

**CONSTITUTION
AND
TERMS OF
REFERENCE
OF THE
GOVERNING BOARD
and its Committees
TURVES GREEN GIRLS'
SCHOOL**

September 2020

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Structure

1.1 Introduction

The size and the categories of composition of the Governing Board are determined by statute. The responsibilities of the Governing Bodies with full delegation, whether as a Trust, Academy or part of a MAT, are very wide ranging and require a great deal of involvement and commitment by all governors.

The Governing Board has as its primary function the development of the vision, mission and strategic direction of the school. It must also abide by the principles of good governance and probity together with, in conjunction of the Head Teacher, set the ethos which will underpin the standards and outcomes to be achieved.

However, it would be impractical to deal with all the items of business in detail at each Governing Board meeting. Therefore, a structure of Committees is required with defined terms of reference and reporting cycles. This would enable detailed consideration of all matters to be undertaken thus allowing the full Governing Board to take decisions based on the recommendations of the committees who had fully reviewed and discussed in detail the matter under consideration.

1.2 Election of Chair and Vice Chair

The elections shall be held at the first Governing Board meeting of each academic year, usually in September. It will be the first item on the agenda of that meeting, and the Clerk will preside over the election.

The term of office is agreed at one year, and this will be confirmed in the minutes of the meeting.

The clerk will invite nominations for the office of Chair of the Governing Board. If any election is contested, a secret ballot will be held. Any governor standing must withdraw from the room and not vote. The Clerk is not entitled to vote.

The clerk will announce the successful candidate who is duly elected as Chair of the Governing Board. The newly elected Chair will then preside over the election of the Vice Chair. The Clerk will clearly minute the result of the elections.

The Chair will hold office for a maximum term of six years at the school. In exceptional circumstances, where there is no suitable candidate to replace the chair, this period may be extended. However, it is the responsibility of the Chair to put in place suitable succession plans during their term of office, to try to reduce this risk.

1.3 Committee Structure and Membership

1.3.1 The responsibilities and boundaries can be broken into key areas and can thus be undertaken by the following Committees:

- a. Finance, Estate and Resources **7** members
- b. Curriculum **7** members
- c. Personnel & Salaries **7** members
- d. Pastoral **7** members
- e. Exclusions, Complaints,
Salaries & Personnel Appeals **7** Members

1.3.2 To facilitate the work of the Committees the size should be such that discussion, review and research can be detailed but not self-perpetuating. To this end, **7** is suggested as appropriate. For a meeting to be quorate 4 members should be present except for e. above where specific requirements are detailed in the Terms of Reference for this committee.

1.3.3 The membership of the Committees is based on the principle that each member of the Governing Board should, where practical, serve on at least one of the Committees. Whilst not constraining membership of committees the following principles should apply:

- The Finance, Estates and Resources Committee to be ideally comprised of the Chair and Vice-Chair of the Governing Board together with Chairs of the Curriculum and Personnel Committees plus three other Governors.
- The Head teacher or designate to be ex-officio on each Committee.
- Committees do not have executive powers but can both make recommendations and within delegated authority, where designated, can take decisions. All recommendations and decisions must be reported to the Governing Board for ratification and/or agreement.

NB. Where the number of committee members is an even number and a decision is split, the Chair will have the casting vote.

1.3.4 Each Committee, other than e. above, will elect a Chair at the first meeting in each academic year.

1.3.5 These terms of reference should be reviewed and approved at the first Governing Board meeting of each academic year.

1.4 Terms of Reference for each of the Committees

1.4.1 It is important to ensure that as far as is practicable each Committee is clear as to the areas for which it has responsibility such that it can function effectively and efficiently. Thus, terms of reference are essential to facilitate the workings of all Committees.

1.4.2 The terms of reference of each of the Committee areas follows:

a. Finance, Estates and Resources

The Finance, Estates and Resources Committee is authorised to review, discuss and report on:

- (1) Issues relating to any policy and/or strategy, as determined by the Governing Board, relating to all aspects and phases of the school, in so far as it has any financial, estate or resource implication. This will also include considering and monitoring a rolling three-year indicative budget.
- (2) The overall budgetary control for the school including determining financial guidelines for all other committees:
 - In monitoring the budget, the committee will receive a report of any valid suspense changes, a cost centre summary and virements report at each meeting together with a cumulative expenditure report of all suppliers in excess of £10,000, on at least a termly basis.
 - **The committee has delegated powers to undertake virements and associated budget revisions of between £20,001 - £75,000 per item. These virements and revisions to be reported to the Governing Board immediately following the Committee meeting at which the decision was taken.**
 - Virements and revisions over £75,000 would have to be approved by the full Governing Board.
 - **The committee has delegated powers to authorise spending to a value of £20,000, subject to obtaining quotations for expenditure over £10,000 in line with standing orders. These are to be reported back to the full Governing Board.**

- (3) The efficiency and effectiveness in the use of resources within the school utilising appropriate benchmarking tools.
- (4) Contracts other than those relating to building and property including writing off assets of over £10,000.
- (5) Recommending the draft annual budget to the Full Governing Board for approval.
- (6) Reviewing the SVFS and Statement of Internal Control (SIC).
- (7) Any other matters in a case of urgency

The Finance, Estates and Resources Committee is also authorised to review, discuss, develop as appropriate and report on all matters relating to:

- (1) Land and premises including use
- (2) All contracts relating to buildings and property
- (3) Repair and maintenance budget and programming
- (4) Building and development
- (5) Health and safety
- (6) Devolved capital and other related premises budgets
- (7) Control & use of school premises
- (8) ICT i.e. networks, equipment and external interconnectivity. All curriculum matters related to ICT are the responsibility of the Curriculum Committee.
- (9) Tender limits and associated delegated authority.
- (10) Strategic Risk Register

The Premises Manager should be co-opted on to the committee in relation to Premises Matters and report to each meeting.

b. Curriculum.

