



**School Governors' Policy on
Governors' Committees and Delegated Powers**

Approved Autumn 2014

All school policies are reviewed by Governors annually

1. Duties

- a) The Governors are members of an Academy Trust which employs staff and carries out various statutory duties through policies agreed and monitored by the Governing Body.
- b) The Governors have agreed that policies should i) comply with the Law, ii) be financially viable, iii) provide the highest possible standards of education, iv) provide the highest possible standards of pastoral care, v) earn the best reputation for the school.
- c) As individuals the Governors have agreed:
 - To bring their individual skills and experience to the school.
 - To support the Head and staff in the work of the school and in the implementation of school policies.

2. To enable the Governors to perform their duties a committee structure has been adopted as follows: Each of these committees may, from time to time, be involved in the development of policies.

Admissions

Terms of reference

To establish the policy for admission of students into the School by:

- a) Reviewing the existing policy/system and;
- b) Considering any desirable changes or additions and;
- c) Recommending these for consideration and ratification by the Governing Body.

Discipline (Students)

Terms of reference

- a) The duty of the Discipline Committee is to review the Head's decision in respect of:
 - Permanent Student Exclusions
 - Fixed term Student Exclusions as defined by the Department for Education (DfE)
- b) The responsibilities of the Committee to respond to Government guidelines.

Staff

Terms of reference

- a) To consider such staff disciplinary cases as may be referred to it as a result of the actions of the Head. Where appropriate the committee has the power to terminate the employment of a member of staff
- b) To receive the details of any suspensions carried out by the Head.
- c) To suspend or terminate the employment of the Head on grounds of misconduct or capability.

Pay and Performance Management

Terms of reference

- a) To determine and review the School's Pay Policy, Performance Management Review Policy (Teachers) and Staff Conduct and Capability Procedures.
- b) To implement the school's Pay Policy in accordance with the terms of reference detailed therein.
- c) To monitor and review school staffing structures.
- d) To review the performance and determine the salary of the Head.
- e) To consider the Head's recommendations in respect of the performance and salary of members of the Senior Leadership Team and Teachers eligible for Upper Pay Spine Transition.

Pay Appeals*Terms of reference*

To hear any pay appeal as provided for within the School's agreed Pay Policy.

Appeals*Terms of reference*

To hear any appeal against disciplinary action related to a member of staff.

Policy:*Terms of reference*

- a) To agree and monitor the strategic and long term direction of the school.
- b) To review policies for the approval of the Governing Body unless this function is delegated to another committee.
- c) In the event of other Committees not being properly constituted the Policy Committee will review policies as necessary.
- d) To monitor and review the role of committees.
- e) To review reports and consider issues raised by the Head or other committees.

Finance and General Purposes:*Terms of reference*

- a) *Summary*
To monitor, review and advise on matters relating to finance, premises, capital projects and other management issues.
- b) *Finances*
 - To monitor and review the financial performance of the school.
 - To present to the Governing Body the annual Income and Expenditure Budget and the year-end financial statements for their approval.
 - To receive the annual systems and control audit report.
- c) *General Purposes*
To deal with any general management issues, including premises, health and safety and major capital projects.

Curriculum:*Terms of reference*

- a) To fulfil the Governors' statutory requirements on the curriculum.
- b) To be familiar with curricular and pastoral discussions and the ongoing development relating to the implementation of the School Improvement Plan (SIP) which is taking place within the school.
- c) To review standards of attainment and achievement.
- d) To review developments in education and assess their appropriateness for the school.
- e) To review an annual Curriculum Plan for the approval of the Full Governing Body

To monitor effectiveness of provision through self-evaluation and review.

3. Delegation of Powers

- a) Delegation of powers to each committee has been agreed by the Governing Body to enable them to carry out their duties and ensure the smooth running of the school. Each committee reports back to the Governing Body at each full termly meeting with a verbal summary from each of the chairs of the Curriculum and Finance and General Purposes Committee.
- b) The Chairman of Governors or in his /her absence the Vice Chairman can take decisions on behalf of the Governing Body only when a delay would prejudice the interests of the school and a special governors' meeting is not practicable.
- c) The Governors delegate responsibility for the day to day running and management of the school to the Head Teacher. The Head is accountable to the Governors and reports regularly to the Chairman as well as serving on committees and reporting to each Governors' meeting.

4. Policies

a) All policies are reviewed annually and approved according to a policy schedule which is a standing item at Full Governing Body meetings and all Committee meetings.

5. Committee Membership

a) The membership is determined by the Governing Body but within statutory guidelines (ref. Articles of Association)

b) The Chair and Vice Chair will always be members of the Pay Committee. No staff governor can be a member of the Pay Committee.

c) The Policy Committee includes:

- Headteacher
- Chair Governors (*also Chair of Policy Committee*)
- Vice Chair of Governors (*also Vice Chair of Policy Committee*)
- Chair of Finance & General Purposes Committee (*or Vice Chair if Chair not available*)
- Chair of Curriculum Committee (*or Vice Chair if Chair not available*)
- The facility for the committee to co-opt.

d) The Policy Committee will determine the Chair of other committees annually subject to the agreement of the individual concerned.

e) The Committee itself will appoint the Vice Chair of the Committee.

f) The Appeals Committee is any three available governors. No staff governor can be a member of the Appeals Committee.

g) The Discipline Committee has a regular Chair and any two available governors. No staff governor can be a member of the Discipline Committee.