

BROUGHTON HIGH SCHOOL

TERMS OF REFERENCE

ACCESS AND SUPPORT

Membership :

A minimum of three governors, annually elected by the Governing Body, plus the headteacher or his/her representative.

The quorum should be three governors plus the headteacher or the representative member of staff.

Terms of Reference :

1. The committee has the power to make decisions on behalf of the Governing Body on those issues delegated to it.
2. Reports on the work of the committee should be made to the Governing Body on a regular basis.
3. The Committee will consider issues relating to the school as a community (e.g. pastoral welfare, staff professional development) and as part of the wider community.
4. The standing of the committee and its terms of references should be subject to annual review by the Governing Body.
5. Meetings to be held as approved by the Governing Body.

Delegated Powers :

1. To monitor the effectiveness of support for students who have barriers to learning, especially vulnerable individuals/groups.
2. To monitor the effectiveness of careers advice/education.
3. To encourage links between the school and the local community.
4. To monitor patterns of attendance and punctuality.
5. To monitor the school's PSHE/Citizenship programme and ensure its operation is compliant with legal requirements.
6. To monitor the effective operation of the pastoral welfare system at the school, including issues of prejudice and safeguarding.
7. To monitor the effectiveness of the Staff Professional Development programme in meeting the training needs of the School Development Plan and Performance Management.

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CURRICULUM AND STANDARDS

Membership:

A minimum of three governors, annually elected by the Governing Body, plus the headteacher or his/her representative.

The Governing Body may approve the co-option of named persons who are not Governors to assist the committee in its work.

The quorum shall be three Governors plus the Headteacher or the representative member of staff.

Terms of Reference:

The committee will advise the Governing Body in relation to its statutory obligations concerning the curriculum.

1. To work with identified members of staff to prepare drafts for approval by the Governing Body and to review regularly:

The School Mission Statement; The School Development Plan; curricular aims; all policies relating to the formal curriculum.

2. To ensure that the requirements of children with special educational needs are met.
3. To provide information regarding how the curriculum is delivered, resourced and evaluated.
4. To provide information on standards in school and how we are raising them and ensuring progress.
5. Where necessary, to make recommendations to the Finance Committee on resource levels for curriculum implementation.

Matters which cannot be delegated to the Curriculum Committee:

- a) Duty of governors to control the curriculum.
- b) In consultation with the headteacher, to create a policy on collective worship in the school.
- c) Duty to ensure that pupils take part in daily collective worship and receive religious instruction.
- d) Duty to ensure implementation of the National Curriculum.
- e) Duty to ensure a broad and balanced curriculum.
- f) Duty to provide for the secular curriculum and its compatibility with the National Curriculum.
- g) Duty to prohibit political indoctrination and securing of balanced treatment of political issues.
- h) Duty to consider the nature of its obligations on sex education.

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LEARNING ENVIRONMENT

Membership:

A minimum of three Governors, annually elected by the Governing Body, plus the headteacher or his/her representative.

The Governing Body may approve the co-option of named persons who are not Governors to assist the committee in its work. The quorum shall be three Governors plus the headteacher or the representative member of staff. The Governors' Health & Safety Link Governor is a member of this committee.

Terms of Reference:

1. The committee has the power to make decisions on behalf of the Governing Body on those issues delegated to it, in respect of site security and condition, repair, maintenance, extension or alteration of the premises.
2. Reports on the work of the committee should be made to the Governing Body on a regular basis.
3. The committee will consider issues related to the internal and external learning environment (e.g. major and minor building projects, ecology projects).
4. The committee is responsible for ensuring Health, Safety and Wellbeing.
5. The standing of the committee and its terms of reference should be subject to an annual review by the Governing Body.
6. Meetings to be held as approved by the Governing Body.

Delegated Powers:

1. To monitor the maintenance and upkeep of the school premises and grounds through oversight of the school's maintenance budget.
2. To monitor the delivery of and exert financial oversight of the school's asset management plans and development projects in line with budgetary guidelines provided by the school, LA or Government.
3. To ensure that the responsibilities of the governing body regarding the Environment Protection Act (1990) are discharged (inc. litter, drains, noise, smoke).
4. To make a regular audit of Risk Assessment
5. To advise the Governing Body and make decisions with regard to its compliance with the Health and Safety Regulations, as evidenced by audits and committee reports to this committee.
6. The committee should examine and agree contracts in respect of building cleaning, catering, grounds maintenance, energy and property management within the budgeting guidelines laid down and approved by the full Governing Body.
7. To monitor and review any accident, fire drills or concerns arising from the operation of the school's Health and Safety policy which should be in line with the guidelines issued by the LA, DFES, COSHH, or HSE.
8. To monitor and evaluate the progress of environmentally desirable projects and policies at or in the vicinity of the school site.

Matters which cannot be delegated to the Learning Environment Committee:

The approval of school premises where changes to the premises require D.F.E.S. approval under proposals in respect of a significant change of character, a significant enlargement of the premises, or a transfer of the school to a new site.

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PERSONNEL AND FINANCE

Membership:

A minimum of three Governors, annually elected by the Governing Body, plus the Headteacher or his / her representative member of staff.

