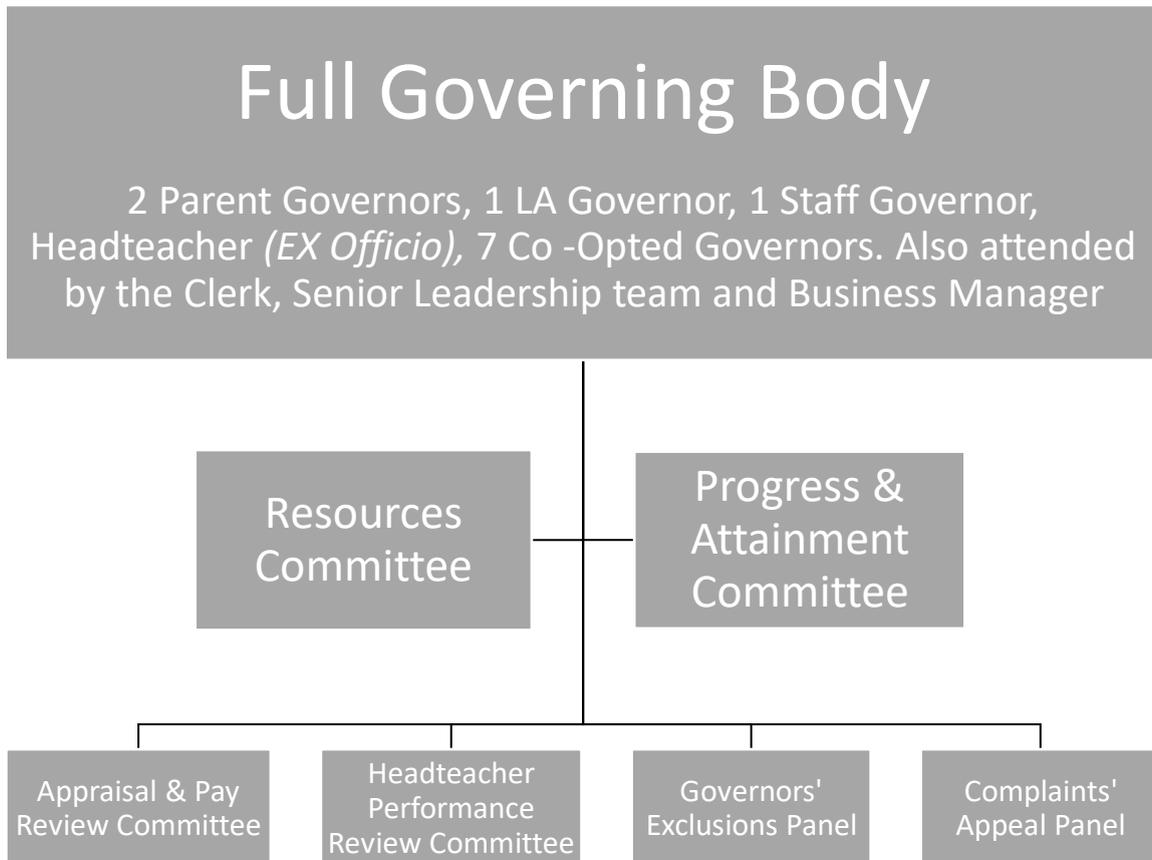




MIDDLEWICH HIGH SCHOOL GOVERNING BODY & COMMITTEES

MEMBERSHIP, TERMS OF REFERENCE, DUTIES AND DELEGATED POWERS

Organisation Chart



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TERMS OF REFERENCE FOR THE FULL GOVERNING BODY

PURPOSE

Our board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
- Overseeing the financial performance of the school and making sure its money is well spent.

MEMBERSHIP

- 12 governors, as per the Instrument of Government.
- A chair and vice-chair will be elected for a one-year term of office at the first FGB meeting of the academic year.
- A clerk will be appointed.
- The Headteacher is an ex-officio member.
- Quorum is one half of the membership of the governing board.
- Disqualification, as per Regulation 20 and Schedule 6 of the Constitution Regulations.

