




CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

**GOVERNORS
COMMITTEES
2018-19**

<u>Name of Committee</u>	<u>Members of Committee</u>
Finance & Assets Committee	Mr Frank Riley Chair Mr Les Archer Vice Chair Mrs Jacqui Dandy Mrs Annette Kerner Mr Paul Hughes
AD HOC Committees ❖ Pupil Discipline Committee ❖ The General Complaints Panel ❖ Staff Dismissal/Grievance/Appeals Committee	The Clerk will contact 3 members of the Governing Body by random selection with the exception of the Headteacher
Standards & Curriculum Committee	Mr Paul Hughes Chair Mr Frank Riley Vice Chair Mrs Nicola Phythian Mrs Catherine May Mr Dave Forshaw Mrs Annette Kerner
Safeguarding, Pupil Welfare and Attendance Committee	Mrs Raynor Bishop Chair Mr Les Archer Vice Chair Mrs Rebecca Clift Mrs Jacqui Dandy Mrs Kath Hesketh
Pay Committee	Mr Paul Hughes Chair Mr Les Archer Vice Chair Mr Frank Riley
Headteacher Performance Review Committee	Mr Paul Hughes Chair Mr Frank Riley Vice Chair Mrs Annette Kerner Mrs Raynor Bishop Mrs Nicola Phythian

Cansfield High School
TERMS OF REFERENCE

FINANCE & ASSETS COMMITTEE	
Members	Mr Frank Riley Chair Mr Les Archer Vice Chair Mrs Jacqui Dandy Mr Paul Hughes Mrs Annette Kerner
Quorum	The Quorum for the Committee shall be three Governors
Meetings	The Committee will meet monthly and more often if required.
Delegation	This Committee has Delegated Powers
Committee Chair	Mr F Riley
Clerk to the Committee	Mrs K Smith
Minutes	Approved by the Committee at its next meeting
Reporting arrangements	Committee minutes will be received by the Governing Body
Date Adopted	13.09.18
Signature of Chair of Governors	

Administrative Responsibilities
<p>Ensure there are effective clerking arrangements for the Committee.</p> <p>Ensure that the committee receives relevant, accurate, timely, user friendly reports on agenda items seven days prior.</p> <p>Ensure decisions, including any changes are clearly minuted.</p> <p>To ensure that declarations of pecuniary interest are recorded at each meeting.</p> <p>Ensure that governors particularly committee members receive appropriate training.</p>

FINANCIAL PLANNING	
1.	To consider and approve the school's budget for submission to the Local Authority each year; and ensure it is presented to the Full Governing Body the next meeting of the governing body.
2.	To establish and maintain a three year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
3.	To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher.
4.	To annually review and approve Service Level Agreements
5.	To review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the full governing body
FINANCIAL MONITORING	
6.	To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
7.	To receive at least termly budget monitoring reports from the Head teacher and alert the Governing Body of potential problems or significant anomalies at the earliest opportunity.
8.	To report back to each meeting of the Governing Body and to alert them of potential problems or significant anomalies at the earliest opportunity.
9.	Subject to the local scheme of financial delegation, to approve virements that will from time to time be necessary in response to the evolving requirements of the school.
10.	To annually review, the Schools Financial Value Standard (for approval by the full governing body) and ensure that any remedial action identified as part of the SFVS is undertaken
11.	To annually review skills analysis matrix for the financial management skills needed by the governing body, and arrange training as and when required.
12.	To receive and act upon any issues identified by the Local Authority audit.
13.	To ensure there are robust arrangements in place to guard against fraud

PREMISES	
14.	To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
15.	To ensure that professional surveys and emergency work is carried out as necessary. <i>The Head teacher is authorised to commit expenditure without prior approval of the committee in any emergency where delay could result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head teacher would normally be expected to consult the committee chair at the earliest opportunity.</i>
16.	To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable
17.	To ensure that delegated funds in respect of Devolved Formula Capital Spending are appropriately utilised and ensure value for money.
18.	To ensure that there is a Business Continuity Plan

STAFFING	
19.	To ensure that the school is sufficiently staffed for the fulfilment of the school's development plan and the effective operation of the school.
20.	To ensure that the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Head teacher is properly applied
21.	To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
22.	To establish the annual and longer term salary budgets and other costs relating to personnel matters, e.g. professional development costs
23.	To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (<i>to be updated every 3 years</i>).
24.	To ensure that there is a Designated Child Protection Officer who is appropriately trained.
25.	To ensure that procedures are in place for dealing with allegation of abuse against staff.
26.	To ensure the suitability of all adults working with children and young people on the premises at all times (including contractors, visitors and external groups as reflected in the Lettings Policy).
27.	To ensure that all Staff and Governors undertake the appropriate level of Safeguarding and Child Protection awareness training.
28.	To ensure that all staff and Governors undertake the appropriate level of training for The Prevent Duty and Channel.

