

STROUD HIGH SCHOOL

GOVERNING BOARD

**COMMITTEE STRUCTURE AND
TERMS OF REFERENCE**

2018 – 2019

(Agreed by the Board of Governors 10 October 2018)

Governor's Role Description

The overall purpose of every governor's role, as part of the collective Governing Board, is to:

- Ensure clarity of vision, ethos and strategic direction for the school
- Hold the headteacher to account for the educational performance of the school and its students, and the appraisal of staff
- Oversee the financial performance of the school and make sure its money is well spent
- Uphold the Seven Principles of Public Life

General Roles and Responsibilities of each governors

- Attend meetings regularly, letting the clerk and/or chair of governors/committees know in good time if you are unable to make a meeting
- Prepare for all meetings by reading any papers provided in advance of the meeting, being ready to discuss and challenge those papers' content within the meeting
- Ensure you contribute proactively to discussions and decision-making processes in meetings so that all voices and viewpoints can be considered
- Put the needs of current and future students first when considering issues and making decisions
- Ensure you are able and willing and committed to having open and honest conversations with others (eg other governors, headteacher or other members of LT) in the best interests of the school's current and future students.
- Ensure you do not make decisions alone, and flag quickly to the chair if you believe another governor has made a decision alone.
- Develop and maintain a good knowledge of the school
- Ensure all school monitoring visits are arranged in advance in line with protocols agreed by the governing board and head teacher.
- Report back your findings from any monitoring visits to the governing board in a timely way
- Ensure you have regular opportunity to review academic attainment and progress data and that you are able to understand the data provided and query and challenge any issues apparently presented by the data with the headteacher
- Ensure you look at external/national/regional performance data in order to compare the school's performance with other similar schools locally and nationally, in order to inform school development needs
- Build and maintain good working relationships with other members of the governing board, the clerk and the school's LT at all times
- Develop and maintain your knowledge of current national and local education policy
- Undertake regular training and attend briefings to ensure your knowledge as a governor is continually developed and up to date, so you are able to play a full part in governing board matters

- Provide a skills audit to the chair and ensure this is updated with any new relevant skills developed
- Maintain a proactive involvement in the life of the governing board
- Make sure you raise any concerns about governing board performance or the way the governing board acts in relation to legal requirements or required procedures with the chair, so that the governing board is able to develop its skills, understanding and practice in the ethos of continual development
- Ensure you act within the agreed Code of Conduct at all times, paying particular regard to maintaining confidentiality in relation to information and issues to which you are party
- Ensure that you read, sign and follow the conditions of the ICT Acceptable Use Agreement.

Chair's Role Description

Definition

The position of chair of governors (COG) may be a partnership of two named co-chairs of governors (CCOG) if so elected by the governing board. A similar arrangement may be elected in place with respect to the position of vice-chair. Where co-chairs / co-vice-chairs are elected a protocol will be established for the division of workload of the role. (Please refer to NGA Co-chairing document.)

Purpose of the role

To provide leadership to the governing board and ensure that governors fulfil their functions for the proper governance of the school.

To be effective, the chair needs a good understanding of the role and its responsibilities so that the school gains maximum benefit from the work done by the chair. (Please refer to NGA chair's role description document.)

Responsibilities for this role

1. Leading governance in the school

- Ensure the governing board and the headteacher have a shared sense of purpose
- Ensure the governing board sets a clear vision and strategy for the school
- Lead the governing board in monitoring the headteacher's implementation of the school strategy

2. Leading and developing the Governing board

- Ensure the governing board has the required skills to govern well, and that appointments made fill any identified skills gaps
- Ensure all governors receive appropriate induction, ongoing training as needed and have a thorough understanding of their role Ensure governors act reasonably and in line with the agreed code of conduct
- Develop a good working relationship with the vice chair, ensuring they are kept fully informed and delegating tasks to them as appropriate
- Ensure board members feel valued and encourage their development and input
- Carry out performance reviews with each governor on an annual basis