The Curriculum Committee is authorised to review, discuss and report on all matters relating to the character, conduct and content of the curriculum in the school in line with Statutory requirements and paying regard to the professional management and delivery of education

within the school including oversight of the provision of special educational needs.

To review and report on progress as set out in the School Development Plan, pupil progress and tracking together with the outcomes related to the use of the pupil premium.

To provide oversight and challenge, in the formulation of all revisions to and development of the School Development Plan.

To undertake reviews and scrutiny of each subject area including the qualitative nature of the teaching and learning provided, especially how statutory requirements are being met.

To discuss and review on an annual basis the Department for Education (DfE) Analyse School Performance data to verify the reports provided by the Head Teacher and Senior School Leaders.

To oversee such national and local initiatives as may occur from time to time. In particular RADY reporting and monitoring, SMSC Development and fundamental British Values.

To discuss and review joint working for teaching and learning with both secondary and primary schools including the resource implications.

To provide oversight as to how career's education and guidance is being developed, undertaken, adapted and delivered in line with the School Development Plan. The outcomes being achieved and destination statistics are to be part of this element.

c. Personnel and Salaries

The Personnel & Salaries Committee is authorised to undertake the interview and selection of all staff, except the Head and Deputy Posts, as deemed appropriate to ensure the teaching and non-teaching staff structure is appropriate to meet the teaching and learning requirements together with the business and administrative support to achieve the strategic intent.

The Personnel & Salaries Committee is authorised to review, discuss and report back to the Governing Board on all matters relating to all staff in the school regarding:

- (1) Safeguarding in respect of recruitment for new staff.
- (2) Succession planning.
- (3) Terms and conditions of service as laid down nationally by statute and locally utilising guidelines provided by the

LA and in consultation with the recognised Teacher Associations.

- (4) Allowances
- (5) Professional development and training plans.
- (6) To review all salaries including the salaries of the Leadership Team in accordance with the School Teachers' Pay and Conditions Document and the performance management appraisal policy as undertaken by the Head Teacher.
- (7) To undertake the performance management of the Head Teacher in conjunction with the Chair of the Governing Board.
- (8) To notify all staff of the outcome of the review on an individual basis
- (9) To keep under review all policies relating to the recruitment of staff and all associated policies pertaining to their employment on behalf of the Governing Board, taking into account government policy and advice from the LA
- (10) Ensure adequate records are maintained on all matters relating to appointments and salaries.

d. Pastoral Committee

The Pastoral Committee is authorised to review, discuss and report on all matters relating to:

- (1) Safeguarding, prevent, pastoral and behavioural policies
- (2) Attendance targets
- (3) Meeting parents whose daughters are at risk from permanent exclusion
- (4) Impact of policies relating to pastoral care
- (5) Impact of equality policies
- (6) Equality plans for each academic year

1.5 Reporting Procedures

1.5.1 The process by which decisions are made is important to ensure confidence in those making the decisions and to ensure that decisions are being made with the fullest awareness of all the information to hand. Therefore, a structure of reporting should be clearly defined together with an agreed calendar of meetings of the Governing Board and its Committees circulated and agreed prior to the start of each academic year. However, there may be, in exceptional circumstances, occasions when as a matter of urgency, decisions need to be taken, as time is insufficient to arrange a meeting of the relevant sub-committee. It is therefore important that at the first meeting of the Governing Board in the academic year, authority be recorded as granted to the Chair and Vice-Chair to make such urgent decisions, with a report being circulated thereafter to all Governors detailing the decision taken and reasons for the urgency with ratification of that decision being on the agenda of the next full Governing Board.

1.5.2 The Governing Board itself should meet at least twice per term, unless agreed otherwise by the Board; Finance, Estates and Resources at least once per term and each other Committee as and when required.

1.5.3 Minutes of each Committee will be subject to report and agreement at the next appropriate Governing Board meeting.

1.5.4 All non-confidential minutes of the Governing Board and Committees are available on request via the Clerk to the Governing Board.

1.6 Other Committees of the Governing Board

1.6.1 Exclusions, Complaints, Salaries & Personnel Appeals Committee

The Committee shall consist of seven members, none of whom shall be staff governors.

The Terms of Reference are as follows:

- (1) To hear and adjudicate on permanent exclusion cases and for dealing with parental complaints regarding fixed term exclusions. The panel for these cases will be three members.
- (2) To consider and adjudicate on discipline, competency, grievance complaints utilising procedures which are initially the responsibility of the Head Teacher using codes adopted by the Governing Board as laid down nationally and locally.

The panel for these matters will be of three members and the other two as reserve members.

If an appeal is submitted, then members who take part in the first panel meeting cannot take part in any Appeal Meeting consequent upon the First Panel's decision.

- (3) To consider and adjudicate on any appeal made by any member of staff as to their salaries consequent upon its review. The panel to consist of three members.