APPOINTMENTS TO POSTS OTHER THAN HEAD AND DEPUTY/ASSISTANT HEAD			
Members of the Committee will participate in the appointment of staff in accordance with the delegation grid below.			
Level of Post	Head teacher	Governor involvement	Others who may be involved
Leadership Team	YES	At least one Governor	As directed by the Head teacher
Main Scale Teachers	YES	At the discretion of the GB	As directed by the Head teacher
Classroom support staff	YES	At the discretion of the GB	As directed by the Head teacher
Administrative Staff	YES		As directed by the Head teacher
Cleaning and maintenance staff	YES		As directed by the Head teacher

APPLICATION OF PROCEDURES THAT COULD RESULT IN DISMISSAL		
To make decisions that could result in dismissal:	Initial Decision to be taken by the Headteacher	Initial Decision to be taken by Ad hoc committee of the governing body
Consider redundancy of an employee		✓
Termination of employment of an employee on the grounds of performance capability		✓
Termination of employment of an employee on the grounds of ill health		✓
Disciplinary sanctions, or dismissal of an employee		✓

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CANSFIELD

ACHIEVING EXCELLENCE TOGETHER


TO MAKE DECISIONS RELATING TO:		
To make decisions that could result in dismissal:	Initial Decision to be taken by the Headteacher	Initial Decision to be taken by Ad hoc committee of the governing body
Staff grievances not involving Headteacher	✓	
Staff grievances involving the Headteacher		✓
To hear appeals regarding Leave of Absence requests		✓
To hear appeals regarding requests for variation to contracts		✓

POLICIES AND PROCEDURES DELEGATED TO THIS COMMITTEE FOR APPROVAL

STATUTORY POLICIES
Health and Safety Policy including Risk Assessments
Teacher Appraisal Policy
Policies and procedures for dealing with staff discipline, Capability and grievances (Employment Handbook)
Procedures for dealing with allegations of abuse against staff
Charging Policy
Remissions Policy
Data protection Policy
POLICIES AND PROCEDURES LISTED IN THE SOFA
Approval of the SOFA
Write-off Policy
Procedures for the Receipt, Opening and Acceptance of Tenders and Quotations
List of Authorised Signatories
Register of Key Holders
Lettings Policy
Debt Management Policy
Confidential Waste Policy
POLICIES REQUIRED BY INTERNAL AUDIT
Confidential Waste
Anti-Fraud, Bribery and Corruption Policy
Business Continuity Plan

STATUTORY POLICIES AND PROCEDURES DELEGATED TO THE HEADTEACHER
Decisions relating to requests for leave of absence
Accessibility Plan
Premises management documents
Register of Gifts and Hospitality
Freedom of Information
Supporting pupils with medical conditions policy


Cansfield High School
Terms of Reference
AD HOC Committees

PUPIL DISCIPLINE COMMITTEE	
Members	<ul style="list-style-type: none"> • 3 members of the Governing Body with the exception of the Headteacher. • The Clerk to the Governing Body will contact 3 members of the Governing Body by random selection. • If a governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down. • The Governing Body agree to abide by all decisions made by the panel.
Quorum	3 Governors.
Meetings	As necessary
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Mrs Karen Smith
Minutes	To be approved by the Committee Chair
Date Approved	13.09.18
Signature of Chair of Governors	

Administrative Responsibilities
<p>Ensure decisions are clearly minuted.</p> <p>To ensure that declarations of pecuniary interest are recorded at the start of each meeting.</p>

PERMISSIBLE DELEGATED FUNCTIONS – PUPIL DISCIPLINE	
1	Review permanent exclusions and fixed period exclusions that have been converted to permanent exclusions.
2	To consider representations from parents where a pupil has been excluded for 5 school days or fewer.
3	To consider the exclusion of all pupils given a fixed term exclusion of more than 5 but no more than 15 school days in one term if requested to do so by the parent.
4	To consider any exclusion that would result in a pupil missing a public examination or national curriculum test.
5	To consider all fixed period exclusions totalling more than fifteen school days (or which brings the pupil's number of days of exclusion to more than 15 in one term) Lunchtime exclusions account for the equivalent of a half day exclusion.
6	To consider the circumstances in which the pupil was excluded.
7	To consider all representations about the exclusion made by the parent and by the LA.
8	To consider whether the pupil should be reinstated immediately, reinstated by a particular date or to uphold the exclusion.


Cansfield High School
Terms of Reference
AD HOC Committees

THE GENERAL COMPLAINTS PANEL	
Members	<ul style="list-style-type: none"> • 3 Members of the Governing Body with the exception of the Headteacher. • The Clerk to the Governing Body will contact 3 members of the Governing Body by random selection • If a governor has a connection with the complainant or knowledge of the complaint that could affect his or her ability to act impartially, he or she should step down. • The Governing Body agree to abide by all decisions made by the panel.
Quorum	3 Governors.
Meetings	As necessary
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Mrs Karen Smith
Minutes	To be approved by the Committee Chair
Date Approved	13.09.18
Signature of Chair of Governors	

Administrative Responsibilities
To ensure decisions are clearly minuted.
To ensure that declarations of pecuniary interest are recorded at the start of each meeting.

PERMISSIBLE DELEGATED FUNCTIONS GENERAL COMPLAINTS PANEL	
1	Deal with complaints about the school, with the exception of: <ul style="list-style-type: none"> • Admissions to schools • Statutory assessments of Special Educational Needs and Disability (SEND) • School re-organisation proposals • Safeguarding • Allegations of professional abuse • Staff grievances and disciplinary procedures • Exclusion of children from school • Whistleblowing • Complaints about services provided by other providers who may use school premises or facilities.
2	To consider and make a decision about any complaint that has not been resolved by stages 1 and 2 of the general school complaints procedure. The panel has the power to make decisions on behalf of the Governing Body and may: <ul style="list-style-type: none"> • Dismiss the complaint in whole or in part; • Uphold the complaint in whole or in part; • Decide on the appropriate action to be taken to resolve the complaint if the complaint is upheld • Where appropriate recommend, to the next meeting of the full Governing Body, changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.
3	As well as addressing an individual's complaint, the process of listening to and resolving complaints will contribute to school improvement. When individual complaints are heard, the committee may identify underlying issues that need to be addressed. The committee should make recommendations to the Governing Body for the purpose of school improvement.

Cansfield High School
Terms of Reference
AD HOC Committees

STAFF DISMISSAL / GRIEVANCE / APPEALS COMMITTEE	
Members	<ul style="list-style-type: none"> • 3 Members of the Governing Body with the exception of the Headteacher. • If a governor has a connection with the complainant or knowledge of the complaint that could affect his or her ability to act impartially, he or she should step down. • The Governing Body agree to abide by all decisions made by the panel. • If a decision of the panel may result in an initial dismissal, the School Governance (Collaboration) (England) Regulations 2003 will not be utilised.
Quorum	3 Governors.
Meetings	As necessary
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Mrs Karen Smith
Minutes	To be approved by the Committee Chair
Date Approved	13.09.18
Signature of Chair of Governors	


Administrative Responsibilities
To ensure decisions are clearly minuted.
To ensure that declarations of pecuniary interest are recorded at the start of each meeting.

PERMISSIBLE DELEGATED FUNCTIONS – STAFF DISMISSAL	
1	To consider and make decisions that could result in the compulsory redundancy of an employee.
2	To consider and make decisions that could result in the termination of employment of an employee on the grounds of performance capability.
3	To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health.
4	To consider and make decisions that could result in a disciplinary sanction against or dismissal of an employee.

PERMISSIBLE DELEGATED FUNCTIONS – GRIEVANCE	
1	To consider and make decisions relating to staff grievances.

PERMISSIBLE DELEGATED FUNCTIONS – APPEALS	
1	To hear an appeal against a decision that has resulted in a disciplinary or other warning or the termination of employment of a member of staff on the grounds of; misconduct, performance capability, ill health capability or redundancy.
2	To consider any appeals against a decision about matters relating to staff grievances or pay.