- Ensure there is a plan for the succession of chair, vice-chair and committee chairs and that opportunities are given to a wide mix of governors so that experience and ability can be developed
- Promote good teamwork and effective working relationships among all governors, and an open culture of discussion

3. Leading school improvement

- Ensure the governing board is involved at a strategic level in the school's self-evaluation process and that this feeds into the key strategic priorities
- Ensure the governing board's business is focused on the key strategic priorities
- Take the lead in representing the governing board at relevant external meetings with school partners
- Ensure the governing board has mechanisms in place to obtain and listen to the views of parents, students and staff

4. The chair, the headteacher and accountability

- Build professional relationship with the headteacher which allows for open and honest conversations, enables you to act as a sounding board for the head and ensures there are no surprises for either at meetings
- Meet regularly with the headteacher
- Ensure that there are transparent and effective processes for the recruitment and induction of the headteacher
- Ensure appropriate governor involvement in the recruitment into Leadership Team posts
- Ensure all governors concentrate on their strategic role, receive information fit for purpose and hold the headteacher to account
- Ensure the headteacher provides staff with an understanding of the role of the governing board and acts as a link between the two
- Attend school functions as appropriate and encourage other governors to do so
- Ensure that complaints made to the governing board are dealt with in a timely and effective manner
- If required, play the lead role in any decision to suspend the headteacher

5. Leading Governing board business

- In conjunction with the clerk and the headteacher, plan for governing board meetings, ensuring agendas focus on the governing board's key responsibilities and strategic priorities and ensure any paperwork required is made available to governors seven days before meetings.
- Chair meetings effectively, managing the agenda and available time appropriately and ensuring all members of the governing board have the opportunity and are encouraged to participate actively in discussions and decision-making activities whilst ensuring clear decisions are reached as quickly as possible
- Ensure actions delegated to individuals or committees by the governing board during previous meetings have been acted on and receive reports back to the governing board at the next meeting
- Ensure decisions taken at governing board meetings are implemented
- Ensure the governing board appoints a professional clerk capable of providing advice on the governing board's functions, that there is a job description in place for the clerk and that the clerk's performance is reviewed annually
- Ensure that accurate minutes are produced of each full governing board meeting by the clerk

Disqualification – The Headteacher, Staff Governors, Students, Staff Members

Vice Chair's Role Description

Purpose of the role

To provide support to the chair(co-chairs) in fulfilling their role and take the place of the chair in any aspect of governance in their absence, should they be unable to fulfil their role for any reason.

Responsibilities for this role

- Develop a good understanding of the full remit of the chair's role and be ready to step in to act in the chair's absence if needed
- Ensure you are kept fully informed by the chair of all current developments and issues
- Act as a support to the chair by listening to and discussing issues arising
- Support the chair in implementing the chair of governor's leadership role, by acting on any areas or issues delegated to you by them and keeping the chair informed of progress on these
- Develop strong, trusting working relationships with the chair, headteacher and other senior leaders in the school
- Attend Steering Group meetings
- Regularly review and keep up to date with requirements on the governing board in relation to publishing of data/information
- Ensure the school website is up to date with all current requirements, holding named governors to account where they have individual responsibility
- Take part in regular Steering Group meetings, working with chairs to develop the governance priorities for each term.

Disqualification – The Headteacher, Staff Governors, Students, Staff Members

Committee Chairs' Role Description

Purpose of the role

To ensure the committee undertakes the work and decisions delegated to it by the governing board, as outlined within the committee's terms of reference, effectively and within the relevant legal parameters, for the benefit of the school, and to ensure the governing board receives regular reports of the committee's actions and decisions.