REMIT

- To draw up the Instrument of Government and any amendments thereafter.
- To inform parents when parent governor vacancies arise, to inform staff when staff governor vacancies arise and to appoint LA and co-opted governors.
- To hold at least three Governing Body meetings a year.
- To appoint or remove the Chair and Vice Chair.
- To appoint or remove a Clerk to the Governing Body.
- To establish the committees of the Governing Body and their terms of reference.
- To appoint the Chair of any committee (*if not delegated to the committee itself*).
- To appoint or remove a Clerk to each committee.
- To appoint the statutory individual required roles of Safeguarding, SEND and Careers guidance (Secondary).
- To suspend a governor.
- To decide which functions of the Governing Body will be delegated to committees, sub-committees, panels and individuals.
- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To approve the first balanced budget plan of the financial year.
- To oversee the financial management of the school.
- To approve all documentation that requires FGB approval.
- Appoint selection panel for Headteacher/ Deputy Headteacher and ensure at least one of the panel has completed Safer Recruitment Training, and approve decisions made by the panel.

GENERAL TERMS OF REFERENCE FOR COMMITTEES

REGULATIONS

Meetings and procedures of the Committees of the Governing Body shall follow the requirements of The DfE Governance Handbook 2020 or subsequent amendments.

MEMBERSHIP

- A Committee shall be established and its membership, remit, duties and delegated powers agreed at a full meeting of the Governing Body which shall have at least half of its membership present.
- Membership of committees will be reviewed annually. The Chair will either be appointed by the full Governing Body or elected by the committee at the first meeting of the academic year.
- The Headteacher is entitled to attend all committee meetings and be a member of committees except in such circumstances where the regulations require withdrawal.
- The names of governors appointed to serve on committees must be recorded in the minutes of the full Governing Body.
- Committees may include persons who are not members of the Governing Body but such persons may not be entitled to vote.

DECISIONS OF COMMITTEES

- Decisions of Committees shall be reported to the next meeting of the full Governing Body, which remains responsible for all the decisions taken by committees. It can abolish a committee, change its membership, remit or duties and withdraw delegated powers at any time.

PROCEDURES FOR COMMITTEES

- All committees and sub committees shall appoint a clerk.
- Committees shall be convened by the Clerk with at least seven clear days' notice being given of the meeting unless there is urgent business.
- Minutes of committee meetings must be taken and a copy distributed to all committee members. Other Governors will be informed of debate, progress made, recommendations made and decisions taken, either through a summary report or by circulation of the committee minutes, included in the papers for each full meeting of the Governing Body and updated verbally at the meeting, as appropriate.
- The names of all persons attending meetings of committees shall be recorded in the minutes.
- Minutes of committees should have a Part Two section dealing with confidential matters, using the same guidelines as for full Governing Body meetings. Part two minutes should be identified and recorded separately.
- The Chair has the casting vote.

RESOURCES COMMITTEE

PURPOSE

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees as necessary and appropriate.
- To contribute to the School Development Plan, monitoring and evaluating relevant sections.
- To consider Safeguarding and Equalities' implications when discharging all committee responsibilities.

MEMBERSHIP

- A minimum of 4 governors (including the Headteacher).
- The quorum is three governors.

MEETINGS

- The committee will meet termly. Meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential will not be made available.
- In the absence of the Chair, the committee will choose an acting chair for that meeting from among governor attendees (excluding the Headteacher).
- In the absence of the Clerk, the committee shall choose an acting clerk for that meeting (excluding the Headteacher).
- The minutes of each meeting will be made available before the next meeting of the Full Governing Body and a report will be presented at that meeting by the committee Chair (or in his/her absence, by another member of the committee).
- Teachers and other professionals as appropriate may be invited to attend meetings, so that their expertise can inform decision-making, but such attendees are not entitled to vote. Decisions will be determined by a majority of governor votes and only those governors in attendance at the meetings can vote.

REMIT

Safeguarding:

- To consider and advise the governing body on all aspects of Safeguarding and child protection and review annually the Child Protection and Safeguarding Policy for approval by FGB

PP & SEND:

- To ensure that we comply with our legal duties under the Children and Families Act 2014 in relation to students with special educational needs and disabilities (SEND) and that information for parents is published on the school website.
- To receive a termly report from the SENDCO showing the school's SEN provision and resources.
- To review, adopt and monitor a Pupil Premium policy and ensure strategies identified ensure appropriate and targeted funding of PP students.

Pupil Behaviour:

- To review, monitor and evaluate all aspects and issues relating to pupil behaviour and attendance including A2L and exclusion data.

