



STEWARDS ACADEMY

Title:	Governing Body Terms of Reference
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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 and 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 and Personnel Committee**
- **Curriculum Committee**
- **Finance and General Purposes Committee**

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
- appointment of auditors

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

STAFFING & PERSONNEL COMMITTEE

Membership: To include a parent Governor, a teacher Governor and an associate staff Governor. Pupil representatives from the School Council may be invited to attend part of a meeting in order to participate in discussion on pupil related matters.

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

- Behaviour
- Complaints
- Central Record of Recruitment
- Discipline & Dismissal
- Equality and Diversity
- Register of pupils admission to school
- Register of pupils attendance

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

- Acceptable Use of Email and internet
- Attendance and punctuality
- Capability – all staff
- Code of Conduct
- Conditions of employment of Academy teachers
- Continuing professional development
- Cover and PPA
- Employment of disabled persons
- Equal opportunities
- Extended leave of absence
- Flexible Working Policy
- Food Policy
- Grievance procedure
- Induction for newly qualified teachers
- Leave of absence
- Pay
- Performance management – all staff
- Pre-employment checks
- Probation policy – all staff
- Procedures for appointing staff
- Race equality
- Recruitment
- Redundancy & Restructuring
- Sickness absence management
- Single Equality Scheme

- ⇒ 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 arrange Governor participation in Fixed Term and Permanent Exclusion issues
- ⇒ To agree criteria and approve nomination for the Governors Prize
- ⇒ To recommend appointments for co-opted members to the full Governing Body

TERMS OF REFERENCE OF COMMITTEES

CURRICULUM COMMITTEE

Chairman: Elected by the Committee at the first meeting.

In Attendance: Assistant Headteacher (Curriculum)

Quorum: 3 members.

Meetings: Normally twice per term and otherwise as required.

Terms of Reference:

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

- Sex Education

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

- Able, Gifted and Talented
- Arts
- Assembly and collective worship
- Assessment and reporting guidelines
- Careers Education, Information, Advice and Guidance
- Curriculum
- Display
- Drugs Education
- Examinations appeal procedure
- Health education
- Information Technology
- Learning and Teaching
- Library
- Literacy
- Marking
- Numeracy
- Spiritual, Moral, Social and Cultural
- Work related learning

- ⇒ To review the policy and provision for Sex Education and to make recommendations where necessary.
- ⇒ To review the policy and provision for Pupil Premium and to make recommendations where necessary
- ⇒ To review the policy and provision for RE and Collective Worship and to make recommendations where necessary.
- ⇒ To contribute to the Stewards Academy Plan and to oversee its development, implementation, monitoring and review.
- ⇒ To monitor and review information about academic achievement and examination results.

TERMS OF REFERENCE OF COMMITTEES

FINANCE AND 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 produce and review as necessary, statutory policies and procedures relating to:-

- Data Protection
- Disability & Access Scheme
- Freedom of Information
- Health and Safety
- Premises Management Documents (including Security Policy)

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

- Accounting Policies Policy
- Code of Conduct for the Governing Body
- Community Cohesion
- Confidentiality
- Drafting, Review and Implementation of Policies
- Finance Regulations
- Governing Body Terms of Reference
- Governors Expenses
- Statement of Intent and Aims of the Academy

- ⇒ 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 present an annual budget to the Governing Body.
- ⇒ To receive regular reports on the academy's income and expenditure and to monitor the financial management within 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 consider auditors reports relating to academy finances.
- ⇒ To oversee all major contracts for the academy including their renewal.
- ⇒ 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 and 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.

