



DRAFT MODEL FOR HEADLANDS SCHOOL GOVERNING BODY COMMITTEE STRUCTURE AND TERMS OF REFERENCE

FULL GOVERNING BODY

| LEADING BEHAVIOUR COMMITTEE | LEADERSHIP COMMITTEE | LEADING LEARNING COMMITTEE |
|---|--|--|
| <p>Pastoral/Ethos Parental liaison Attendance/Punctuality Looked after Children Personal Development & Well Being Safeguarding Community Equalities</p> | <p>Leadership & Management Budgets Financial Management Premises Business Management Partnerships</p> | <p>Standards/student outcomes/progress data across KS3 - KS5 Teaching & Learning Closing the gap/SEN Student Target setting Staffing/CPD</p> |
| <p>Members to include: CP governor H&S governor</p> | | <p>Members include: SEN governor</p> |
| <p>Member: Assistant Head - Personal Development, Behaviour & Safety</p> | <p>Members: Bursar/Business Manager Deputy Head - Achievement Assistant Head - Curriculum & Timetable</p> | <p>Possible Associate Member: Deputy Head - Achievement Assistant Head - Curriculum & Timetable Assistant Head - Assessment</p> |
| | <p>Pay & Performance Committee Appeals Committee</p> | <p>Complaints Committee Disciplinary Committee</p> |

HEADLANDS SCHOOL GOVERNING BODY COMMITTEE TERMS OF REFERENCE

LEADING BEHAVIOUR COMMITTEE

Membership of the committee will be no fewer than 3 Governors, plus the Headteacher.

The quorum for each meeting shall be 3 Governors.

The committee is to meet termly (3 times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

The committee is to report to each meeting of the full governing body.

The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

TERMS OF REFERENCE

To take the lead on:

- ensuring the health, safety and well-being of staff and students
- promoting community cohesion and inclusive practice relating to race, gender disability equality
- overcoming barriers to learning
- parental and community liaison
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

To accept full delegated responsibility for the discharge of the following duties:

- To agree annual attendance targets and monitor progress towards achieving these
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning
- To monitor and evaluate:
 - the impact of the school's punctuality, attendance and behaviour policies
 - the quality of the school's provision for personal development and well-being
 - the effectiveness of care, guidance and support for learners
 - the extent to which students feel safe

- the extent to which students adopt healthy lifestyles
- the extent to which students contribute to the school and wider community
- the extent to which students develop workplace and other skills that will contribute to their future economic well-being
- the extent of students' spiritual, moral, social and cultural development
- the effectiveness with which the school promotes equal opportunity and tackles discrimination
- the effectiveness with which the school promotes community cohesion
- the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment)

LEADERSHIP COMMITTEE

Membership of the committee will be no fewer than 3 Governors, plus the Headteacher.

The quorum for each meeting shall be 3 Governors.

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The committee is to report to each meeting of the full governing body.

The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

TERMS OF REFERENCE

To take the lead on:

- monitoring and evaluating the budget allocated to the school to achieve value for money
- reviewing staff pay and conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

To accept full delegated responsibilities for the discharge of the following duties:

- Preparation and presentation of an annual budget to the full governing body for approval
- Agree the level of financial delegation to the Headteacher
- Ensure that the principles of 'best value' are adhered to
- Review, monitor and evaluate the annual maintenance programme
- Project manage maintenance, repairs and redecoration within the budget allocation
- Recommend an appropriate staffing structure to the full governing body for approval
- Recruit, select and appoint staff
- Secure the effective implementation of performance management procedures
- Monitor and evaluate the effectiveness of partnerships in securing improved student outcomes
- Monitor and evaluate the effectiveness of leadership and management

To provide guidance to the full governing body for the following, which cannot be delegated:

- Approval of the annual budget
- Appointment of Headteacher, and Deputy Headteachers
- Approval of the staffing structure for the school

LEADING LEARNING COMMITTEE

Membership of the committee will be no fewer than 3 Governors, plus the Headteacher.

The quorum for each meeting shall be 3 Governors.

The committee is to meet termly (3 times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

The committee is to report to each meeting of the full governing body.

The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

TERMS OF REFERENCE

To take the lead on:

- monitoring and evaluating rates of progress and standards of achievement by students, including any underachieving groups
- ensuring that the curriculum is balanced, broadly based, meets the needs of all students and complies with statutory requirements
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

To accept full delegated responsibilities for the discharge of the following duties:

- Monitor and evaluate:
 - the impact of quality of teaching on rates of student progress and standards of achievement
 - the impact of continuing professional development on improving staff performance
 - the effectiveness of provision for children with special educational needs
 - the quality of the curriculum in securing high standards of achievement
 - the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of students (e.g. SEN, gender, free school meals, EAL, Looked after Children etc.)
- Identify and celebrate student achievements

To provide guidance to the full governing body for the following, which cannot be delegated:

- Setting realistic and sufficiently challenging statutory end of key stage targets
- The school's curriculum statement
- Approval of school policies on sex and relationships education and religious education

PAY & PERFORMANCE COMMITTEE

The Pay and Performance Committee shall be responsible with delegated powers from the Full Governing Body for issues relating to the performance of all staff employed by the Governors. The committee serves to achieve the aims of the

Performance management Policy and whole school pay policy in a fair and equal manner;

Members of staff cannot be members of this Committee.

Specifically, the Committee will carry out the Performance Management Review of the Headteacher as stated in the Performance Management Policy.

The committee will also determine the Headteacher's salary having regard to the requirements of the School Teacher's Pay and Conditions Document and the School's Pay Policy

The Committee will monitor the implementation of the Performance Management Policy and will receive all decisions about the Performance Reviews of all staff.

The Committee will also ensure that:

- a. the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review are applied correctly
- b. all statutory and contractual obligations are observed
- c. the reasons for all decisions are minuted carefully and are and reported to the next meeting of the full governing body;
- d. they recommend to the Finance Committee the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Pay and Performance Committee will recommend that the governing body makes application for any additional funding available to support this process;
- e. they keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;

The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if; either the pay committee has exceeded its powers under the policy, or the budget allocated for pay has been exceeded.

Decisions about pay will be communicated to each member of staff by the Head in writing in accordance with requirements of the School Teacher's Pay and Conditions Document.

Decisions on the pay of the Head will be communicated by the Chair of the Governing Body, in writing, also in accordance with Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

APPEALS COMMITTEE

This Committee exists to consider any appeals.

The Chair may co-opt any additional Governors with no prior involvement in the decision under appeal as required to ensure a quorum.

DISCIPLINARY COMMITTEE

This Committee exists to consider any matters concerning the discipline of staff or students.

The Chair may co-opt any additional Governors with no prior involvement in the matter under consideration as required to ensure a quorum.

COMPLAINTS COMMITTEE

This Committee exists to consider any parental complaints.

The Chair may co-opt any additional Governors with no prior involvement in the matter under consideration as required to ensure a quorum.