Budget/ Finance:

- To review, adopt and monitor all Finance Policies, which includes the scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
- To propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan, including identified Pay policy and training cost requirements and to monitor income and expenditure throughout the year against budget plan, (including SEND)
- Alerting the FGB to potential problems or significant budget anomalies at an early date. To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- To receive at least termly budget monitoring reports from the Business manager
- To make decisions in respect of service level agreements.
- To review, complete and submit the School Financial Value Standard (SFVS) and undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Health and Safety:

- To review, adopt and monitor a Health and Safety policy.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues. To arrange professional surveys and emergency work as necessary. Prioritise maintenance and development for approval by FGB. Create a project committee where necessary to oversee any major developments.
- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To establish and keep under review an Accessibility Plan and a Building Development Plan

- To ensure that the governing body's responsibilities are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staff:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff and be responsible for its administration and review.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review the policy for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- In consultation with staff, to oversee any process leading to staff reductions.

GDPR:

- To establish and approve a Data Protection policy and receive reports on GDPR and data breaches.

Community/ Partnerships:

- To receive reports and look at initiatives for improving communication with key stakeholders and developing our partnerships with schools and the wider community.

Admissions/ Appeals:

- To carry out consultation where changes to admission arrangements are proposed.
- To appeal against LA directions to admit pupil(s) when the headteacher is unable to resolve the matter with the FAP.

Academy Conversion:

- To manage the transition to academy conversion and joining the Sir John Brunner MAT.

These Terms of Reference were adopted on 2nd November 2020 for the academic year 2020 – 2021.

PROGRESS & ATTAINMENT COMMITTEE

PURPOSE

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees as necessary and appropriate.
- To contribute to the School Development Plan, monitoring and evaluating relevant sections.
- To consider Safeguarding and Equalities' implications when discharging all committee responsibilities.

MEMBERSHIP

- A minimum of 4 governors (including the Headteacher).
- The quorum is three governors.

MEETINGS

- The committee will meet termly. Meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential will not be made available.
- In the absence of the Chair, the committee will choose an acting chair for that meeting from among governor attendees (excluding the Headteacher).
- In the absence of the Clerk, the committee shall choose an acting clerk for that meeting (excluding the Headteacher).
- The minutes of each meeting will be made available before the next meeting of the Full Governing Body and a report will be presented at that meeting by the committee Chair (or in his/her absence, by another member of the committee).
- Teachers and other professionals as appropriate may be invited to attend meetings, so that their expertise can inform decision-making, but such attendees are not entitled to vote. Decisions will be determined by a majority of governor votes and only those governors in attendance at the meetings can vote.

REMIT

- To review, monitor and evaluate the curriculum offer.
- To review, monitor and evaluate relevant sections of the School Development Plan.
- To monitor and evaluate the impact of the quality of teaching on rates of student progress and attainment, incorporating literacy and numeracy across the curriculum, target-setting and examination entry and results.
- To monitor and evaluate rates of progress and attainment by students, exploring any real and / or perceived barriers in relation to underachieving groups.
- To monitor and evaluate provision for all groups of vulnerable students, so that all reasonable measures are being taken to ensure their needs are being identified and addressed, evaluating their progress and attainment.

- To check that the requirements of students with special needs are being met, as detailed in the Code of Practice and to receive termly reports from the Headteacher / SENDCO and an annual report from the SEND Governor.
- To take all reasonable measures to ensure all students have equal opportunities.
- To monitor and evaluate the provision of effective Careers' Education, incorporating progress towards meeting the Gatsby Benchmarks and the profile of STEM subjects within the Careers' programme.
- To consider recommendations from internal and external reviews, agree actions and priorities as a result of such reviews and evaluate the implementation and impact of resulting improvement plans.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To advise the Resources' Committee on the relative funding priorities necessary to deliver the curriculum effectively.
- To support the identification and celebration of students' achievements.

These Terms of Reference were adopted on 2nd November 2020 for the academic year 2020 – 2021.

APPRAISAL & PAY REVIEW COMMITTEE

MEMBERSHIP

- At the first meeting of the autumn term the governing body shall appoint not less than three (3) governors and the headteacher. This committee should not include any staff governors.
- The chair of the committee shall be appointed by the governing body.
- A clerk to the committee shall be appointed by the governing body.
- Only full members of the committee, as approved by the governing body, shall have the right to vote on any resolution placed before the committee. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

QUORUM

- The quorum is three governors.