Responsibilities for this role

- Lead the work of the committee to ensure it operates effectively and to see that the business of the committee is conducted properly, in accordance with legal requirements and the committee's terms of reference as agreed by the governing board.
- Ensure you have good knowledge of the legal requirements relating to your committee's activities and maintain an up to date knowledge of changes in policy and requirements
- Develop a good working relationship with the vice chair, ensuring they are kept fully informed and delegating tasks to them as appropriate
- Develop, maintain and implement an annual calendar of activities/responsibilities for your committee
- Ensure policies delegated as being the responsibility of the committee are drafted/reviewed and signed off within appropriate timescales
- Ensure actions delegated to the committee by the governing board are acted on swiftly and reported back to the governing board at the next meeting
- Ensure the committee has good knowledge and understanding of areas of governance relevant to the committee, highlighting areas of weakness, governors' training requirements, and committee members' relevant knowledge / skills
- Liaise with clerk and headteacher to produce agenda and papers required for each meeting, ensuring this is done in a timely way so that the clerk can convene the meeting and send out paperwork seven days prior to each meeting
- Chair meetings effectively, focusing on priorities, using available time well and ensuring that all members have an equal opportunity to participate in discussion and decision-making
- Ensure committee minutes/reports are circulated to FGB clerk in time to be circulated with FGB papers each term, prepare any verbal reports to FGB meetings which are needed to accompany these papers and be ready to answer questions from governors about the committee's activities and decisions
- Promote good teamwork and effective working relationships among all committee members
- Be able to talk knowledgably about the impact of the committee's work on school development and student outcomes

Disqualification – none

The Clerk to the Governing Board's Role Description

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the governing board
- To advise the governing board on legal, constitutional and procedural matters, duties and powers
- To convene meetings of the governing board
- To attend meetings of the governing board and ensure minutes are taken
- To maintain a register of members of the governing board and report vacancies to the governing board
- To give and receive notices in accordance with relevant regulations
- Ensure committees have adequate clerking arrangements and that accurate minutes are produced of each committee meeting
- To perform such other functions as may be determined by the governing board from time to time. Please refer to Clerk to the Governors Job Description

Disqualification – Governors, Headteacher, Business Manager

The Governing Board

The Governing Board needs to take a strategic role, act as a critical friend to Stroud High School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- To agree the Strategic Plan for the school
- To agree constitutional matters*, including procedures where the governing board has discretion
- To appoint co-opted governors* where appropriate
- To hold at least three governing board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the governing board*
- To establish the committees of the governing board and their terms of reference*
- To appoint the Chair of any committee
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To approve the first formal budget plan of the financial year*
- To decide which functions of the governing board will be delegated to committees, groups and individuals*
- 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 board is necessary*
- To monitor the progress of work being undertaken by committees and individuals
- To review the delegation arrangements annually*
- To decide whether to permit the FGB and committees to circulate electronically to governors such items of business for information and / or for decision where to wait until the next meeting would cause undue delay to the efficient and effective running of the school. If permitted, the decision for each occurrence to be made by the HT, COG/CCOG and relevant Committee Chair
- Any items which the governing boards may wish to include

*these matters cannot be delegated to either a committee or an individual

Membership – As per the Articles of Association

Quorum: One third of the number of Governors in post (Article 114)

(Except 2/3 subject to Article 116)

Details of Members and Terms of office see relevant documents on website

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Board

10.October.2018

Steering Group Committee

*The suggested membership of this group is the Chair of Governors, the Vice-Chair, the Headteacher, the Deputy Headteacher, the Business Manager and the Chair and Vice Chair of Resources, Student Learning and Communications Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the governing board as a whole. The terms of reference give an indication of this broader perspective. **If the governing board decides not to have this committee these terms of reference are of such import they will be transferred to the governing board.***

Terms of reference:

- To establish the Governors' Strategic Plan for the short and medium term and present this to the governing board for their consideration
- To meet termly to agree the work of the governing board and its committees for that term and beyond
- To agree, before the start of the academic year, the programme of work and calendar of meetings for the governing board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To agree and appoint a consultant for school improvement
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To establish and keep under review the School Prospectus
- To establish and keep under review Collective Worship Policy
- To establish and keep under review Attendance Policy
- To establish and keep under review Crisis Plan and procedures
- To establish and keep under review the Safeguarding Policy
- To establish and keep under review a protocol for the governing board
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development Plan
- To oversee and monitor the school's compliance of Key Documents
- To consider recommendations made by committees with regard to the working of the governing board
- To make recommendations to the governing board to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and to offer advice to the Headteacher
- To undertake tasks delegated to them by the governing board
- *Additional items which the governing board may wish to include*

These terms of reference agreed by the Governing Board

10.October.2018

Quorum: 3 Governors

Communications Committee (Admissions & Online Safety)

Terms of reference:

- To meet at least three times a year
- To report regularly to the governing board
- To recommend courses of action to the governing board whenever appropriate
- To determine within statutory provisions and the governing board policy whether any student should be admitted to the school*
- To review admissions arrangements, including Open Days and Testing and to make recommendations for changes to the governing board
- To monitor the Admissions Appeals process to ensure compliance with the guidance
- To monitor Data Protection within the school
- To monitor the effectiveness of implementation of GDPR
- To oversee a wide range of aspects relating to the communications between governors and all relevant stakeholder groups
- To support the development and monitoring of communication strategies
- To support the development and monitoring of the school's position in local, national and international communities
- To support the development and monitoring of the marketing strategy for the school
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To establish and keep under review the whole school Admissions Policy
- To establish and keep under review the whole school Exclusions Policy
- To establish and keep under review a Complaints policy
- To establish and keep under review a Freedom of Information publication scheme
- To establish and keep under review the Community Cohesion Policy and Plan
- To establish and keep under review the International Dimension Policy
- To establish and keep under review the SHS Privacy Notice GDPR for staff
- To establish and keep under review the SHS Privacy Notice GDPR for parents and students
- To monitor the SHS Data Retention Schedule
- *Additional items which the governing board may wish to include*

***cannot be delegated to an individual**

Membership – It is considered good practice to appoint the Headteacher onto any committee responsible for admissions, but headteachers cannot act in place of the governing board in determining the school's admissions policy, or in deciding on the admission of any individual student.

Disqualification - none

These terms of reference agreed by the Governing Board	10.October.2018
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Quorum: 3 Governors

Resources Committee

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To make recommendations to the governing board about the first formal budget plan of the financial year
- To consider a budget position statement including virement decisions at least every other term ie 3 times a year, and to report significant anomalies from the anticipated position to the governing board
- To ensure that the school operates within the Financial Regulations of the DfE and follows financial standards guidance.
- To monitor expenditure of all voluntary funds kept on behalf of the governing board
- To ensure monitoring and awareness of high risk areas of the school
- To monitor against possible fraud initiatives that may impact on the Public Sector
- To ensure that the Central Record of Recruitment and Vetting Checks for Stroud High School is maintained and ensure a list is maintained in partner schools
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To establish and keep under review compliance with the Equalities Act
- To oversee any process leading to staff reductions
- To establish and keep under review a Recruitment Selection Policy and procedure
- To establish and keep under review a Confidential Reporting Procedure (Whistle Blowing) Policy
- To establish and keep under review a Leave of Absence Policy
- To establish and keep under review a Physical Contact Policy
- To establish and keep under review Staff Development Policy
- To establish and keep under review Capability and Conduct Procedure Policy
- To establish and keep under review Staff Discipline and Grievance Policy and Procedures
- To establish and keep under review Redundancy Policy
- To establish and keep under review the Appraisal Policy
- To establish and keep under review the Sickness Policy
- To establish and keep under review the Finance Policy
- To establish and keep under review a Charging and Remissions Policy
- To establish and keep under review a Governors' Expenses Policy
- To establish and keep under review the Staff Expenses Policy
- To establish and keep under review the Investment Policy
- To establish and keep under review a Conflict of Interest Policy
- To establish and keep under review any other HR related policy as recommended by DfE and / or HR consultants
- To establish and keep under review any other Finance related policy as recommended by DfE and / or financial consultants/auditors

- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To keep under review staff work/life balance, working conditions and well-being
- To monitor absence
- To make recommendations on HR related expenditure
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Appraisal Group's recommendations, to determine whether sufficient funds are available for increments
- To establish and keep under review the Health and Safety Policy and its practice and to make revisions where appropriate
- To establish and keep under review Pay Policy (Teaching Staff)
- To establish and keep under review Internal Appeals Policy
- To establish and keep under review ICT Staff/Volunteer Acceptable Use Agreement
- To establish and keep under review ICT Student Acceptable Use Agreement
- To establish and keep under review e-safety Policy
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, including, Health & Safety and Internal Audit. To receive regular reports from them and advise the governing board.
- To oversee arrangements for repairs and maintenance of premises
- To make recommendations on premises-related expenditure
- In consultation with the Headteacher 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 board policy
- To establish and keep under review a Premises Development Plan (Masterplan)
- To establish and keep under review an Accessibility plan
- *Additional items which the governing board may wish to include*

Disqualification –

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

These terms of reference agreed by the Governing Board	10.October.2018
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Quorum: 4 Governors

Student Learning Committee

Terms of reference:

- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Resources Committee decisions and to make recommendations to the relevant committee(s) or the governing board
- To make arrangements for the governing board to be represented at school improvement discussions with the School Improvement Consultant and for reports to be received by the governing board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, including, SEN, Pupil Premium and Safeguarding. To receive regular reports from them and advise the governing board
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the governing board
- To circulate to all governors the documents, policies and procedures under review by this committee and to consider comments and questions from governors as part of that review
- To ratify the policies delegated to this committee once their review is satisfactorily completed
- To oversee arrangements for Educational Visits and the Policy for Offsite Visits
- To establish and keep under review Sex and Relationships Policy
- To establish and keep under review Special Education Needs Policy
- To establish and keep under review the Anti Bullying Policy
- To establish and keep under review the Assessment, Recording and reporting Policy
- To establish and keep under review the Able, Gifted and Talented Policy
- To establish and keep under review the Homework Policy
- To establish and keep under review the Teaching and Learning policy
- To establish and keep under review the Drugs Policy
- To establish and keep under review the Positive Behaviour Management Policy
- To establish and keep under review an Exam Policy
- To establish and keep under review an Access plan
- To establish and keep under review an Internet Filtering Policy
- To establish and keep under review a Support, Care and Guidance Policy
- *Additional items which the governing board may wish to include*

These terms of reference agreed by the Governing Board

10.October.2018

Quorum: 3 Governors

Headteacher's Appraisal Committee

Terms of reference:

- To arrange to meet with the School Improvement Consultant to discuss the Headteacher's performance targets
- To decide, with the support of the School Improvement Consultant, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Pay Review Committee in respect of awards for the successful meeting of targets set
- *Additional items which the governing board may wish to include*

Membership – 3 Governors – appointed by the Steering Group and in agreement with the Headteacher

Disqualification – The Headteacher, Staff Governors and either the COG/CCOG or Vice Chair

These terms of reference agreed by the Governing Board	10.October.2018
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Review Officer	The Chair/Co-Chair or Vice Chair of Governors (but not a member of this committee or Pay Review Committee)
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Quorum: a minimum of 2 Governors

Pay Review Committee

Terms of Reference

- To apply the relevant parts of the Pay Policy on behalf of the governing board fairly and equitably (this role is shared between this committee and Resources Committee)
- To ensure that the governing board meets its legal and contractual obligations in relation to pay and related conditions of service
- To ensure that all members of staff have a current and accurate job description and that this document is regularly reviewed
- To ensure that appropriate arrangements for the Headteacher's Appraisal are made by the appointed governors in accordance with the school's Appraisal Policy
- To undertake appropriate annual reviews of salary for:

All Teaching Staff, including –
Teachers on the Main Scale
Teachers on the Upper Pay Scale
The Leadership Team
The Headteacher and,
Support Staff

- To receive recommendations from Reviewers regarding the performance and pay progression of teachers following moderation as laid down in the Appraisal Policy.

