

**2016/17 TERMS OF REFERENCE FOR THE COMMITTEES OF
STOKE MANDEVILLE COMMUNITY SCHOOL GOVERNING BODY**

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As agreed in Minute No. 3 of the School's Governing Body Meeting held on Monday, 5 December 2016. The composition and terms of reference will be reviewed annually in the Autumn Term.

Signed
CHAIRMAN – MR SCOTT DAY

Date signed
Monday, 5 December 2016

**2016/2017 TERMS OF REFERENCE FOR THE
TEACHING AND LEARNING COMMITTEE OF
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Teaching And Learning Committee

CONSTITUTION:

The Membership of the Committee, and the Clerk, will be as per the agreed membership grid. The Headteacher cannot clerk a Committee of the Governing Body.

The Committee will be quorate when at least three Governors are present, of which at least one must not be a member of staff.

NB – Associate Members and Governors who are not Committee Members do not count towards the quorum.

*The Chairman of the Committee will be elected by the whole governing body / a quorate number of Committee members and will have a second or casting vote, where there is an equal division of votes.

TERMS OF REFERENCE:

- 1. To ensure inspiration and achievement for all, with high expectations for what every child and learner can achieve, supported by the best provision and care for all**
 - All Governors will take this into account when:
 - Working with the Headteacher to prepare the School Development Plan
 - Setting targets, as part of the leadership team, for pupils at appropriate points, ensuring the whole Governing Body understands the targets
 - Governors will receive and evaluate reports and data to show how progress is being made towards achieving targets in the School Development Plan and addressing issues arising from the most recent Ofsted Inspection

- 2. To enhance the school and secure sustained improvement by developing staff practice, teaching, learning and assessment with rigorous performance management and appropriate professional development**
 - Governors will receive and evaluate reports on
 - Lesson observations / pupil progress / marking scrutiny
 - Professional development offered to and completed by staff
 - Performance management and links to salary progression

- 3. Evaluate the quality of provision and outcomes through robust self-assessment, taking account of users' views, using findings to support sustainable improvement**

- Governors will:
 - Contribute to and carry out the school's and Governing Body Self Evaluation, to form a key part of the School Development Plan
 - Regularly review progress against targets in the School Development Plan
 - Conduct regular surveys of pupil, parents, staff and other users
- 4. Offer learning programmes / curriculum with suitable breadth, depth and relevance to meet relevant requirements, and the needs and interests of children and learners**
- Governors will:
 - Receive and evaluate reports on curriculum initiatives and interventions
 - Keep relevant policies under review
 - Monitor and report on the implementation and effectiveness of policies, making recommendations for consideration by the Governing Body
- 5. Successfully plan and manage learning programmes / curriculum so all children and learners get a good start and are well prepared for the next stage in their education**
- Governors will:
 - Receive & evaluate reports on pupil transition from one Year Group or Key Stage to the next
- 6. Actively promote equality and diversity, tackle bullying and discrimination and narrow gaps in achievement between all groups of children and learners**
- Governors will receive and evaluate reports on:
 - Learning and progress of different cohorts of pupils as well as all pupils
 - The use of pupil premium and its impact
 - Behavioural standards and the impact of SMSC education
- 7. Actively promote British values**
- Governors will:
 - Receive and evaluate reports on the promotion of fundamental British values (democracy, rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs)
 - Ensure staff know about Prevent agenda and DfE guidance on 'British Values'
 - Ensure Designated Safeguarding Lead has received up to date training which may include WRAP (Workshop to Raise Awareness of Prevent) training
 - Engage with the work of the County Council and Thames Valley Police.
 - Consider and complete the Prevent and Safeguarding Toolkit
- 8. Make sure safeguarding arrangements to protect children, young people and learners meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism**
- Governors will:

- Receive and evaluate reports on effectiveness of school's safeguarding / child protection and safer recruitment policies

9. Educational visits

- Governors will:
 - Review number and type of educational visits at the school for each year group, to identify gaps in opportunity and provision
 - Review a cross-section of visit evaluations and consider clarity of educational objectives, benefits for children and contribution to learning and raising achievement

10. Minutes

Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Committee, other Members of the Governing Body and the Clerk to Governors.

