



## STEWARDS ACADEMY

<b>Title:</b>	<b>Governing Body Terms of Reference</b>
<b>Originator</b>	<b>Chair of Governors</b>
<b>Status</b>	<b>Definitive</b>
<b>Date:</b>	<b>September 2018</b>
<b>Pages:</b>	<b>9</b>

### GOVERNING BODY TERMS OF REFERENCE

#### **INTRODUCTION**

This document describes the structure of committees of Stewards Governing Body, their scope and delegated powers. These are determined by the Governing Body and so cannot be amended by any committee. However, the document will be reviewed at least annually by the Finance & General Purposes Committee which shall make recommendations to the Governing Body.

Powers of the Governing Body will be delegated to particular groups (see below).

The three Committees that meet regularly are:-

- **Staffing & Personnel Committee**
- **Pupils & Curriculum Committee**
- **Finance & General Purposes Committee (including the Audit Committee function)**

All Governors are entitled to attend Committee meetings but only Committee members may vote. From time to time there may be special meetings of Committees to which all Governors are invited as voting members. The Headteacher, Chairman and Vice-Chairman are ex-officio members of all Committees.

Panels, Committees and Groups, who meet as and when necessary, normally consisting of three Governors are:-

- **Admissions**
- **Disciplinary Panel to consider pupil exclusion**
- **Headteacher's Pay Committee / Performance Management Group**
- **Staff Pay Committee**
- **Staff Pay Appeals Committee**
- **Disciplinary Panel (Staff)**
- **Disciplinary Appeals Panel (Staff)**
- **Complaints Review Panel**

Separate procedures are set down for these.

## **LIMITS ON POWERS OF DELEGATION**

The functions which the Governing Body may not delegate are set out in the Academy Government Regulations. They are as follows:-

### **Governing Body Procedures**

- the election of the Chairman and Vice-Chairman of the Governing Body
- the appointment of co-opted Governors
- confirmation of the appointment of the Headteacher and Deputy Headteacher(s)
- decisions on Committee structures and the delegation of particular powers and responsibilities
- the requirement to hold a meeting once a term
- the removal of the chairholder from office between elections
- varying the Memorandum and Articles
- approval of the arrangements to appoint staff other than the Headteacher and Deputy Headteacher(s)
- making arrangements for staff dismissal appeals
- recommendation of the appointment of auditors (Members to appoint)

### **Policies**

Statutory policies that cannot be delegated are as follows:-

- Articles of Association
- Admissions arrangements
- Child Protection and Safeguarding
- Special Educational Needs (including supporting pupils with medical conditions)

### **Academy Management Issues**

- application to vary the number of pupils in the Academy
- decisions on the length of Academy sessions
- agree any general principles on pupil discipline
- Charging and Remission Policy
- decisions to change the character of the Academy
- approval of Health and Safety Policy

### **Curricular Issues**

- ensure that the Academy's curriculum, including religious education, satisfies statutory requirements
- responsibility for Collective Worship
- the policy on Sex Education
- decisions related to the balanced treatment of political issues

Committees can make recommendations on the above matters, but the final decision must be taken by the whole Governing Body. For all other matters, these are deemed to be delegated unless the Governors decide otherwise from time to time.

## **TERMS OF REFERENCE OF COMMITTEES**

### **Terms of Reference – General Terms for all committees**

- To act on matters delegated by the Full Governing Body
- To liaise and consult with other committees where necessary
- To contribute to the Academy Improvement Plan
- To consider safeguarding and equalities implications when undertaking all committee functions

### **STAFFING & PERSONNEL COMMITTEE**

**Membership:** To include a teacher Governor and an associate staff Governor

**Chairman:** Elected by the Committee at the first meeting

**Quorum:** 3 members

**Meetings:** Normally twice per term and otherwise as required

#### **Terms of Reference:**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school
- To establish and oversee the operation of the school's appraisal policy – including arrangements and operation of the school's appraisal procedures for the Headteacher
- To establish a Pay Policy for all staff
- To be responsible for the administration and review of the Pay Policy
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation
- To annually review procedures for dealing with staff discipline and grievance and ensure that staff are kept informed of these
- To recommend to the Governing Body staff selection procedures, ensuring they conform with safer recruitment practice, and to review these procedures as necessary
- In consultation with staff, to oversee any process leading to staff reductions
- To establish, in conjunction with Finance & General Purposes, the annual and longer-term salary budgets and other costs relating to personnel, e.g training
- To consider applications for Early Retirement
- To arrange Governor participation in appropriate staff appointment interviews
- To receive reports from the Headteacher on staff appointments and staff changes
- To recommend appointments for co-opted members to the Full Governing Body
  
