

RR6 Constitution and terms of reference

Membership:-

The two Headteachers (or their representatives); the two chairs of Governors (or their representatives); and another five governors at Rutlish School, another five governors at Ricards Lodge High School, i.e. a membership of 14 Governors in total. Membership to be confirmed to the clerk at the beginning of each academic year. Schools may send substitute Governors if members are unable to attend.

Quorum:-

Any six from the membership to include at least one from each school

Meetings:-

The committee will meet at least once a term and otherwise as required

Procedures:-

All Governors may attend and speak at the committee meetings but may only vote if they are a member of the committee

Review of these Terms of Reference

At the first committee meeting of the school year the committee shall review its terms of reference and propose any changes to the subsequent Full Governing Body meetings.

Appointment of Chair and Vice Chair

The Chair and Vice-chair will rotate between Ricards and Rutlish on an annual basis with a governor from each school in the role on an alternate basis.

Agenda

The agenda for the committee's meetings shall be circulated at least a week in advance to all Governors by e-mail. Governors may request a copy in hard copy.

Any Governor may contribute an item for the agenda, via the chair.

The following will usually be standing items on the agendas of meetings:-

At the beginning of each meeting:

- Attendance and apologies for absence,
- Declaration of interests (see below)
- Minutes of the previous meeting,
- Matters arising from the minutes of the previous meeting,

At the end of each meeting:

- Any matters for publicity
- Any other business

- Consideration of any item as confidential
- Date of next meeting

Declaration of Interests:

Governors should declare any interests in any items before they are discussed and withdraw from that part of the meeting if appropriate.

Apologies for absence – Governors missing meetings

Apologies for absence from Governors for non-attendance will be noted.

The clerk will notify the Chair if any Governor misses meetings for a period of 6 months. In that event the Chair will attempt to contact the Governor concerned to discuss whether the Governor is in a position to continue with their duties. The non-attendance and continuance of the Governor's term should be an item for discussion on the Agenda of the next meeting of the Full Governing Bodies.

Minutes

The main aim of the minutes is to record decisions and any agreed action. Minutes should be written so they are capable of being understood by the casual reader. They should not be simply "action notes".

A clerk will normally take the minutes. In the absence of a clerk, meetings shall appoint (from amongst its membership) a person to be responsible for taking and preparing minutes.

Minutes will have a heading showing what it is and the date of the meeting and list those present.

Minutes shall be cleared by the Chair of the meeting before circulation.

Minutes will be circulated to all Governors with the next Full Governing Bodies agendas, where possible, or as soon as possible thereafter.

They will have 'Signed as a true record.....' and 'Date.....' left blank on them. The clerk will ensure that the relevant Chair has an additional copy.

If the next relevant meeting approves the minutes, the Chair will sign and date the minutes and return them to the clerk for the files. If the minutes require minor amendment the chair will make them and sign one copy and return it to the clerk. If significant changes are required the minutes will be returned to the clerk with the changes indicated and the revised minutes be re-circulated to all Governors.

Signed minutes will be filed with the signed minutes of the Full Governing Bodies' meetings except for sheets containing confidential items which will be filed separately.

Any other Business

The Chair should not be allow 'Any other business' to unduly extend the meeting or be used to make a major decision (thereby avoiding giving Governors proper notice). The Chair should normally defer any major issue to the next meeting where it will be an agenda item.

Confidential Items

Meetings should consider whether any items are confidential. Where a meeting deems any item confidential, the minutes of this item should be recorded on a separate sheet of paper. The main body of the minutes themselves shall just record that the item concerned was confidential. The confidential sheet shall clearly denote the meeting and the item cross referenced to the main minutes and be marked prominently as 'confidential'.

The Chair of the meeting should ensure that the confidential sheet is also signed when the minutes are approved. All confidential minutes will be stored in a separate file from the main minutes.

TERMS OF REFERENCE

(for ease of consideration, of the scope of the business the
Terms of Reference have been categorised)

The purpose of the Joint Strategic Committee is not to duplicate the work already carried out by the school committees. The bullet points under each heading are not intended to be exclusive, but more to help as prompts to ensure all business relevant to the Joint 6th Form is properly covered. It should be considered that, may be, a lot of the business can best be covered simply by ensuring that each school's committees are dealing with the relevant business.