List of suggested policies

The list is not exhaustive and not all policies will be applicable to all schools

Model documents are available for most policies. Where available they can be found on Governor Zone.

Teaching and Learning

- Teaching and Learning Policy
- CPD Policy – teaching staff and LSAs
- Classroom Observation Policy
- Performance Management Policy
- Policies for all Curriculum subjects
- Sex and Relationships Education Policy
- Religious Education and Collective Worship Policies
- Early Years/Foundation Stage Curriculum

Student/Pupil

- Child Protection/Safeguarding Policy
- Spiritual, Moral, Social and Cultural Education
- PSHCE
- Drug Prevention and Incident Policy
- Pupil Discipline/Behaviour Policy
- Special Educational Needs Policy
- Gifted and talented Policy
- Uniform and Jewellery Policy
- Looked After Pupils
- Assessment Policy
- Accessibility Plan
- Attendance
- Healthy Schools

Community

- Data Protection
- Complaints Procedures
- Community Cohesion and all Equality Policies – (Race, Gender, Disability, Sexual Orientation, Faith and Age)
- Engagement of Parents / Carers in their Child's learning
- Reporting to parents
- Governor Visits Policy
- Home School Agreement

SOURCES OF INFORMATION:

Governors should receive and consider reports from:

- Headteacher
- External agencies – BLT, LA, SIA, Consultant, others supporting the school – ASTs
Subject co-ordinators
- Governors with specific responsibilities
- Visiting Governors
- Ofsted

Governors should monitor and review:

- School Self Evaluation
- Governors Self Evaluation
- School Development Plan
- WIGL Guidance
- Parent view
- Pupil and Parent Surveys

Data can be monitored and reviewed using the following:

- SPA Pack

**2016/2017 TERMS OF REFERENCE FOR THE
RESOURCES COMMITTEE
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Resources Committee

CONSTITUTION:

MEMBERSHIP – according to the agreed committee grid. Associate Members may be appointed by the Governing Board as members of this committee. It is recommended that a member of staff should not chair this committee.

CLERK – cannot be the Headteacher and it is not best practice to be a governor.

QUORUM – at least THREE governors.

VOTING RIGHTS – restricted to committee members. Whilst Associate Members can be given voting rights by the Governing Board, BCC Audit does not consider this to be best practice. Chair to have a second or casting vote, where there is an equal division of votes but only if they are a governor. Headteachers cannot vote on their own pay or performance appraisal.

TERMS OF REFERENCE:

1 PREMISES

1.1 To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey'/Asset Management Plan/advice of the LA.

1.2 To keep under review the Accessibility Plan for the school and to report to Governors on its implementation

1.3 To make recommendations to the Resources Committee/Governing Body for any development works necessary, so that these can be identified in the Financial Plan

1.4 To liaise with the Headteacher to ensure that efficient, effective and safe programmes are in operation for the following work:-

- Reactive (day-to-day) and planned maintenance, premises/site security, cleaning,
- Grounds maintenance, disposal of waste and catering.
- To ensure that risk assessments for this work are in place and are being complied with.

1.5 For building works, to ensure that, in consultation with the Resources Committee, the necessary tendering arrangements are carried out, to approve the award of tenders and to make recommendation to the Governing Body on the award of contracts.

1.6 To ensure that the school complies with the Council's Employment and Control of Contractors, (Section 9.4 of the Council's Health and Safety Policies and Procedures on 'My School') and in particular that all contractors used by the school are registered with a SSIP (Safety Schemes in Procurement) member or equivalent or have been evaluated by a competent person using the BCC Evaluation forms in Part 2 of the policy.

(NB Governors should also note the requirements of paragraph 14 of the Resources Committee Terms of Reference)

1.7 To monitor and approve any lettings, in accordance with the policy of the Governing Body, having regard to any advice from the LA about regulations.