Cansfield High School Terms of Reference

STANDARDS & CURRICULUM COMMITTEE	
Members	Mr Paul Hughes Chair Mr Frank Riley Vice Chair Mrs Nicola Phythian Mrs Catherine May Mr Dave Forshaw Mrs Annette Kerner
Quorum	The Quorum for the Committee shall be three Governors
Meetings	The Committee will meet termly and more often if required.
Delegation	This Committee has Delegated Powers
Committee Chair	Mr Paul Hughes
Clerk to the Committee	Mrs Karen Smith
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Committee minutes will be received by the Governing Body
Date Adopted	13.09.18
Signature of Chair of Governors	

Administrative Responsibilities
<ul style="list-style-type: none"> • Ensure there are effective clerking arrangements for the Committee. • Ensure that the committee receives relevant, accurate, timely and user friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • To ensure that declarations of pecuniary interest are recorded at each meeting. • Ensure that governors, particularly committee members, receive appropriate training.

STANDARDS
1. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
2. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups such as children with learning difficulties and disabilities, gifted and talented children, children in receipt of Pupil Premium, children from minority ethnic groups and children looked after by the Local Authority.
3. To consider recommendations from external assessment of the school (e.g. School Improvement Board, school consortia, Ofsted and other external bodies.), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
4. To ensure that the school development plan addresses the priorities for raising standards, including appropriate targets/success criteria.
5. To monitor the level and nature of complaints and review their outcomes on a regular basis to ensure the effectiveness of the procedure.
6. To ensure that school seeks and considers feedback from all stakeholders



CURRICULUM	
7.	To monitor the impact of the school's Curriculum Policy Statement and ensure that arrangements for meeting the school's statutory assessment obligations under the National Curriculum
8.	To review and ensure publication of information on the school website as specified by the School Information Regulations 2012 and Statutory Guidance.
9.	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.
10.	To ensure that the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and to prepare children and young people positively for life in modern Britain
11.	To consult on, set and agree and admissions policy for pupils (own admissions authority only).
12.	To apply the criteria to each application for admission, agree and return the information to the local authority for ranking.

PUPILS AND WELFARE	
13.	To receive reports on implementation of those policies and procedures which promote pupil wellbeing
14.	To ensure that the school meets its equality duty in line with the Public Sector Equality Duty and has published information showing how it complies with the new equality duty
15.	To monitor pupil attendance and agree annually pupil attendance targets.


SAFEGUARDING	
16.	To ensure that the Safeguarding and Child Protection Policy is in place and reviewed annually.
17.	To ensure that Safeguarding and Child Protection Policy is published in the school website.
18.	To receive an annual report from the Headteacher detailing: <ul style="list-style-type: none">• Changes to the Safeguarding and Child Protection Policy.• All training undertaken by the DCPO and all staff and Governors.• Statistical report on the number of children and young people on the child protection register.
19.	To receive a monitoring report from the Governor with specific responsibility for Safeguarding and Child Protection and to ensure that the Governor is aware of their role.
20.	To ensure that systems are in place to review and respond to the wishes and views of the children and young people and their families and that appropriate action is taken where necessary.
21.	To ensure that LA Safeguarding Audit is completed and reviewed regularly.
22.	To receive, in accordance with statutory guidance, notification of all exclusions (number and length).
23.	To ensure that the Prevent Duty Risk Assessment is completed and actions are in place and reviewed to reduce future risks.
24.	To ensure that appropriate safeguarding systems are in place for children and young people who go missing from education.

Statutory Policies delegated to the Standards and curriculum for approval
Sex Education
Assessment
Admissions Policy

Statutory Policies and Procedures delegated to the Headteacher for approval
School Curriculum Policy Statement and arrangements for meeting the school's statutory assessment obligations under the National Curriculum
School Session times.
School Working Pattern
Behaviour* (Statutory requirement)
Accessibility Plan
Supporting Pupils with Medical Needs

Cansfield High School

Terms of Reference


SAFEGUARDING: PUPIL WELFARE (INCLUDING BEHAVIOUR) AND ATTENDANCE	
Members	Mrs Raynor Bishop Chair Mr Les Archer Vice Chair Mrs Rebecca Clift Mrs Jacqui Dandy Mrs Kath Hesketh
Quorum	The Quorum for the Committee shall be three Governors
Meetings	The Committee will meet termly and more often if required.
Delegation	This Committee has Delegated Powers
Committee Chair	Mrs Raynor Bishop
Clerk to the Committee	Mrs Karen Smith
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Committee minutes will be received by the Governing Body
Date Adopted	13.09.18
Signature of Chair of Governors	

Administrative Responsibilities
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PUPILS AND WELFARE
<ul style="list-style-type: none"> • To receive reports on implementation of those policies and procedures which promote pupil wellbeing • To ensure that the school meets its equality duty in line with the Public Sector Equality Duty and has published information showing how it complies with the new equality duty • To monitor pupil attendance and agree annually pupil attendance targets.