Name of Policy	Committee	Date of revision/introduction	Responsible
Admissions	Full Governing Body	Sept-15	RM (ECC)
Charging and Remission	Full Governing Body	Jul-15	RM
Child Protection & Safeguarding	Full Governing Body	Jun-15	ME (ECC)
SEND	Full Governing Body	Sept-15	CGW
Able, Gifted and Talented	Curriculum	Sept-14	TON
Arts	Curriculum	Jul-15	DJ
Assembly and Collective Worship	Curriculum	Jul-15	RM
Assessment and Reporting	Curriculum	Jun-15	HG
Careers Education, Information, Advice and Guidance	Curriculum	Sept-14	MS/HC/GC
Curriculum	Curriculum	Sept-14	MS
Display	Curriculum	Jul-14	ME
Drugs Education	Curriculum	Sept-14	TON
Examinations Appeal Procedure	Curriculum	Jul-14	GS
Health Education	Curriculum	Sept-14	TON
Information Technology	Curriculum	Sept-14	LO
Learning and Teaching	Curriculum	Sept-14	TON
Library	Curriculum	Jul-15	COS/MA
Literacy	Curriculum	Sept-15	COS
Marking	Curriculum	Sept-14	TON
Numeracy	Curriculum	Jul-15	HG
Sex Education	Curriculum	Sept-14	TON
Spiritual, Moral, Social and Cultural	Curriculum	Feb-15	ME
Work Related Learning	Curriculum	Sept-14	MS
Accounting Policies Policy	Finance and General Purposes	May-15	AA
Code of Conduct for the Governing Body	Finance and General Purposes	Sept-14	Clerk to the Governing Body
Community Cohesion	Finance and General Purposes	Sept-14	MS
Confidentiality	Finance and General Purposes	Jul-14	RM
Data Protection	Finance and General Purposes	Dec-14	AA (ECC)
Disability & Access Scheme	Finance and General Purposes	Jul-14	CGW
Drafting, Review & Implementation of Policies	Finance and General Purposes	Jul-15	RM
Finance Regulations	Finance and General Purposes	To be revised	PJ
Freedom of Information	Finance and General Purposes		AA
Governing Body Terms of Reference	Finance and General Purposes	Sept-14	RM
Governors Expenses	Finance and General Purposes	Sept-15	PJ/BM
Health and Safety	Finance and General Purposes		AA
Security	Finance and General Purposes	Sept-15	AA
Statement of Intent and Aims of the Academy	Finance and General Purposes	Jul-15	RM
Acceptable Use of Email and the Internet (kept with DAS)	Staffing and Personnel	Jul-10	LO
Attendance and Punctuality	Staffing and Personnel	May-15	ME
Behaviour	Staffing and Personnel	Jul-15	ME/SP
Capability – All Staff	Staffing and Personnel	Feb-12/Still relevant	(ECC)
Code of Conduct	Staffing and Personnel	Dec-14	(ECC)
Complaints	Staffing and Personnel	Sept-13	Clerk to the Governing Body
Conditions of Employment of Academy Teachers	Staffing and Personnel	Jul-15	RM
Continuing Professional Development	Staffing and Personnel	Sept-14	SPG
Cover & PPA	Staffing and Personnel	Sept-14	LO
Discipline and Dismissal	Staffing and Personnel	Feb-14	(ECC)
Employment of Disabled Persons	Staffing and Personnel	Mar-06/Still Relevant	ECC
Equal Opportunities Policy	Staffing and Personnel	Jul-14	ME
Equality and Diversity	Staffing and Personnel	Nov-13	ME (ECC)
Extended Leave of Absence	Staffing and Personnel	Jul-15	RM (ECC)
Flexible Working Policy	Staffing and Personnel	Jun-14	DAS (ECC)
Food Policy	Staffing and Personnel		AA
Grievance Procedure	Staffing and Personnel	Nov-13	(ECC)
Induction for Newly Qualified Teachers	Staffing and Personnel	Sept-14	SPG
Leave of Absence	Staffing and Personnel	Sept-10	(ECC)
Pay	Staffing and Personnel	Jan-15	(ECC)
Performance Management – All staff	Staffing and Personnel	Sept-13	(ECC)
Pre-employment Checks	Staffing and Personnel	Jan-15	(ECC)
Probation Policy – All Staff	Staffing and Personnel	Nov-13	(ECC)
Procedures For Appointing Staff	Staffing and Personnel	Jul-15	RM
Race Equality Policy	Staffing and Personnel	Jul-14	ME
Recruitment	Staffing and Personnel	Jan-15	ECC
Redundancy & Restructuring	Staffing and Personnel	Jan-13	ECC
Sickness Absence Management	Staffing and Personnel	Mar-11	(ECC)
Single Equality Scheme	Staffing and Personnel	Jul-14	ME