



## **JOHN OF GAUNT INFANT AND NURSERY SCHOOL**

### **Committee Structure and Terms of Reference**

**2017/2018**

Date Committees Established	1 <sup>st</sup> October 2015
Date of Review	25 <sup>th</sup> September 2017
Date Agreed	25 <sup>th</sup> September 2017

## Roles within the Governing Body

### The Role of The Chair Of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Norfolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Head of School based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head of School and provides strategic direction

*Disqualification - Head of School, Staff Governors, Pupils, Staff Members*

### The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Head of School to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

*Disqualification – Governors, Associate Members, the Head of School*

### The Role of the Chair of Committees

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To ensure Clerking of the committee is carried out. The Chair may also be the Clerk

*Disqualification – none*

### The Role of the Clerk to the Committees

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

*Disqualification – Head Teacher*



## LEADERSHIP AND MANAGEMENT COMMITTEE

### Finance Terms of Reference:

- In consultation with the Head of School, to approve the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To 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 Head of School
- In the light of the Head of School Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To recommend for approval

### *Additional terms:*

- Review the costs that included in the School Development plan (up to 3 years) and ensure they are included in the 3 year budget plan.
- Ensure completion of Statement of Internal Controls (SIC) and implement any resulting action plan.

- Ensure preparation is made for Financial Management Standards in Schools visit.
- **To recommend for approval by the governing body the level of delegation to the Head of School for the day-to-day financial management of the school (the decision to be recorded in the full governing body minutes)**
- **To recommend the amount which can be vired between budget headings by the Head of School without prior agreement of the finance committee (the decision to be recorded in the full governing body minutes)**

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

### Members

Mike Binks	1 <sup>st</sup> October 2015
Toby de Ville Shaw	1 <sup>st</sup> October 2015
Michael Downes	19 <sup>th</sup> September 2016
Duncan Spalding	1 <sup>st</sup> September 2017
Clare Toplis	25 <sup>th</sup> September 2017
Donna Warne	25 <sup>th</sup> September 2017

### Date Appointed to Committee

### Chair of Committee

Toby de Ville Shaw

### Clerk to the Committee

### Quorum (Min 3)

3

### Committee Established

1<sup>st</sup> October 2015

### Terms of Reference Reviewed

25<sup>th</sup> September 2017

### Terms of Reference Agreed

25<sup>th</sup> September 2017

## LEADERSHIP AND MANAGEMENT COMMITTEE

(continued)

### Personnel Terms of Reference:

- To draft and keep under review the staffing structure in consultation with the Head of School and the Finance Committee
  - To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
  - To oversee the appointment procedure for all staff
  - To establish and review a Performance Management policy for all staff\*
  - To oversee the process leading to staff reductions
  - To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
  - To make recommendations on personnel related expenditure to the Finance Committee
  - To consider any appeal against a decision on pay grading or pay awards
  - Additional items which individual Governing Bodies may wish to include
- \* The Head of School Performance Review Group could be formed from this committee, but its members should have received the appropriate training

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

## LEADERSHIP AND MANAGEMENT COMMITTEE

(continued)

### Premises Terms of Reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Head of School and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- Additional items which individual Governing Bodies may wish to include
- **To recommend to the full governing body proposals for the delegation of authority to the Head of School to take action on minor items of repair and maintenance work subject to a specified financial limit (the decision to be recorded in the full governing body minutes)**

## TEACHING AND LEARNING COMMITTEE

### Terms of Reference:

- To consider and advise the governing body 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 Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- Additional items which individual Governing Bodies may wish to include

### Members

Mel Bullock  
Sandy Nunes Vaz  
Duncan Spalding  
Clare Toplis  
Victoria Tyce

### Date Appointed to Committee

1<sup>st</sup> October 2015  
1<sup>st</sup> October 2015  
1<sup>st</sup> September 2017  
25<sup>th</sup> September 2017  
7<sup>th</sup> March 2016

### Chair of Committee

Sandy Nunes Vaz

### Clerk to the Committee

### Quorum (Min 3)

3

### Committee Established

1<sup>st</sup> October 2015

### Terms of Reference Reviewed

25<sup>th</sup> September 2017

### Terms of Reference Agreed

25<sup>th</sup> September 2017

## Admissions Committee

### (Voluntary Aided and Foundation Schools)

#### Terms of Reference:

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school - \* in the event of places in a particular year group being over-subscribed and its overall impact on class size.
- To review admissions and to make recommendations for changes to the governing body.