The Pay Review Committee will keep its work and the results of individual reviews and decisions confidential. The committee chair will report to the whole governing board periodically regarding progress and the work of the committee but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors and the Chair of Resources Committee.

Membership – 5 Governors with voting rights

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board

10.October.2018

Quorum: 3 Governors with voting rights

Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)
- **To make any decisions under the governing board's HR procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the governing board's HR procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the governing board's General Complaints Procedure for Parents and others
- To make any determination or decision under the governing board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the governing board's charging policy:
- *Additional items which the governing board may wish to include*

***cannot be delegated to an individual**

Membership – Normally 3 or 5 Governors not involved in the matter of concern

NB. The governing board will appoint 5 governors who will serve as the Appeals Committee. Any governor who has a connection with the parties involved in the case that could affect their ability to act impartially will not serve at the appeal. If, through non-attendance of a governor, an even number of governors sits on the committee, the chair of the committee has the casting vote.

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors*, due to probable prior knowledge, should not be a member.

(*If the role of the chair is made up of two co-chairs then it is recommended that normally one of the co-chairs will ensure as far as possible that they have no prior knowledge of the matter of concern so that they may remain eligible to serve on Hearings or Appeals)

These terms of reference agreed by the Governing Board	10.October.2018
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Quorum: 3 Governors

Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the governing board's HR procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which the governing board may wish to include*

*cannot be delegated to an individual

Membership – no fewer members than the Hearings Committee

NB. The governing board will appoint 5 governors who will serve as the Appeals Committee. Any governor who has a connection with the parties involved in the case that could affect their ability to act impartially will not serve at the appeal. If, through non-attendance of a governor, an even number of governors sits on the committee, the chair of the committee has the casting vote.

Disqualification – The Headteacher

Any members of the Hearings Committee

It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors*, due to probable prior knowledge, should not be a member

(*If the role of the chair is made up of two co-chairs then it is recommended that normally one of the co-chairs will ensure as far as possible that they have no prior knowledge of the matter of concern so that they may remain eligible to serve on Hearings or Appeals)

These terms of reference agreed by the Governing Board	10.October.2018
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Quorum: 3 Governors

Student Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a student is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- *Any items which the governing board may wish to include*

Membership – Normally 5 Governors and not less than 3 Governors

NB. The governing board will nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. Any governor who has a connection with the student or the incident that could affect their ability to act impartially will not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair of the committee has the casting vote.

Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

It is suggested that neither the Chair of Governors* nor a member of staff, due to probable prior knowledge, should be a member.

(*If the role of the chair is made up of two co-chairs then it is recommended that normally one of the co-chairs will ensure as far as possible that they have no prior knowledge of the matter of concern so that they may remain eligible to serve on Hearings or Appeals)

These terms of reference agreed by the Governing Board	10.October.2018
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Quorum: 3 Governors

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school, with the agreement of the Headteacher, with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the governing board, or the relevant Committee, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the governing board
- To undertake training as appropriate
- *Any items which the governing board may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of the schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Area Of Responsibility	Name of Governor	Liaising with
Safeguarding	Mrs J Phillips / Mrs Louise McGinty	Headteacher / Child Protection Co-ordinator
SEN	Mr A Cutbill	SENCO/Headteacher
Target Setting	HT Appraisal governors	Headteacher/SIP
Health & Safety	Mrs J Phillips	Business Manager
E safety governor	Mr K Withers	Deputy Head
Looked After Children	Mrs L McGinty	Headteacher
Area Of Responsibility	Independent Person	Liaising with
Internal Audit	Mr R Pidsley	Business manager
Data Protection/ GDPR		HT / Business Manager

These terms of reference agreed by the Governing Board

10.October.2018