



Ricards Lodge High School

Terms of Reference 2018/19- Committees and Panels

Introduction

The Governing Board, makes the strategic decisions required for the successful running of the school, including setting strategic vision, holding the school to account and ensuring financial probity. The Governing Board 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.

The Headteacher is given delegated authority with regard to appointing staff and making dismissal decisions (other than in exceptional circumstances).

Some key decisions cannot by law be delegated and must be taken by the Governing Board. 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 Board 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 a Register of Governors' Business Interests
- appointing to and remove from the Governing Board.
- electing the chair and vice chair of governors
- appointing the Headteacher and Deputies
- establishing terms of reference for committees and delegating powers to them
- to draw up instrument of Government.

School policies other than those that require FGB approval are delegated to the school where permitted, HR policies such as Staff Discipline, Conduct and Grievance are automatically adopted and agreed as the latest LB Merton versions. Remote attendance to meetings (by Skype or call) has been agreed in principle.

All committees are set up by the full Governing Board and must report their decisions or recommendations to the Governing board. The functions, membership and terms of reference of all committees are reviewed periodically.

- Each committee elects its own 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.

In addition to the four main committees and various panels, an Appeals committee may be needed. This should consist of any three Governors who have not been involved in the matter at issue.

1. Curriculum Committee

1.1 Terms of Reference

- I. To advise the Governing Board on all matters relating to the National Curriculum and the SACRE, including an annual review of the whole curriculum and recommendations to the Personnel Committee of staffing required for its implementation.
- II. To review the results of public examinations and National Curriculum assessments to monitor student achievement and attainment
- III. To oversee the allocation of 'capitation' money to curriculum areas.
- IV. To oversee arrangements for monitoring and evaluating the curriculum.
- V. To oversee procedures for educational trips and journeys and to give permission for trips abroad or lasting more than one day.
- VI. To ensure that the Equality and Diversity policy and procedure are embedded throughout the school.
- VII. to monitor disadvantaged pupil groups to ensure they are supported and barriers to learning considered
- VIII. To monitor the higher ability students (more able, gifted and talented) to ensure they are stretched and challenged in their learning.
- IX. To monitor the impact of departmental reviews/MEP visits
- X. To review and revise as appropriate curricular policies required by current legislation, in order to make recommendations to the Governing Board.
- XI. To review careers provision in place to support student's next steps
- XII. To monitor arrangements for Performance management and staff training and the spending of the training budget.

1.2 Membership

A minimum of three governors, other non-governor members as appropriate, who may not vote. Observers by invitation.

1.3 Meeting Cycle

Autumn Term:	Review of public examination and NC assessments. Review of selected policies/curriculum areas. School Self Evaluation. MEP Visit
Spring Term:	Consider curriculum plans for the next academic year. Student destinations. Review of the selected policies/curriculum areas. Contribute to the Schools Self Evaluation.
Summer Term:	Allocate capitation money to curriculum areas. Review of selected policies/curriculum areas. School Self Evaluation. MEP visit.

2. Personnel and Inclusion Committee

2.1 Terms of Reference

- I. To oversee and foster students' inclusion in the school community, including advising the Governing Board on matters relating to student behaviour and attendance, including a review of exclusions and child protection referrals.
- II. To oversee the pastoral curriculum within the school, supporting the mental health well-being, welfare and guidance of students at all stages, including transfer arrangements from primary schools.
- III. To ensure that the Equality and Diversity policy and procedure are embedded throughout the school and to monitor the needs of looked after (LAC) and previously looked after children
- IV. To monitor the duty to promote community cohesion. This is our duty to promote the development of a society in which all people work towards a common vision and there is a sense of belonging. We will do this via:
 - teaching, learning and the curriculum
 - ensuring equity and excellence
 - promoting engagement and a positive ethos
- V. To review staffing needs annually in relation to curriculum and school requirements and to make recommendations to the Finance Committee numbers of staff needed.
- VI. To review the staffing structure annually or whenever a significant vacancy occurs, and to recommend adjustments as appropriate
- VII. To review and revise as appropriate policies relating to personnel matters, and to undertake any formal consultation on them
- VIII. To keep under review staff work/life balance, working conditions and well-being including the monitoring of absence.
- IX. To consider and approve where appropriate requests for leave of absence.
- X. To oversee arrangements for appointing staff to the school, delegating powers to the Headteacher, and to appointments panels as appropriate. Ensuring that Equal and Diversity procedures are adhered to.
- XI. To consider and make initial decisions about matters relating to dismissal or redundancy of staff and staff grievances, in accordance with LA procedures.