SAFEGUARDING
<ul style="list-style-type: none"> • To ensure that the Safeguarding and Child Protection Policy is in place and reviewed annually. • To ensure that Safeguarding and Child Protection Policy is published in the school website. • To receive an annual report from the Headteacher detailing: <ul style="list-style-type: none"> ❖ Changes to the Safeguarding and Child Protection Policy. ❖ All training undertaken by the DCPO and all staff and Governors. ❖ Statistical report on the number of children and young people on the child protection register. • To receive a monitoring report from the Governor with specific responsibility for Safeguarding and Child Protection and to ensure that the Governor is aware of their role. • To ensure that systems are in place to review and respond to the wishes and views of the children and young people and their families and that appropriate action is taken where necessary. • To ensure that LA Safeguarding Audit is completed and reviewed regularly. • To receive, in accordance with statutory guidance, notification of all exclusions (number and length). • To ensure that the Prevent Duty Risk Assessment is completed and actions are in place and reviewed to reduce future risks. • To ensure that appropriate safeguarding systems are in place for children and young people who go missing from education.


Cansfield High School
TERMS OF REFERENCE

PAY COMMITTEE	
Members	Mr Paul Hughes Chair Mr Les Archer Vice Chair Mr Frank Riley
Quorum	The Quorum for the Committee shall be 3 Governors together. The Headteacher will act in an advisory capacity.
Meetings	The Committee will meet as required
Delegation	This Committee does have delegated powers
Committee Chair	Mr Paul Hughes
Clerk to the Committee	Mrs Karen Smith
Minutes	Approved by the Committee
Date Adopted	13.09.18
Signature of Chair of Governors	

Administrative Responsibilities
<ul style="list-style-type: none"> • Ensure there are effective clerking arrangements for the Committee. • Ensure that the committee receives relevant, accurate and timely user friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • To ensure that declarations of pecuniary interest are recorded at each meeting.

<ul style="list-style-type: none"> • The Pay Committee will have delegated powers to consider and decide all matters concerning pay as detailed in the Pay Policy and to ensure that the policy is operated in a fair, consistent and objective manner. • The Pay Committee will ensure that each member of staff is provided with a written statement confirming his/her salary with effect from 1 September each year. • The identification criteria for progression up the pay spine and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers' Pay and Conditions Document. Should a member of staff appeal against the decision of the Pay Committee, the employee will have the decision reviewed by the original pay committee. If the employee wishes to appeal against the reviewed decision, a Pay Appeal Committee will consider the appeal. • Decisions must be minuted but the minutes will only be circulated to members of the Pay Committee. Each member of staff will be given a written statement of the Pay Committees decision relating to his/her pay with effect from 1 September each year.
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Cansfield High School
TERMS OF REFERENCE

HEADTEACHER PERFORMANCE REVIEW COMMITTEE	
Members	Mr Paul Hughes Chair Mr Frank Riley Mrs Annette Kerner Mrs Nicola Phythian Mrs Raynor Bishop
Quorum	The Quorum for the Committee shall be 3 Governors.
Meetings	The Committee will meet annually
Delegation	This Committee does have delegated powers
Committee Chair	Mr Paul Hughes
Clerk to the Committee	Mrs Karen Smith
Minutes	Approved by the Committee
Date Adopted	13.09.18
Signature of Chair of Governors	

Administrative Responsibilities
<ul style="list-style-type: none"> • Ensure there are effective clerking arrangements for the Committee. • Ensure that the committee receives relevant, accurate and timely user friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • To ensure that declarations of pecuniary interest are recorded at each meeting.

<ul style="list-style-type: none"> • Operating under delegated powers from the full Governing Body to annually review the performance of the Headteacher against previously agreed criteria. • To ensure the committee receives advice from an independent source. • To comply with national requirements and receive advice from an appointed SIP