1.8 To ensure that an energy audit of the school is carried out. (Checklist available on SchoolsWeb)

2 HEALTH AND SAFETY

2.1 To ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures issued by the County

Council/LA specifically:

- BCC Health and Safety Policies and Procedures
- Model Health and Safety Policy Statement for Schools
- School Visits Policy Document
- Asbestos Log
- Legionella Log
- Regulations for the Use of Vehicles
- And any other policies and procedures which may from time to time be issued by the Council and that the documents contained in them are consulted on and acted upon.
- (Please Note: BCC Health and Safety Policies and Procedures are available via the HR Zone / SchoolsWeb.)

2.2 To liaise with the Headteacher and Chairman of Governors:

- In the preparation and annual review, (or review at other times as necessary), the School's Health and Safety Policy Statement;
- In the completion of the annual Health and Safety Compliance Report via the online ANT system

2.3 To liaise with the Headteacher to ensure that:

- The school complies with health and safety legislation and County Council health and safety policies;
- Headteacher to receive H&S training every 3 years.
- School H&S Co-ordinator(s) to complete IOSH Managing Safely course and refresher training within 3 years.
- To ensure that the school has an up to date fire risk assessment which is reviewed annually and that the recommendations of the risk assessment are implemented;
- To ensure that the County Council Self-help procedures are followed in respect of any building work proposed other than general maintenance;

- All accidents, incidents, dangerous occurrences are reported to the County Council via the Contact Centre or for high reporting schools by directly entering the data onto the ANT Incident/Accident database;
- Any serious incident or dangerous occurrence is reported immediately to the Health, Safety and Wellbeing Team via the HR Service Desk so that assistance can be given or a visit arranged;
- All accidents are verified within 10 days by a Senior Manager and where appropriate are reported to the Health and Safety Executive with a copy of this report forwarded to the Health and Safety Team;
- Accident reports are reviewed at least once termly and a check is made to ensure that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence;
- risk assessments for all employees jobs and work activities which carry a significant health and safety risk are in place and reviewed at least once annually or more frequently if appropriate and are communicated to all relevant personnel;
- The school site, premises and access and egress are maintained in a safe condition at all times and that particular regard is given to the adequate separation of vehicles and pedestrians. These must be reviewed when building work is being carried out to ensure that normal procedures including fire evacuations are not compromised;
- All plant and work equipment is provided, serviced and maintained in compliance with the requirements of health and safety legislation, the County Council's insurers and the County Council's own policies regarding servicing and maintenance of equipment and that records of this are kept;
- A full health and safety inspection of premises is carried out termly and any necessary remedial work undertaken. A copy of the report is sent to the full Governing Body;
- An action plan is drawn up following any health and safety audits carried out by the County Council's Health and Safety Advisers and that the recommendations in the reports are followed up and implemented as appropriate.

3 EMERGENCY PLAN

3.1 To carry out an annual review of the school's Emergency Plan and to ensure contact details are updated as necessary.

4 EDUCATIONAL VISITS

4.1 As part of the school's Educational Visits Policy to agree the types of Educational Visit that Governors should be informed about and if Governors choose, authorise prior to the visit taking place. (Where the school is using the Local Authority (LA) 'Evolve' process for visits a designated Governor for Educational Visits can hold an 'Evolve Account' and will be automatically notified of a visit by email. The 'Visits Governor' may authorise but can also comment on the visit as a note on the visit form which evidences that the role of the Governing Body 'to enable and ensure' is being fulfilled. (The Governor 'Evolve Account' can be set up by the school's Educational Visits Coordinator.) Governors at schools where they are the employer are ultimately responsible for visits that take place from their schools.

4.2 To ensure that guidance is available (e.g. from the DfE and/or LA as appropriate) and if necessary seek specialist advice (such as from the LA Educational Visits Adviser) to inform the school's policy, practices and procedures relating to the health

and safety of pupils on educational visits and to prepare the school's Educational Visits Policy for approval by the whole Governing Body.

4.3 To ensure that the school is following its procedures for Educational Visits and has in place emergency management systems as recommended by the DfE/LA that are shared and understood by all those involved.

4.4 To discuss, monitor and review *educational visit, including* these procedures on a regular basis and to make any subsequent recommendations to the whole Governing Body.

4.5 To appoint an Educational Visits Coordinator (EVC) - ideally a senior manager who has experience of leading visits - to support the Headteacher. (In small schools the EVC may also be the HT.) To ensure that the Headteacher, EVC and Office Administrators who may be assisting the process are supported in matters relating to educational visits and that they have the time and expertise to fulfil their responsibilities including attending recommended training. To ascertain what Governor training is available and relevant, and ensure, where possible, training is undertaken.

4.6 To ensure the School's Policy on Charging and Remissions is applied appropriately and takes account of legislation on entitlement to remission of board and lodging costs.

4.7 Where the school chooses to use an Annual Parental Consent Form, to agree and make know to parents for which types of visit they will be asked to give annual consent and which will require additional parental consent. (Visit types to consider include: Local, Residential, Adventurous, Overseas and those involving Coach Travel.) *To ensure that where annual consent is given, there is a robust process for keeping the emergency contact details of parents and the medical and dietary requirements of pupils up-to-date.*

4.8 Governors at schools where they are the employer must ensure that the insurances purchased by the school fully cover (including with support from volunteers) activity taking place off the school site and out of normal school hours.

4.9 To ensure that parents can access through the school website and/or at the school office, the details of the school's travel insurance.

5 FINANCE

5.1 To prepare the annual financial plan for ratification by the full Governing Body, having taken account of:

- Implications of implementing the SDP/Ofsted Action Plan.
- Priorities determined by other committees.
- the 3 Year Medium Term Financial Plan (to include forecasting of future rolls and expected income levels including Sports and Pupil Premium Funding and Universal Infant Free School Meals)
- Consideration of use of surplus brought forward balances
- DFCG.
- Purchasing decisions.
- Provision of extended services.
- Staffing structure and associated salaries including liaising with relevant Committee.

5.2 To have authority to vire between headings during the financial year as need arises, providing this does not result in any overspend at the end of the financial year. The virement limit for the Resources Committee to be £15,000. And for requests above this limit have to be agreed by the full Governing Body. The Headteacher's level for virement without recourse to the Resources Committee to be £5,000

5.3 To recommend to the full Governing Body the level of financial authority to be delegated to the Headteacher for the day-to-day management of the school and to keep this reviewed annually. The Headteacher's limit, for one transaction, to be £2,000. Amounts above this will be referred to the Resources Committee / whole Governing Body for approval. To ensure that effective and appropriate systems of financial control are in place.

5.4 To have authority to agree the use of any surplus/reserve sums having regard to the priorities established in the School Development Plan up to a limit of £2,000.

5.5 To receive, review and submit to the Finance Service Desk of the Local Authority, regular Quarterly/Termly CFR monitoring reports from the Headteacher in line with the CFR monitoring timetable issued by the LA. The report should show actual and committed expenditure and income with an outturn forecast and recommend corrective/remedial action where significant variances from planned income/expenditure arise. The Resources Committee should approve any changes as appropriate and report back to the full Governing Body at their termly meeting(s).

5.6 To ensure that the accounts are properly finalised at financial year end and to review the outturn position, including an evaluation of the financial decisions taken.

5.7 To write off any debts or inventory items to be disposed under £1,000 (write offs over £1,000 must be approved by the LA, *Director of Assurance*).

5.8 To identify and approve, prior to expenditure taking place, any expenditure on capital projects. To monitor all expenditure's on capital projects along with revenue budgets.

5.9 To arrange for an audit/independent examination of all Voluntary School Funds to take place at least once in every twelve months and to ensure that a certificate of audit/independent examination is presented to the Governing Body and a copy sent to the LA. To ensure, if appropriate, that the School's Voluntary Funds are registered with the Charity Commission.

