



STEWARDS ACADEMY

Title:	Governing Body Terms of Reference
Originator	Chair of Governors
Status	Definitive
Date:	September 2019
Pages:	9

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:

Review and Approve	Review for Information
Disciplinary (Misconduct) Disability and Access Scheme Equality Information and Objectives Statement Grievance procedure Recruitment	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 Flexible Working Policy Leave of Absence Pay Performance development – all staff Pre-employment checks Probation policy – all staff Redundancy & Restructuring Sabbatical Policy Sickness absence management Whistleblowing	

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:

Review and Approve	Review for Information
Admissions Behaviour Child Protection & Safeguarding Sex Education Special Educational Needs	Home School Agreement

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

Review and Approve	Review for Information
Attendance & Punctuality Policy & Guidelines Complaints Examinations Pupils with Medical Conditions	Assessment and reporting guidelines Careers Education, Information, Advice and Guidance Curriculum Educational Visit Healthy Eating Higher Attaining Pupils Teaching & Learning Visiting Speaker Agreement

FINANCE & GENERAL PURPOSES

Membership	To include the Chairman of each of the Committees
Chairman	Elected by the Committee at the first meeting
In Attendance	Business Manager
Quorum	3 members
Meetings	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:

Review and Approve	Review for Information
Charging and Remission Code of Conduct for the Governing Body Data Protection Freedom of Information Gifts and Hospitality Policy Health, Safety & Wellbeing Premises Management Documents (including Security Policy)	

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

Review and Approve	Review for Information
Accounting Policies Policy Business Continuity Plan Finance Regulations Governing Body Terms of Reference Governors Expenses Investment Policy Statement of Intent and Aims of the Academy	Confidentiality Discretionary Governor Induction Governor Visits Lettings LGPS 2013 Discretions Risk Register

Name of Document	Author	Committee	Date Approved
Governing Body Terms of Reference	JT / HG / CR	Full Governing Body	23/01/2019
Accounting Policies	AA	Finance & General Purposes	10/10/2018
Business Continuity Plan	AA (ECC)	Finance & General Purposes	F&GP 05/12/2018 FGB 12/06/2019
Charging and Remission	HG	Finance & General Purposes	13/03/2019
Code of Conduct for the Governing Body	AA / CR	Finance & General Purposes	03/10/2018
Confidentiality	HG	Finance & General Purposes	
Data Protection	AA	Finance & General Purposes	23/01/2019
Discretionary		Finance & General Purposes	11/10/2017
Finance Regulations	AA	Finance & General Purposes	F&GP 05/12/2018 FGB 23/01/2019
Freedom of Information	AA	Finance & General Purposes	
Gifts and Hospitality	AA	Finance & General Purposes	13/03/2019
Governor Induction	HG	Finance & General Purposes	
Governor Visit	HG	Finance & General Purposes	
Governors Expenses	AA / BM	Finance & General Purposes	05/12/2018
Health Safety & Wellbeing	AA	Finance & General Purposes	F&GP 15/05/2019 FGB 12/06/2019
Investment	AA	Finance & General Purposes	05/12/2018
Lettings	AA	Finance & General Purposes	13/03/2019
LGPS 2013 Discretions	AA (ECC)	Finance & General Purposes	
Premises Management (inc Security Policy)	AA	Finance & General Purposes	
Risk Register	Governors	Finance & General Purposes	Reviewed 05/12/2018; 15/05/2019
Security	AA	Finance & General Purposes	
Statement of Intent and Aims of the Academy	HG	Finance & General Purposes	
Admissions	HG (ECC)	Pupils & Curriculum	19/11/2018
Assessment and reporting guidelines (Assessment and Marking combined)	COS/MH	Pupils & Curriculum	
Attendance and Punctuality (in conjunction with Child Protection & Safeguarding)	ME	Pupils & Curriculum	20/09/2018
Behaviour	SP	Pupils & Curriculum	06/06/2019
Careers Education, Information, Advice and Guidance	MS/HLC/GC	Pupils & Curriculum	
Child Protection & Safeguarding	DR	Pupils & Curriculum	20/09/2018
Complaints	MS	Pupils & Curriculum	06/06/2019
Curriculum	MS	Pupils & Curriculum	
Educational Visit	MS / DD / AA	Pupils & Curriculum	FGB 12/06/2019
Examinations Appeal	MH / GS	Pupils & Curriculum	
Examinations	MH / GS	Pupils & Curriculum	September 2016
Healthy Eating	MS / AA	Pupils & Curriculum	
Higher Attaining Pupils (formerly Able, Gifted & Talented)	HS	Pupils & Curriculum	
Home School Agreement		Pupils & Curriculum	
Pupils with Medical Conditions	RMP / JG	Pupils & Curriculum	FGB 12/06/2019
Relationships and Sex Education	DR	Pupils & Curriculum	06/06/2019
Special Educational Needs	RMP / JG	Pupils & Curriculum	P&C 06/06/2019
Teaching & Learning	SPG / HS	Pupils & Curriculum	
Visiting Speaker Agreement	ME / SP	Pupils & Curriculum	
Capability – All Staff	DAS (ECC)	Staffing & Personnel	15/10/2018
Code of Conduct	DAS (ECC)	Staffing & Personnel	19/11/2018
Continuing Professional Development	SPG	Staffing & Personnel	September 2016
Cover & PPA	MS / DD	Staffing & Personnel	29/04/2019
Disability & Access Scheme	RMP / JG	Staffing & Personnel	June 2016
Disciplinary (Misconduct)	DAS (ECC)	Staffing & Personnel	15/10/2018
Equality and Diversity in Employment	DAS (ECC)	Staffing & Personnel	FGB 12/06/2019
Equality Information and Objectives Statement	ME / AA	Staffing & Personnel	June 2017
Flexible Working	DAS (ECC)	Staffing & Personnel	29/04/2019
Grievance	HG / AA (ECC)	Staffing & Personnel	15/10/2018
Leave of Absence incl Extended Leave	DAS (ECC)	Staffing & Personnel	15/10/2018
Pay	HG / AA (ECC)	Staffing & Personnel	S&P 19/11/2018 F&GP 05/12/2018
Performance Development – All staff	SPG / DAS (ECC)	Staffing & Personnel	15/10/2018
Pre-employment Checks	DAS (ECC)	Staffing & Personnel	16/10/2017
Probation – All Staff	DAS (ECC)	Staffing & Personnel	November 2017
Recruitment	DAS (ECC)	Staffing & Personnel	29/04/2019
Redundancy & Restructuring	DAS (ECC)	Staffing & Personnel	15/10/2018
Sabbatical	AA (ECC)	Staffing & Personnel	15/10/2018
Sickness Absence Management	DAS (ECC)	Staffing & Personnel	FGB 23/01/2019
Whistleblowing	AA (ECC)	Staffing & Personnel	15/10/2018