(\* cannot be delegated to an individual)

Membership – It is considered good practice to appoint the Head of School onto any admissions committee, but the Head of School cannot act in place of the governing body in determining the school's policy or in deciding on the admission of any individual child.

#### Members

Members selected from the following Governors :-

Mike Binks	1 <sup>st</sup> October 2015
Toby de Ville Shaw	1 <sup>st</sup> October 2015
Michael Downes	1 <sup>st</sup> October 2015
Sandy Nunes Vaz	1 <sup>st</sup> October 2015
Victoria Tyce	7 <sup>th</sup> March 2016

#### Date Appointed to Committee

#### Chair of Committee

When meeting convened

#### Clerk to the Committee

When meeting convened

#### Quorum (see membership)

3

#### Committee Established

1<sup>st</sup> October 2015

#### Terms of Reference Reviewed

25<sup>th</sup> September 2017

#### Terms of Reference Agreed

25<sup>th</sup> September 2017



## Hearings Committee

### Terms of Reference:

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

*\*cannot be delegated to an individual*

**Membership** – *not less than 3 members of the Governing Body (NB. The number appointed to this committee directly affects the number required for an Appeal Committee)*

### Members

Members selected from the following Governors :-

Mike Binks	1 <sup>st</sup> October 2015
Toby de Ville Shaw	1 <sup>st</sup> October 2015
Michael Downes	1 <sup>st</sup> October 2015
Sandy Nunes Vaz	1 <sup>st</sup> October 2015
Victoria Tyce	7 <sup>th</sup> March 2016

### Chair of Committee

When meeting convened

### Clerk to the Committee

When meeting convened

### Quorum (see membership)

3

### Committee Established

1<sup>st</sup> October 2015

### Terms of Reference Reviewed

25<sup>th</sup> September 2017

### Terms of Reference Agreed

25<sup>th</sup> September 2017

## 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 Body's personnel procedures e.g. disciplinary, grievance, capability\*
  - To consider any appeal against selection for redundancy\*
  - Any items which individual governing bodies may wish to include
- \*cannot be delegated to an individual**

**Membership** – *no fewer members than the Hearings Committee*

**Disqualification** – *The Head of School and any members of the Hearings Committee*

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

### Members

Members selected from the following Governors :-

Mike Binks	1 <sup>st</sup> October 2015
Toby de Ville Shaw	1 <sup>st</sup> October 2015
Michael Downes	1 <sup>st</sup> October 2015
Sandy Nunes Vaz	1 <sup>st</sup> October 2015
Victoria Tyce	7 <sup>th</sup> March 2016

### Chair of Committee

When meeting convened

### Clerk to the Committee

When meeting convened

### Quorum (see membership)

3

### Committee Established

1<sup>st</sup> October 2015

### Terms of Reference Reviewed

25<sup>th</sup> September 2017

### Terms of Reference Agreed

25<sup>th</sup> September 2017

## Pupil 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 6<sup>th</sup> and 50<sup>th</sup> 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 pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- 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 Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant

**Membership** – 3 or 5 NB. *The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.*

**Disqualification** – *The Head of School and any Governor with prior knowledge of the pupil or the incident.*

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

### Members

Members selected from the following Governors :-

Mike Binks	1 <sup>st</sup> October 2015
Toby de Ville Shaw	1 <sup>st</sup> October 2015
Michael Downes	1 <sup>st</sup> October 2015
Sandy Nunes Vaz	1 <sup>st</sup> October 2015
Victoria Tyce	7 <sup>th</sup> March 2016

### Chair of Committee

When meeting convened

### Clerk to the Committee

When meeting convened

### Quorum (see membership)

3

### Committee Established

1<sup>st</sup> October 2015

### Terms of Reference Reviewed

25<sup>th</sup> September 2017

### Terms of Reference Agreed

25<sup>th</sup> September 2017

## 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 purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, 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 Body
- To attend training as appropriate
- Any items which individual governing bodies 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 maintained 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

### Delegated Governor Roles in accordance with statutory requirements –

Looked after children	Mel Bullock
Performance Management	Michael Downes
Pupil Premium	Sandy Nunes Vaz
Safeguarding	Donna Warne
Safer Recruitment	Toby de Ville Shaw
SEND/Gifted and Talented	Donna Warne

### Ofsted Criteria –

Leadership and Management Committee

Teaching and Learning Committee

**Terms of Reference Reviewed** 25<sup>th</sup> September 2017

**Terms of Reference Agreed** 25<sup>th</sup> September 2017