5.10 To confirm annually signatories and Trustees for the Voluntary School Fund.

5.11 To give due consideration for meeting the requirements set out in the Schools Financial Value Standard (SFVS), to include the following:

- Review by members of the Committee and the Chair of Governors of the Financial Management Competencies Matrix for School Governors
- Annual review of Financial Benchmarking
- Annual review and approval of the Financial Procedures Manual (including the Scheme of Delegation from the Headteacher to the Finance Staff)
- Annual review and approval of the Charging and Remissions Policy
- Annual review and approval of the Lettings Policy and Scale of Hire Charges
- Annual review and approval of the Business Continuity Plan

- Termly Consideration of any new or amended contracts or leases/monitoring and annual review of contracts and leases, including those with Bucks County Council and Buckinghamshire Learning Trust
- Review and Approval of ICT Acceptable Use policy(Three Yearly)
- Review and approval of Whistleblowing Policy (Three Yearly)

5.12 To complete the annual SFVS for presentation to the full governing board and submission to the Local Authority and address issues arising from the SFVS.

5.13 To monitor and ensure Audit Recommendations are reviewed at each meeting and implemented.

5.14 To ensure that the latest Financial Regulations and Instructions as published by the Local Authority (found in the LM Handbook Section F1) are followed carefully within school and that any recommendations from the Audit Report are fully implemented.

5.15 To ensure that effective and appropriate systems of financial control are in place.

5.16 To determine in each year the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the relevant Committee to ensure appropriate levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers' Pay and Conditions Document. This includes liaising over the staff complement and the results of any recommendations resulting from the performance management review.

5.17 To ensure the school's contract management arrangements are in line with the Local Management Handbook, Section F2 Standing Orders Relating to Contracts

(https://schoolsweb.buckscc.gov.uk/schools/documents/finance/F2_Standing_Orders.pdf)

Particular consideration will be given to:

- The number of quotes required within the financial limits specified in F2;
- Every staff member dealing with contracts must have written authority to do so contracts must be evaluated in accordance with the award criteria in the invitation to tender;
- Contracts with a whole life cost of over £5000 will be awarded by full Governing Body, contracts with a whole life cost between £2000 and £5000 will be awarded by the Resources Committee and contracts with a whole life cost of under £2000 will be awarded by the Headteacher;
- Every contract must be in writing & be signed by the Headteacher or staff member with delegated authority to do so

NB: Governors should also note the requirements of paragraph 1.5 of the Premises / Health and Safety Committee (above)

6. PERSONNEL

6.1 To determine the staff complement (liaising with the Finance Committee).

6.2 To recommend to the whole Governing Body, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership group.

6.3 To keep under review the following personnel procedures and make recommendations to the full Governing Body:

- Redundancy

- Grievance
- Conduct and Discipline
- Capability
- Health and Attendance
- Retirement for Teachers
- Leave of Absence
- Close Personal Relationships
- Whistleblowing

6.4 To ensure that Safe Recruitment Practices are followed when appointing new members of staff.

6.5 To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.

6.6 To receive a report of Leave of Absences approved by the Headteacher and to approve Discretionary Leave of Absence in line with the policy previously agreed by the Governing Body.

6.7 To receive annually, a report from the Headteacher on the Appraisal Process for teachers, to evaluate the operation and outcome of performance management arrangements and, to review and if need be revise the school's Appraisal Policy and Classroom Observation Protocol to ensure that it remains current and meets the needs of the school.

6.8 To receive and determine any applications for premature retirement, based on the Retirement for Teachers Policy, 2009. Where early retirement applies, it is recommended that the school seeks advice from the Operations Managers (School Improvement Service) and the School's HR provider on the most suitable route for both the employee and the School.

6.9 To be responsible for determining the appointment procedures for Assistant Headteacher posts and ensuring they are implemented. This may include the Headteacher, but where not involved in the appointment, the Headteacher has a right to attend to offer advice.

6.10 To be aware of and ensure compliance with guidelines for Newly Qualified Teachers.

6.11 To act as a pool of governors for staff appointments in exceptional circumstances, this may or may not include the Headteacher. (See Standing Orders).

7. PAY REVIEW

7.1 To prepare a Whole School Pay Policy for approval by the whole Governing Body

7.2 To approve pay recommendations and:

- ensure the appraisal policy is applied fairly.
- ensure recommendations are demonstrably evidence based.
- ensure recommendations can be justified if challenged.
- approve evidence based threshold applications.
- approve leadership pay.
- notify HR of Pay recommendations.

7.3 To receive a report to ensure that objectives set are:

- Aligned to SDP.
- Process is robust, open, consistent and fair.