Curriculum:-

- Advise the Full Governing Bodies of the 6th form's curriculum model and that the statutory obligations regarding the curriculum and its assessment have been met.
- With the assistance of the staff, to provide the Full Governing Bodies with information about how the curriculum is planned, taught, evaluated and resourced, including monitoring the quality of teaching.
- Review information on student performance required to be published on the schools website
- Review student progress and attainment data including for groups (LAC, FSM, PP, SEN, ethnicity)
- Receive proposals from the Head-teacher on the management and delivery of the curriculum and to make recommendations to the Full Governing Bodies
- Recommend targets to the full Governing Bodies

Personnel:-

- Review staffing as and when required but as a minimum at the first committee meeting of the summer term, in relation to the RR6 development plan and student recruitment. Establish staffing needs and recommend adjustments as necessary.
- Delegate to the Head-teachers the appointment of main scale teachers, supply, part-time and temporary teaching post and support staff other than those already identified.
- To oversee and ensure each school manages and reviews reports on:
 - the establishment of the annual and longer term salary budgets and other costs relating to personnel, e.g. training;
 - the pay structure and other pay issues of all staff

Premises:-

- Provide guidance and assistance to the Head-teachers and governors on all matters in relation to the 6th form area premises and grounds, security and health and safety
- Ensure that the necessary school management organisation and procedures are in place (e.g. risk assessment) to implement the policy.

Community: -

- Promote RR6 in the local community, determining action on marketing and approving annually the prospectus.
- Review provision for and impact of school trips, visits and partnerships

Finance: -

- Provide guidance and assistance to the Head-teacher and governors on all matters relating to budgeting and finance and to clearly define financial responsibilities.
- Ensure that the necessary school management organisation and procedures are in place (e.g. Risk Assessment) to implement the policy.
- Review all aspects of the 6th form finances as and when it may be necessary, and in particular to require and consider benchmarking, detailed statements of income and expenditure, detailed departmental budgets and other evidence of delegated financial control as may exist for such periods and at such times as may be considered appropriate, ensuring that full explanations are available for all items included therein.
- Report to the Full Governing Body all matters and findings relating to the 6th form finances and relevant decisions of the committee.
- Prepare and report upon an annual budget of income and expenditure to be presented to the Full Governing Bodies' meetings before the commencement of the period to which it relates, and such supplementary estimates as may be required by the governors. Ensure all receipts and payments in relation to such budgets and/or estimates are monitored by the SLT on a monthly basis. The JSC or a designated member of the Committee will also be provided with a monthly report of budgeted expenditure, actual expenditure, forecast outturn and variances.
- Ensure delegated powers are set at appropriate levels
- The above virement limits and delegated powers are subject to annual review by the Full Governing Body
- Receive routine reports on virements that have been made.
- Consider, with the Head-teachers, from time to time the long term requirements of the 6th form, the financial implications of such requirements, their priorities and any financial strategy for their provision. Report such findings to the Full Governing Bodies as required.
- Review, in conjunction with the Head-teachers, from time to time, the management organisation, accountancy systems and financial procedures of the 6th form and their effectiveness including access to the computer systems by or on behalf of any member of the committee (such access only to be allowed for persons shown to have adequate) and ensure Best Value Statement, Statement of Internal control, and the like are prepared and properly submitted (for clarity – the finance system is on-line at the Rutlish site)
- Ensure the audit of any non-public 6th form funds for presentation to the Full Governing Bodies within three months of the end of the financial year.

- Review financial regulations and amend a appropriate.
- Review internal Audit reports and comment to the Full Governing Bodies meeting on recommendations.
- Agree RR6 Charging Policy and publish on school websites.

Inclusion: -

- Ensure that provision is made for students with special educational needs, in accordance with the SEN and Disability Act 2001 and Regulations.
Receive regular management information reports from the schools (from the Head-teacher, SENCO or EAL co-ordinator) in relation to the above. This will include information about the number of students with special education needs according to the Code of Practice, funding allocated for SEN, resources deployed in 6th form and the advice being received from outside agencies.

To receive reports as necessary on:

- Attendance
- Exclusions
- Child protection issues
- Racist and Homophobic incident returns
- Support for young carers
- Monitor admission of any students into the ARP's ensuring adequate provision to meet individual special needs.
- Receive information on student recruitment and retention and review any emerging patterns
- Review number of students in receipt of the discretionary bursary

Governor Visits:

- To hear feedback and evaluation on Governor visits

General: -

All decisions taken by the Committee must be reported to the Full Governing Bodies Review the terms of reference annually and propose any amendments to the Full Governing Bodies. Contribute to the development of the schools' policies. Contribute to the schools' Improvement Plans.

Dated:.....

Signed:

