



KESGRAVE HIGH SCHOOL

## Governing Body and Committee Terms of Reference

### Status:

**Approved by the Whole Governing Body:** 15/10/14

**Next Review:** Autumn Term 2017

### Introduction

This document states the agreed Terms of Reference of the Governing Body of Kesgrave High School, and its committees.

In reviewing these Terms of Reference the Governing Body considers the latest guidance from relevant organisations (e.g. Department for Education, Suffolk County Council, NGA etc).

It should be read in conjunction with the Kesgrave High School Academy Articles of Association.

### Terms of reference for Whole Governing Body (WGB)

- To agree constitutional matters\*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Whole Governing Body meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a clerk to the Governing Body\*
- To establish the Committees of the Governing Body and their terms of reference\*
- To appoint the Chair of any Committee\*
- To suspend a Governor\*
- To decide which functions of the Governing Body 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 Body is necessary\*
- To approve the first formal budget plan of the financial year
- To keep the Health, Safety and Welfare Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually\*
- To review the risk register at least annually

\* these matters cannot be delegated to either a Committee or an individual.

## Terms of Reference Common to all Committees

The following Terms of Reference apply to all Committees:

1. The Chair of the Committee will be appointed by the WGB. If the Chair of a Committee is unable to attend or if there is no appointed Chair at the time of a scheduled meeting (e.g. following a Governor resignation), the Committee will at the start of that meeting elect a Chair for that meeting from the Governors present.
2. The Chair of Governors and a specified member of the Senior Management Team have a right of attendance to all sub-groups except the Pupil Discipline, Staff Grievance, and Appeals sub-groups.
3. Committees may invite non-governors to attend in a non-voting capacity.
4. All Governors who are members of the Committee may vote, unless they have a personal interest in the outcome of the vote.
5. Minutes will record those present, the date and any recommendations and action points.
6. Minutes will be circulated to all members of the Committee and to all Governors with the agenda of the next WGB meeting.
7. If a Committee meeting is not quorate minutes will state this, and any decisions made will need to be considered by the WGB.

## Chairs Steering Group

### **1. Membership**

This group is made up of:

- Chair and Vice-chair of Whole Governing Body;
- Chair of Curriculum, Standards and Staffing (CSS), Chair of Finance, Chair of Premises, Chair of Well-Being, Community and Business (WCB) Committees.

- A representative from the School Leadership Team (Head or Deputy or Assistant Head), and
- Other Governors from time to time at the invitation of the Chair.

**QUORUM:**

WGB Chair or Vice Chair and one other Committee Chair (a small quorum is acceptable as this committee is purely advisory to the WGB & other Committees)

**KEY FUNCTIONS:**

To ensure the smooth operation of the WGB by co-ordinating the activity of the 'standing' committees (CSS, WCB, Finance, Premises) each term (e.g. to ensure relevant external papers are correctly addressed) including, but not limited, to monitoring the 'health' of the WGB, and where necessary:

- recommending improvements to the WGB;
- recommending ownership of these improvements to the correct Committee(s) and co-ordinating where necessary;
- monitoring the development & implementation of improvements to the WGB;
- developing and maintaining WGB succession plans for WGB membership, Committee structure, Committee Chairs, Vice Chair(s) of WGB and Chair of WGB, and
- identifying strategic training requirements for the WGB.

*Note that this group is intended to be Advisory to the WGB.*

## Curriculum, Standards and Staffing

**QUORUM:**

**Three** non-Staff Governors.

Given the content discussed by this group, no vote may be taken at any meeting where Staff Governors outnumber non-Staff Governors.

**KEY FUNCTIONS:**

1. To regularly review the staffing structure with the Headteacher
2. To review the Performance Management Policy and monitor its implementation.
3. To recommend to the WGB staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
4. To undertake any formal consultations on personnel matters.
5. To review and recommend for adoption by the WGB procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.
6. To draft, in consultation with staff, criteria for redundancy, for approval by the governing body, should the need arise.
7. To liaise with appointed HR specialists as required.
8. To advise the governing body on the school's Curriculum Policy and its statutory obligations regarding the curriculum.
9. With the assistance of staff, to monitor and evaluate the delivery of the curriculum.
10. In conjunction with the Headteacher, agree targets for pupil attainment.

11. At least annually to receive a report from the Headteacher and review appropriate data on the quality of teaching and the standards of pupil achievement (e.g. RAISEonline, ALPs and Fischer Family Trust data) and to identify any necessary governing body actions.
12. Work with the Headteacher and staff, to identify priorities for the School Development Plan – as it relates to curriculum and staffing matters - and to consider the draft plan for discussion and approval by the governing body.
13. To monitor progress on implementing the School Development Plan.
14. To establish and keep under review arrangements for Governors' visits to school.
15. To review, after consultation with the Headteacher and staff, the policies linked to this committee in the master Schedule of Policy Reviews.
16. To consider risks arising within the remit of this committee and to record material risks in the central risk register, and to monitor these as required.

## Well-Being, Community and Business

### **QUORUM:**

Three Governors.

### **KEY FUNCTIONS**

1. To keep under review staff and student work/life balance, working conditions and well-being, including the monitoring of absence
2. Ensure that the needs of pupils with Special Educational Needs are met.
3. Monitor the impact of activities funded with Pupil Premium money to ensure their effectiveness, and ensure a report is published on the school website.
4. The monitoring and evaluation of the implementation of the school's Behaviour and Pupil Discipline Policies to ensure an effective learning environment.
5. The review and monitoring of the provision of Personal, Social and Health Education (PSHE) and other cross curricular themes making recommendations as appropriate.
6. To monitor complaints on behalf of the WGB.
7. To seek the views of parents about the school, to present these views to the governing body for comment and action and to report back to parents.
8. To review arrangements for operating the Commercial Sponsorship Policy.
9. To consider ways in which home - school links can be further developed and improved and to make appropriate recommendations including the home-school agreement.
10. To keep under review the extended school offer, including after school clubs , school performances and school excursions.
11. To keep under review the system of liaison with the Student Council.
12. To review, after consultation with the Headteacher and staff, the policies linked to this committee in the master Schedule of Policy Reviews.
13. To consider risks arising within the remit of this committee and to record material risks in the central risk register, and to monitor these as required.

## Finance

### **QUORUM:**

Three Governors.

### **KEY FUNCTIONS**

1. To prepare and approve the annual budget ready for communication to the (WGB) with regard to maintaining the on-going financial health of the school.
2. To prepare and review financial policy statements on a termly basis with clear explanations for each budget heading that has a significant surplus or debit balance.
3. To liaise with the Curriculum, Standards and Staffing Committee in relation to establishing the annual and longer term salary budget and other costs related to personnel, e.g. training.
4. To consider and make recommendations on insurance arrangements, e.g. with regard to vandalism, premises-related costs, etc.
5. To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
6. To monitor expenditure of all voluntary funds held by the school.
7. To authorise the signing of monitoring reports to the EFA.
8. To advise the governing body on such matters as
  - the budget needed to run the school in accordance with statutory requirements and the School Development Plan;
  - ensuring that the governing body's financial policy and actions are in accordance with legislation, other statutory requirements and the Academies Financial Handbook;
  - prioritising major items of expenditure;
  - achieving value for money for goods and services purchased;
  - generating additional income, and
  - appointing the school auditor.
9. To review, after consultation with the Headteacher and staff, the policies linked to this committee in the master Schedule of Policy Reviews.
10. To consider risks arising within the remit of this committee and to record material risks in the central risk register, and to monitor these as required.

## PREMISES ("SITE")

### **QUORUM:**

Three governors.

### **KEY FUNCTIONS**

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
2. To make arrangements for the inspection of the premises and grounds annually by suitably skilled persons and prepare a report on any issues identified and a proposed order of priorities for maintenance and development, for the approval of the governing body. To ensure actions are taken in response to the report.

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3. In consultation with the Finance committee, to approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
4. To be aware of the respective responsibilities of governing body and LA in relation to premises; to ensure that the LA is consulted of any matters for which it has responsibility due to them being the Lease Holders and to monitor such issues in order to ensure that appropriate action is taken.
5. To ensure that the school complies with Health and Safety legislation.
6. To ensure the delegation of governors' responsibilities regarding disposal of waste under relevant current legislation.
7. To review, after consultation with the Headteacher and staff, the policies linked to this committee in the master Schedule of Policy Reviews.
8. To consider risks arising within the remit of this committee and to record material risks in the central risk register, and to monitor these as required.

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