7.4 To understand the link between pay and performance to inform progression.

8. To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors, omitting detailed reference to the review statement and individuals' performance.

**2016/2017 TERMS OF REFERENCE
STAFF DISMISSAL COMMITTEE
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Full Governing Body

CONSTITUTION:

The Membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee.

N.B. the membership of this committee must be at least three governors who have not been involved in any previous action or decision connected with the hearing. (NB. Associate Members do not count towards the quorum.) Where there are not enough such governors available, the Governing Body should consider collaborating with another Governing Body.

The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes. It is recommended that, where possible, an uneven number of Governors sit on this Committee in order to avoid an equal division of votes.

Members of staff should not be appointed to this committee.

TERMS OF REFERENCE:

- 1 In the event of a committee being required to take action in relation to Redundancy, or Health and Attendance issues, or where the Headteacher is unable to exercise his/her power to dismiss a member of staff in relation to Capability and/or Conduct and Discipline, governors, as shown on the attached grid, will form that committee and follow the procedures adopted by the Governing Body. This will include the power to determine dismissal and hear representations
- 2 To ensure that minutes are taken of the meetings and retained by the school, Governors' Support and Human Resources Advisers in case they are required during any later application to Employment Tribunal (in the case of HR issues)
- 3 Any resultant appeals will be heard by the separate Staff Dismissal Appeals Committee of the Governing Body

**TERMS OF REFERENCE FOR THE
EMPLOYEE GRIEVANCE COMMITTEE OF
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Full Governing Body

CONSTITUTION:

The Membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee.

A quorum will be at least three Governors. (NB – Associate Members do not count towards the quorum).

*The Chairman of the Committee will be elected by the whole governing body / a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

(The Governor Support Team recommends that it would not be best practice to elect a member of staff to chair this committee)

Members of staff should not be appointed to this committee.

TERMS OF REFERENCE:

- 1 In the event of a committee being required to hear a staff grievance, Governors, as shown on the attached grid, will form that committee and follow the procedures adopted by the Governing Body either as set out in the school's own grievance procedure or, in the case of an issue concerning pay, as set out in the school's pay policy.
- 2 To ensure that minutes (with decisions and action points) are taken of the meetings by the school, Governors' Support Team or appropriate clerk to the Governing Body.

**2016/2017 TERMS OF REFERENCE
PUPIL DISCIPLINE COMMITTEE
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Full Governing Body

CONSTITUTION:

The Membership of the Committee will be as per the agreed membership grid. The Committee is required to appoint a Clerk, who, normally, should be independent of the school.

The Governing Body may nominate a pool of Governors from which to select at least three Governors to serve as the Pupil Discipline Committee. The quorum for a Pupil Discipline Committee meeting is three members. (NB. Associate Members do not count towards the quorum and do not have voting rights but may attend as observers with the permission of all concerned)

The Headteacher may not be a member of this committee but will attend the meeting to present a report and give evidence.

*The Chairman of the Pupil Discipline Committee will be elected by a quorum of the Committee members / the whole governing body and will have a second or casting vote, where there is an equal division of votes. It is recommended that, where possible, an uneven number of Governors sit on this Committee in order to avoid an equal division of votes.

TERMS OF REFERENCE:

The role of the Pupil Discipline Committee is to review the use of exclusion within the school and consider any representations from parents about their child's exclusion

The Pupil Discipline Committee should consider whether the Headteacher has complied with the exclusion procedure and has had regard to the Secretary of State's guidance before deciding to exclude the pupil

The Pupil Discipline Committee must meet to consider:

- 1 All permanent exclusions
- 2 All fixed term exclusions (including lunch-time, half-day exclusions) that would lead to a pupil being excluded for over 15 school days in a school term or missing a public examination

This meeting must be convened within 15 school days after the date of receipt of the notification from the Headteacher

(Where a pupil might miss a public examination and the Committee is unable to meet before the date of the examination, the Chairman is empowered to take the decision about the exclusion)

- 3 All fixed term exclusions that would lead to a pupil being excluded for over 5 days but not over 15 days in a school term, where the parents have expressed a wish to make representations

