend its adoption to the Governing Body.
- ii To agree limits of delegation and virement in relation to the budget.
- iii To monitor expenditure against the budget plan and revise the plan if necessary.
- iv To ensure that the school complies with health and safety regulations in partnership with PFI partners and the Local Authority
- v To monitor Local Authority management of the PFI contract.
- vi To propose and recommend on any new developments in relation to school premises or its resources
- vii To monitor the use and audit of the School Fund Account.
- viii To review and revise as appropriate policies/ documents relating to current legislation and committee matters and to undertake any formal consultation on them.

These policies include:

- Charging and Remission
- Complaints procedures
- Health and Safety
- Data Protection
- Website
- SFVS (School Financial Value Standard)
- Freedom of Information
- Critical Incident Plan

b Membership

A minimum of five governors, to include one governor from at least three different constituent groups .

c Meetings Cycle

Autumn Term:	Budget monitoring Monitor School Fund Account Review of selected policies School Self Evaluation/ School Improvement Plan Agree Governors visit schedule
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Spring Term: Prepare draft budget
Prepare final budget
Budget monitoring
School Self Evaluation/ School Improvement Plan
Report on Governors visits and actions
Agree Governors visit

Summer Term: Budget monitoring
Review limits of delegation and virement
Review of selected policies
School Self Evaluation/ School Improvement Plan
Report on Governors visits and actions
Agree Governors visits
Agree draft plans for following academic year

7. RR6 committee

- a. Membership
- b. Terms of Reference

4 Futures Committee

a Draft Terms of Reference

To advise the full GB on matters relating to the future development of the school with focus on the following key aspects.

- i. Changes in National policy and an appraisal of how they could affect the performance and direction of the school
- ii Changes in the Local Authority policy and procedures and how they could affect the performance and direction of the school
- iii Changes in the local context and how they could affect the school
- iv Future innovations and strategy issues

b Membership

The Chair, Vic Chair of the FGB and the Chairs of the Committees, where different.

c Meeting Cycle (as advised)

Autumn Term:

Spring Term:

Summer Term:

5. Pay Committee

a Terms of reference

- i. To carry out the annual reviews and recommendations of teachers salaries

b Membership

Headteacher, Chair of Personnel and Inclusion, Chair of Curriculum,
Chair of Premises and Finance.

6. Headteacher's Pay committee

a Terms of reference

- i. To carry out annual review of the performance of the HT

a. Membership

Chair of Governors, Vice-chair of Governors, MEP