The Governing Body may approve the co-option of named persons who are not Governors to assist the committee in its work.

The quorum shall be three Governors plus the Headteacher or the representative member of staff.

Terms of reference:

The committee will advise the Governing Body on matters to do with the appointment of staff and the Governing Body's responsibilities as the employer.

The remit includes all areas of finance for which the Governing Body is responsible. The main responsibility of the committee is, in consultation with the headteacher, to ensure proper allocation and management of funds delegated to the school under the L.M.S. scheme.

The committee will report back to the Full Governing Body on a regular basis.

The standing of the committee, and its terms of reference, should be subject to annual review by the Governing Body.

Meetings to be held as approved by the Governing Body.

Delegated powers:

To draft a staff pay policy for approval by the Governing Body.

To implement the pay policy, including pay for individual staff and annual reviews.

In conjunction with the headteacher, to draft a staffing structure (teacher and support staff, posts of responsibility etc) and to review it annually.

To draft for approval by the Governing Body all personnel policy documents required: equal opportunities, conditions of service, leave of absence, supply cover, professional development, INSET, induction. Other policies (e.g. directed time, procedure for reviewing job descriptions, appraisal) will be drawn up by the headteacher for approval by the committee.

To carry out all procedures for the appointment of new teaching staff, (except headteacher or deputy headteacher) and support staff.

To consult as required (e.g. over pay policy) with all staff or with recognised trade unions.

To ensure that proper contracts of employment are issued to all staff and that appropriate job descriptions are in place.

To review regularly and monitor spending priorities in the school development plan and, where necessary, make recommendations to the Governing Body.

To provide guidance and assistance to the Governing Body and headteacher, on all financial matters concerning the school.

Each year, as soon as practical after receipt of the budget share from the Local Authority to prepare a provisional school budget for the approval of the Governing Body.

To monitor income and expenditure of all delegated funds against appropriate budget headings (including monies delegated for specific purposes e.g. Teaching School) and to make regular reports to the Governing Body.

To ensure that the financial regulations for the school approved by the Governing Body are implemented. To ensure that the current Local Authority School Financial Regulations and Standing Orders are met.

To decide and submit to the Local Authority by the required date the final budget for each financial year.

To exercise virement between budget headings for amounts more than those permitted to the headteacher by the school's financial regulations. Such amounts shall not exceed 25% or £5,000, whichever is the less, of the budget heading from which resources are being transferred without the prior approval of the Governing Body.

To receive and, where appropriate, respond to periodic audits of delegated funds.

To appoint a treasurer for any account held in the school name and to ensure the annual audit of such accounts.

To respond on behalf of the Governing Body to any consultations by the Local Authority on the LMS Scheme.

Where necessary, to call a special meeting of the Governing Body

To recommend a charging and remissions policy to the Governing Body

Matters which cannot be delegated to the Personnel Committee

The appointment of a headteacher or deputy headteacher

The determining of a charging and remissions policy

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Complaints Appeals Committee

1. Membership

The Committee will consist of *between three and five* governors. Neither the Headteacher nor the Chairman of Governors will be member of the Committee as they may have been involved in the matter under consideration at an early stage.

The Chairman of the Committee will be elected by the Committee.

Committee members must be impartial and have no prior involvement with the complaint or circumstances surrounding it.

2. Quorum

The quorum shall be three governors.

3. Meetings

Meetings will be held when required to consider formal appeals made under the Procedures for Handling Complaints.

4. Function

Wherever possible the Governing Body would wish to see complaints resolved at an informal stage but:

- (a) The main function of the Committee will be to undertake the duties of the Governing Body in the consideration of complaints made under the Procedures for Handling Complaints.
- (b) Complaints covered by statutory procedures will not be considered by this Committee.
- (c) The Committee will seek advice from the Senior Area Human Resources or the Governor Services Manager, or in the case of a Voluntary Aided School, the Diocesan/Church Authority Education Officer, as appropriate.
- (d) In considering the complaint the Complaints Appeals Committee will:
 - consider the written materials;
 - consider the complaint and the Headteacher's (or Chair's) action;
 - invite the Headteacher or Chair of Governors (as appropriate) and the complainant to the meeting; and
 - seek advice and support as necessary;

At the end of their consideration, the Committee will decide whether to:

- determine whether to dismiss or uphold the appeal in whole or part;
- where the complaint is upheld, decide on appropriate action;
- advise the complainant and Headteacher (Chair) of its decision;
- advise the complainant of any further action they may wish to take if they remain dissatisfied; and
- arrange for amendments to be made to the School's Complaints Register and for the matter to be reported, in general terms, to the Governing Body.

The Chair of the Committee

The Chair of the Committee has a key role, ensuring that:

- the remit of the Committee is explained to the parties and each party has the opportunity of putting their case without undue interruption;
- key issues are addressed;
- key findings of fact are made;
- parents and others who may not be used to speaking at such a hearing are put at ease;
- the rules of natural justice are followed;
- the complainant is notified of the panel's decision, in writing with details of any further rights of appeal; and
- the Governing Body are notified of any changes to procedure or reviews of policy recommended by the Committee.