This meeting must be convened within 50 school days after the date of receipt of the notification from the Headteacher

- 4 All fixed term exclusions that would lead to a pupil being excluded for 5 school days or less in a school term, where the parents have expressed a wish to make representations. (No time scale for this meeting, nor any requirement for parents to be invited to this meeting)
- 5 To ensure arrangements are in place to enable appropriate provision to be made for pupils excluded on a fixed-term basis for 6 days or more.
- 6 To monitor and review on a regular basis the exclusion processes that are in place

Guidance and model letters are also available on the Bucks County Council website using the following link:

https://schoolsweb.buckscc.gov.uk/schools/leadership_and_management/governors/discipline.asp

A further useful link is to the DfE guidance:

<https://www.gov.uk/government/publications/school-exclusion>

**2016/2017 TERMS OF REFERENCE
PAY REVIEW APPEALS COMMITTEE
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Full Governing Body

CONSTITUTION:

The Membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee.

N.B. The membership of this committee must be at least three Governors who should not have been involved in original pay determinations and who are not employees of the school. (NB. Associate members do not count towards the quorum)

*The Chairman of the Committee will be elected by the whole governing body /a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes. It is recommended that, where possible, an uneven number of Governors sit on this Committee in order to avoid an equal division of votes.

Associate members do not have voting rights.

TERMS OF REFERENCE:

- 1 In the event of a committee being required to hear an appeal against any determination in relation to a teacher's pay or any other decision that affects his/her pay, Governors, as shown on the membership grid, will form that committee, and follow the procedures adopted by the Governing Body.
- 2 To ensure that minutes (with decisions and action points) are taken of the meetings.

*Governors need to decide this

**2016/2017 TERMS OF REFERENCE
STAFF DISMISSAL APPEALS COMMITTEE OF
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Full Governing Body

CONSTITUTION:

The Membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee.

N.B. The membership of this committee must be at least three governors who have not been involved in any previous action or decision connected with the dismissal. (NB. Associate Members do not count towards the quorum). Where there are not enough such governors available, the Governing Body should consider collaborating with another Governing Body. There should be no fewer than the number that made the initial decision.

*The Chairman of the Committee will be elected by the whole governing body / a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes. It is recommended that, where possible, an uneven number of Governors sit on this Committee in order to avoid an equal division of votes.

Members of Staff must not be appointed to this Committee

TERMS OF REFERENCE:

- 1 To hear and determine any appeals against decisions of the Staff Dismissal Committee in relation to Redundancy, Conduct and Discipline, Capability, Health and Attendance_ (including appeals against dismissals)
- 2 To hear and determine any appeal against a decision taken by the Headteacher or Headteacher and Governor, in relation to Capability and Conduct and Discipline
- 3 To hear and determine any appeal against a Capability Warning or a Conduct and Discipline Warning,
- 4 To ensure that minutes are taken of the meetings and retained in case they are required during any later application to Employment Tribunal (in the application to Employment Tribunal (in the case of HR issues)

**2016/2017 TERMS OF REFERENCE
COMPLAINTS COMMITTEE OF
STOKE MANDEVILLE COMBINED SCHOOL GOVERNING BODY**

Date agreed by the Governing Body	December 2016
Date to be reviewed (max 12 months after date above)	December 2017
Governors Committee accountable for review	Full Governing Body

CONSTITUTION:

The Membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee.

A quorum will be at least three Governors. (NB – Associate Members do not count towards the quorum).

*The Chairman of the Committee will be elected by the whole Governing Body/a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

(BLT Governor Services recommends that it would not be best practice to elect a member of staff to chair this committee)

Associate members do not have voting rights.

TERMS OF REFERENCE:

- 1 The panel will meet to hear a complaint (Stage 3) when attempts to resolve the matter have been unsuccessful.
- 2 The Panel will follow the procedure outlined in the school's Complaints and Resolutions Procedure and accompanying toolkit.
- 3 Notes of the hearing will be taken.

*Governors need to decide this arrangement

NB: Any text italicised and underlined indicates changes that have been made to the Model Terms of Reference since September 2016