MEETINGS

- The committee shall meet at least once a year following receipt of pay recommendations from the headteacher.
- The full governing body retain responsibility for endorsing any proposed changes to the school's pay policy. Any proposed changes should be discussed with and communicated to the staff in writing by the headteacher, to allow for consultation prior to a decision being taken by the governing body.
- The agenda for the meeting shall be distributed at least seven days before the meeting.
- The headteacher will withdraw during consideration of their pay.
- The clerk to the committee will, within a timescale agreed by the governing body, prepare and send a copy of the draft minutes to the chair of the committee and headteacher.

REMIT

- Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
- Comply with all statutory and contractual obligations.
- Report to the governing body all decisions taken within the powers delegated to the committee.

These Terms of Reference were adopted on 2nd November 2020 for the academic year 2020 – 2021.

HEADTEACHER PERFORMANCE REVIEW COMMITTEE

MEMBERSHIP

- At the first meeting of the autumn term the governing body shall appoint not less than three (3) governors. This committee should not include the headteacher or any staff governors.
- The governing body shall appoint an external adviser for the purposes of providing it with advice and support in relation to the appraisal of the head teacher.
- The chair of the committee shall be appointed by the governing body.
- A clerk to the committee shall be appointed by the committee.
- Only full members of the committee, as approved by the governing body, shall have the right to vote on any resolution placed before the committee. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- The headteacher will join the meeting following a review by the committee of the previous year's targets and the setting of new objectives for the forthcoming year with the external advisor.

QUORUM

- The quorum is three governors.

MEETINGS

- The Committee shall meet at least once a year. The Committee may need additional meetings throughout the year to conduct interim reviews.
- The agenda for the meeting shall be distributed at least seven days before the meeting.
- The clerk to the committee will, within a timescale agreed by the governing body, prepare and send a copy of the draft minutes to the chair of the committee and headteacher.

REMIT

- Carry out the Headteachers' Performance Management Review for 2019/2020 and to set new objectives for 2020/2021 in accordance with the Appraisal (Performance Management) policy.
- Report to the governing body all decisions taken within the powers delegated to the committee.

These Terms of Reference were adopted on 2nd November 2020 for the academic year 2020 – 2021.

GOVERNORS' EXCLUSIONS PANEL

MEMBERSHIP

- Three governors excluding the Headteacher and Staff Governor
- The panel will nominate a panel chair
- A clerk to the panel shall be appointed by the Governing Body

QUORUM

- Three governors

MEETINGS

As and when necessary, making “reasonable endeavours” to arrange the exclusions panel meeting at a date and time that is convenient to all parties and is within the relevant statutory time limits.

The time limit is 15 school days for:

- All permanent exclusions
- All fixed-period exclusions of students who have been excluded for more than 15 school days in the term
- All fixed-period exclusions that would result in a student missing a public examination or National Curriculum test

The time limit is 50 school days for a fixed-period exclusion of more than 5 but up to 15 days in a term (including the 15th day), and there is no time limit for exclusions of fewer than 5 days in a term.

REMIT

For any exclusion, either permanent or fixed term of more than five days or ten lunchtimes in any one term or where exclusion would result in the loss of an opportunity to take a public examination.

- To consider the actions of the Headteacher in excluding the student
- To consider representations made by parents/carers and the LA
- To determine whether the student should be re-instated immediately, by a particular date or not at all
- In the case of a fixed period exclusion which would result in the student being excluded from the school for a total of 5 days or less in any one term to consider representations made by the parents/carers.

These Terms of Reference were adopted on 11th January 2021 for the academic year 2020 – 2021.

COMPLAINTS' APPEAL PANEL

MEMBERSHIP

- Three governors excluding the Headteacher and the Chair of Governors
- The panel will nominate a panel chair
- A clerk to the panel shall be appointed by the Governing Body

QUORUM

- Three governors

MEETINGS

- As and when necessary and in accordance with the school complaints policy

REMIT

To consider appeals in respect of complaints made pursuant to the school's complaints procedure including full delegated authority to:

- Dismiss the appeal in whole or in part
- Uphold the appeal in whole or in part
- Decide on the appropriate action to be taken to resolve the complaint
- Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

To consider and review the school's formal complaints procedure and make recommendations to the Governing Body.

These Terms of Reference were adopted on 11th January 2021 for the academic year 2020 – 2021.