- To produce and review as necessary, statutory policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Discipline & Dismissal	Equality and Diversity in Employment

- To produce and review as necessary, policies and procedures relating to:

Review and Approve	Review for Information
Capability – all staff Code of Conduct Continuing Professional Development Cover and PPA Disability and Access Scheme Flexible Working Policy Grievance procedure Leave of Absence Pay Performance development – all staff Pre-employment checks Probation policy – all staff Recruitment Redundancy & Restructuring Sabbatical Policy Sickness absence management Whistleblowing	Conditions of employment of Academy Staff Induction for newly qualified teachers Procedures for appointing staff

## **PUPILS & CURRICULUM COMMITTEE**

**Chairman:** Elected by the Committee at the first meeting

**In Attendance:** Senior Deputy Headteacher (Curriculum)

**Quorum:** 3 members

**Meetings:** Normally twice per term and otherwise as required

### **Terms of Reference:**

- To review, monitor and evaluate the curriculum offer
- To recommend for approval to the full governing body the:
  - Self-evaluation form
  - Academy Improvement Plan
  - Targets for academy improvement to the governing body
- To develop and review policies and provision for Sex Education, Pupil Premium, RE and Collective Worship and to make recommendations where necessary
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN governor
- To monitor and review information about academic achievement and examination results
- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan
- To ensure that all children have equal opportunities
- To advise the Finance & General Purposes committee on the relevant funding priorities necessary to deliver the curriculum
- To monitor the school's publicity, public presentation and relationships with the wider community
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

- To produce and review as necessary, statutory policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Admissions Child Protection & Safeguarding Sex Education Special Educational Needs	

- To produce and review as necessary, policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Attendance & Punctuality Policy & Guidelines Behaviour Complaints Examinations Pupils with Medical Conditions	Able, Gifted and Talented Arts Assembly and collective worship Assessment and reporting guidelines Careers Education, Information, Advice and Guidance Curriculum Display Drugs Education Health education Information Technology Learning and Teaching Library Literacy Marking Numeracy Spiritual, Moral, Social and Cultural Work related learning

## **FINANCE & GENERAL PURPOSES**

<b>Membership</b>	To include the Chairman of each of the Committees
<b>Chairman</b>	Elected by the Committee at the first meeting
<b>In Attendance</b>	Business Manager
<b>Quorum</b>	3 members
<b>Meetings</b>	Normally twice per term and otherwise as required

### **Terms of Reference:**

- To take overall responsibility on behalf of the Governing Body for financial matters, including formally setting the budget
- To review financial policy including consideration of long term planning and resourcing
- To review, adopt and monitor additional financial policies, including a charging and remissions policy and the Policy on Governors Expenses
- To present an annual budget to the Governing Body taking into account the priorities of the Academy Improvement Plan and pay increments as set out in the Pay Policy
- To establish and maintain a three year financial plan, taking into account priorities of the Academy plan, roll projection, indications from central government and other external sources, within the constraints of available information
- To receive regular updates on the academy's income and expenditure against the approved budget and to monitor the financial management within the academy, including the approval of any budgetary adjustments that may be necessary in response to the evolving requirements of the Academy
- To take decisions on financial matters that require a Committee decision as specified in the academy's Financial Regulations
- Policy on Governors Expenses
- To oversee all major contracts for the academy including their renewal
- To report back to each meeting of the full governing body and to alert them of any potential problems or significant anomalies at an early date
- To meet with other committees and provide them with information they need to perform their duties
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements
- To receive auditors' reports and to recommend the governing body to action as appropriate response to audit findings
- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health & Safety
- To consider and recommend to the full governing body an annual programme for repair, maintenance, re-decoration and improvement of the buildings and facilities
- To monitor the operation of premises related contracts (cleaning, grounds maintenance)
- To manage the renewal of contracts for premises related services and to make recommendations on such to the full governing body
- To monitor Health & Safety and Security
- To maintain a watching brief on general issues that may affect the academy, to arrange discussions as appropriate on these issues and where necessary to prepare briefing information for discussion at the full governing body
- To consider any urgent matters on behalf of the Governing Body. In cases where delegation is limited the matter may be discussed in depth at the Committee with all Governors invited but the conclusions referred to the Governing Body