2.2 Membership

A minimum of three governors, Other non-governor members as appropriate, who may not vote. Observers by invitation.

2.3 Meetings Cycle

Autumn Term: Review of Staffing structure (November)
Review of selected policies –INSET evaluation
Review of Performance Management for UPS and SLT.
Child Protection referrals/exclusion analysis
Staff Attendance

Spring Term: Consider staffing needs for the next academic year (January)
Review of selected policies – S.E.F.
Child Protection referrals/ exclusions analysis.
Staff Attendance

Summer Term: Annual review of teachers' salaries (June)
Review of selected policies
INSET plans
Child Protection referrals/exclusion analysis.
Appointment and discipline/grievance matters as required.
Staff Attendance

3. Finance and Premises Committee

3.1 Terms of Reference

- I. To oversee the preparation of the school budget annually, and recommend its adoption to the Governing Board.
- 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 monitor the use and audit of the School Fund Account.
- V. To consider all aspects of the use, efficiency and development of the school premises and grounds and to monitor Local authority (New Schools) management of the premises and grounds.
- VI. To propose and decide on any new developments and make recommendations to the Finance Committee.
- VII. To monitor school security and risk assessment by New Schools.
- VIII. To monitor the operations of the P.F.I contract including
 - Health and safety
 - Catering
 - Premises management
 - Grounds.
- IX. To ensure that the school complies with health and safety and current data protection (GDPR) regulations.
- X. To review and revise as appropriate, policies relating to committee matters and undertake any formal consultation on them.

3.2 Membership

A minimum of three governors. Non-Governor members as appropriate, who may not vote. Observers by invitation.

3.3 Meetings Cycle

Autumn Term: Budget monitoring
Monitor School Fund Account
Review of selected policies

Spring Term: Prepare draft budget
Prepare final budget
Budget monitoring

Summer Term: Budget monitoring
Review limits of delegation and virement

4. Futures Committee

4.1 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. Drafting strategic vision for the year for approval by the wider FGB
- II. Changes in National policy and an appraisal of how they could affect the performance and direction of the school
- III. Changes in the Local Authority policy and procedures and how they could affect the performance and direction of the school
- IV. Changes in the local context and how they could affect the school.
- V. Future innovations and strategy issues
- VI. Annual governance planning

4.2 Membership

A minimum of five governors, to include the Chairs' of each FGB sub-committee, all governors are invited to attend. and other non-Governor members as appropriate, who may not vote. Observers by invitation.

4.3 Meeting Cycle

Autumn Term: **Meeting at the start of each school year, and thereafter as decided**

5. Other committees and Panels

Pay panel and HT PMR annually in the autumn term, other Panels and committees as required.

5.1 Headteacher's Performance Review

To review the Targets and Objectives of the Headteacher and to agree any pay award or pay progression

Membership: Two governors as delegated, together with an external appraiser

Quorum: Three.

5.2 Staff Grievance Committee

To consider matters relating to staff grievance in accordance with agreed procedures, and to make such decisions as fall to it to make under those procedures.

Membership: Three governors from their number as available

Quorum: Three.

5.3 Pupil Discipline Committee

In accordance with statutory requirements to consider the actions of the Headteacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

Membership: Three governors from their number as available

Quorum: Three.

5.4 Staff Pay Panel

To review the recommendations of the Headteacher to award pay progression with respect to Pay and Appraisal policy guidelines

Membership: Three governors as delegated

Quorum: Three.

5.5 Appeals Committee

To hear appeals against decisions made by a previous panel of Governors for matters relating to HT and Staff pay awards, Staff discipline or grievance, or complaints.

Membership: Three governors from their number as available and not involved at any earlier stage.

Quorum: Three.