



Melland High School
BRIGHT FUTURES EDUCATIONAL TRUST

Melland High School

Terms of Reference

Governing Body Committees

These terms of reference were agreed by the Governing Body

Autumn 2019

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Principal

Personnel, Finance & Premises Committee

Terms of reference (*depending on actions delegated or undertaken by the Academy Trust*)

Finance

- To consider the academy's indicative funding, notified annually by the EFA, and to assess its implications for the academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- In consultation with the Principal, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider and recommend acceptance /non-acceptance of the academy's budget, at the start of each financial year.
- To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the academy.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the EFA, drawing any matters of concern to the attention of the Governing Body.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To prepare the financial statement to form part of the annual report of the Governing Body to parents and for filing in accordance with Companies Act and Charity Commission requirements.
- To receive auditors' reports and to recommend to the Full Governing Body action as appropriate in response to audit findings.
- To recommend to the Full Governing Body the appointment or reappointment of the auditors of the academy.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Governing Body on premises-related expenditure, where expenditure exceeds the committee's delegated authority
- In consultation with the Principal, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

Staffing

- To draft and keep under review the staffing structure in consultation with the Principal
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Governing Body, where expenditure exceeds the committee's delegated authority
- To consider any appeal against a decision on pay grading or pay awards
- To determine whether sufficient funds are available for pay increments as recommended by the Principal and/or Pay Committee.
- In the light of the Principal Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments.

Pay

- To consider any appeal against a decision on pay grading or pay awards
- To consider pay increments as recommended by the Principal
- To consider the financial implication and where applicable make recommendations to the Governing Body
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Disqualification –

Any relevant person employed to work at the school other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the school

Quorum	3 (with majority non Staff governors)
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Curriculum, Quality and Standards Committee

Terms of reference: (depending on actions delegated or undertaken by the Academy Trust)

- To consider and advise the Governing Body on pupil progress and new initiatives and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider and advise the Governing Body on Safeguarding and related matters, including statutory requirements and the School's Safeguarding Policy
- To review and monitor Pupil Progress, and advise the Governing Body
- To review and monitor the quality of teaching and learning, and advise the Governing Body
- To consider and advise the Governing Body on issues impacting on the attainment of standards e.g. attendance, staff training etc
- To consider and advise the Governing Body on the school's application of the SEND Code and all SEND related statutory requirements
- In consultation with the Principal, to scrutinise the annual pupil attainment and attendance standards (targets) for recommendation to the Governing Body
- To review and monitor the School Improvement Plan, advise the Governing Body and notify the finance sub-committee of any relevant recommendations.
- To consider curricular issues which have implications for finance, premises and personnel decisions and to make recommendations to the relevant committee or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with external QA Professionals and for reports to be received by the Governing Body
- To oversee arrangements for specific areas of provision, eg Literacy, Numeracy, Post 16, cross-curricular initiatives
- To receive and review regular reports and advise the Governing Body.
- To oversee arrangements for educational visits.
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Quorum	3
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Principal's Performance Management Committee

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Principal's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Principal against the targets
- To make recommendations to the Finance, Premises & Staffing Committee in respect of awards for the successful meeting of targets set (if not already factored into the budget at the start of each financial year)

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Principal and Staff Governors

Quorum (minimum of 2 suggested)	
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