- To produce and review as necessary, statutory policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Data Protection Freedom of Information Discipline & Dismissal Health and Safety Premises Management Documents (including Security Policy)	

- To produce and review as necessary, policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Accounting Policies Policy Business Continuity Plan Charging and Remission Code of Conduct for the Governing Body Finance Regulations Gifts and Hospitality Policy Governing Body Terms of Reference Governors Expenses Investment Policy Statement of Intent and Aims of the Academy	Community Cohesion Confidentiality Drafting, Review and Implementation of Policies



Name of Policy	Committee	Author	Date of revision / introduction
Accounting Policies Policy	Finance & General Purposes	AA	Reviewed & Approved October 2018
Charging and Remission	Finance & General Purposes	HG	Reviewed & Approved March 2016
Code of Conduct for the Governing Body	Finance & General Purposes	DAS/AA	Reviewed September 2018
Data Protection	Finance & General Purposes	AA	Reviewed September 2016
Finance Regulations	Finance & General Purposes	AA	Reviewed & Approved January 2018
Freedom of Information	Finance & General Purposes	AA	
Gifts and Hospitality Policy	Finance & General Purposes	AA	Reviewed & Approved June 2017
Governors Expenses	Finance & General Purposes	AA/BM	Reviewed September 2018 For approval December 2018
Health and Safety	Finance & General Purposes	AA	Reviewed & Approved June 2016
Investment Policy	Finance & General Purposes	AA	For review December 2018
Admissions	Pupils & Curriculum	HG (ECC)	For review November 2018
Behaviour	Pupils & Curriculum	ME / SP	Reviewed & approved September 2018
Child Protection & Safeguarding	Pupils & Curriculum	ME / SP	Reviewed & approved September 2018
Complaints	Pupils & Curriculum	MS	Reviewed July 2017
Examinations Policy	Pupils & Curriculum	MH/GS	Reviewed September 2016
Pupils with Medical Conditions	Pupils & Curriculum	SPG / JG	S&P Approved October 2016 SENCO Reviewed September 2017
Sex Education	Pupils & Curriculum	HS	Reviewed July 2017
Special Educational Needs	Pupils & Curriculum	SPG / JG	Reviewed June 2016
Capability – All Staff	Staffing & Personnel	DAS (ECC)	Reviewed & Approved October 2018
Code of Conduct	Staffing & Personnel	DAS (ECC)	For review and approval November 2018
Continuing Professional Development	Staffing & Personnel	SPG	<i>September 2014</i>
Cover & PPA	Staffing & Personnel	MS / DJ	Reviewed July 2017
Disability & Access Scheme	Staffing & Personnel	SPG / JG	Reviewed June 2016
Discipline and Dismissal Policy	Staffing & Personnel	DAS (ECC)	Reviewed & Approved October 2018
Equality Information and Objectives Statement	Staffing & Personnel	ME / AA	
Flexible Working Policy	Staffing & Personnel	DAS (ECC)	Created June 2014
Grievance Policy / Procedure	Staffing & Personnel	HG /AA (ECC)	Reviewed & Approved October 2018
Leave of Absence	Staffing & Personnel	DAS (ECC)	Reviewed & Approved October 2018
Pay	Staffing & Personnel	HG /AA (ECC)	Reviewed & Approved November 2017 For review November 2018
Performance Development Policy & Procedures	Staffing & Personnel	SPG/DAS (ECC)	Reviewed & Approved October 2018
Probation Policy – All Staff	Staffing & Personnel	DAS (ECC)	Created November 2013
Recruitment	Staffing & Personnel	DAS (ECC)	<i>January 2015</i>
Redundancy & Restructuring	Staffing & Personnel	DAS (ECC)	Reviewed & Approved October 2018
Sabbatical Policy	Staffing & Personnel	AA (ECC)	Reviewed & Approved October 2018
Sickness Absence Management	Staffing & Personnel	DAS (ECC)	FGB Approved February 2017 Reviewed internally for GDPR July 2018
Whistleblowing	Staffing & Personnel	AA (ECC)	Reviewed & Approved October 2018