



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

Approved July 2017

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:
 - comply with the Law
 - be financially viable
 - provide the highest possible standards of education
 - provide the highest possible standards of pastoral care
 - 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. Committees

The governors are empowered to work through a committee structure by articles 101–103 of the school's Articles of Association. To enable the Governors to perform their duties a committee structure has been adopted as defined below. Each of these committees may, from time to time, be involved in the development of policies. Some committees have regular meetings, whilst other panels meet on an ad-hoc basis when circumstance requires.

For any regular committee to be considered quorate, at least 2 governors must be present one of who shall be an appointed or parent governor.

Regular Committees:

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

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.

Governance and Nominations

The committee will be 'inward looking' at the way that governance is both structured and implemented within the school.

Terms of reference

- a) To monitor and review the role of committees.
- b) To monitor effectiveness of governance through self-evaluation and review, and taking account of good practice both in the public and private sectors
- c) To determine the Chairs, Vice Chairs and membership of each committee subject to the agreement of the individual concerned and within statutory guidelines (ref. Articles of Association); it will also allocate roles of special responsibility or interest within the governing body.
- d) To monitor and maintain a current skills audit and use this to identify training and development opportunities for the governing body
- e) To monitor and maintain a Code of Conduct for governors
- f) To oversee the recruitment of new governors and to facilitate and monitor their induction
- g) To plan and coordinate committee and FGB meetings and to determine the Policy Schedule

Pay and Performance Management

Terms of reference

- a) To implement the school's Pay Policy in accordance with the terms of reference detailed therein.
- b) To monitor and review school staffing structures.
- c) To review the performance and determine the salary of the Head.
- d) 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.

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

Strategy and Policy:

Terms of reference

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

The Chair and Vice Chair of Governors will be the Chair and Vice Chair of the Strategy and Policy Committee.

Ad Hoc Panels:

Admissions Appeals

Terms of reference

To hear any appeal against a decision not to award a place at the school for a student. These appeals may be made as a result of the over-subscription of applicants for Year 7 entry, or for 'in year' appeals which may occur on an ad hoc basis for any year group throughout the year.

The Panel is made up of three members, all of whom should be independent of the running and management of the School.

Complaints

Terms of reference

To hear any complaint that has reached stage 3 as specified within the School's agreed Complaints Procedure.

The Panel is made up of three members, at least one of whom should be independent of the running and management of the School with two others (normally members of the School's Governing Body), but none of whom shall have had previous involvement in the handling of the complaint. This panel will be chaired by the action officer appointed under the terms of Complaints Procedure.

Discipline (Students)

Terms of reference

- a) The duty of the Discipline Panel 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 Panel to respond to Government guidelines.

The Discipline Panel has a regular Chair and any two available governors. No staff governor can be a member of this Panel.

Pay Appeals

Terms of reference

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

The Pay Appeals Panel has a regular Chair and any two available governors. No staff governor can be a member of this Panel.

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 panel 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.

The Staff Panel has a regular Chair and any two available governors. No staff governor can be a member of this Panel.

Staff Appeals

Terms of reference

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

The Staff Appeals Panel has a regular Chair and any two available governors. No staff governor can be a member of this Panel.

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 Chair of Governors or in his /her absence the Vice Chair 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 Chair as well as serving on committees and reporting to each Governors' meeting.

4. Policies

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.