



BROUGHTON HALL CATHOLIC HIGH SCHOOL

COMMITTEE TERMS OF REFERENCE

EXECUTIVE & FINANCE / HEALTH & SAFETY COMMITTEE

Finance

- In consultation with the Head Teacher, to draft/approve the first formal budget plan of the financial year.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the school operates within the Financial Regulations of the City Council.
- To ensure compliance with the Schools' Financial Value Standards (SFVS)
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To exercise virement between budget headings as necessary and up to an agreed maximum.
- To oversee the preparation and review of financial policy statements, including consideration of long term planning and resourcing.
- To agree the level of delegation to the Head Teacher for the day to day financial management of the school.
- To authorise staff to have responsibility for signing orders, invoices and petty cash claims.
- To authorise the Head Teacher to enter into contracts up to an agreed limit.
- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To respond to any audit reports on the management of the budget and financial procedures.

- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher.
- In the light of the Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To monitor and review all policies, ensuring they are in accordance with relevant national legislation before recommending ratification by the Governing Body.

Personnel

- To draft and keep under review the staffing structure in consultation with the Head Teacher.
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review.
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure.
- To consider any appeal against a decision on pay grading or pay awards.
- To formulate and review staffing and personnel policies.
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Body and to ensure that staff are kept well informed.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.
- To review Head Teacher's, Deputy Head Teachers' and teachers' salaries as required by the Pay and Conditions documents.

Premises

- To oversee premises-related funding bids and tenders.
- To approve the cost for all premises related expenditure together with contracts for maintenance, repairs and decoration within budget allocation.
- To review the Asset Management Plan.
- To review and advise the Governing Body on all matters relating to Community Use, including the Charging/Lettings policy.

Health & Safety

- To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- To review and approve the school's Health and Safety Policy.
- To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Representative within the school and ensure wherever practical any issues are appropriately prioritised.
- To ensure the security of school premises.

Composition of Committee

Governor Members

Chair of E&F Committee
 Four Governors
 Head Teacher

Staff Members

Deputy Head(s)
 School Business Manager
 HR Manager
 Premises Manager

Meetings

1. The Committee shall meet at least once per term as a minimum.
2. Meetings will normally take place prior to Full Governing Body Meetings in a half term.
3. Minutes of meetings to be available for Full Governing Body.
4. If the Chair of the E&F Committee is unable to attend the meeting a governor from the E&F Committee can be elected to act as Chair on the day.
5. In the event that it is known in advance that the meeting will not be quorate a governor from the Governing Body can be co-opted onto the committee to ensure the meeting can take place. That Governor will have full voting rights for the duration of the meeting.
6. Staff, teaching and non-teaching, will be required to withdraw where issues are discussed concerning salaries or appointments in which they may have a vested interest, directly or indirectly.

Quorum

Three Governors
 Chair of Governors or Head Teacher

CHALLENGE BOARD COMMITTEE

The responsibility of the Challenge Board Committee is to:-

1. Raise questions and challenge the actions and decisions of Senior Leadership at the School.
2. Challenge the impact of initiatives in relation to pupil progress and achievement.
3. Provide challenge and hold the SLT to account for improving the quality of teaching and pupils' achievement
4. Challenge information and data presented from the Data Dashboard and other assessment data and compare with similar school's performance.
5. Challenge how Pupil Premium is spent and its impact.

Composition of Committee:-

Governor Members

Chair of Governors
3 Governors

Staff Members

Head Teacher
Deputy Head Teachers

Meetings

1. The Committee shall meet once per term as a minimum.
2. Minutes of meetings to be available for Full Governing Body.

Quorum

Chair of Governors or Head Teacher
Three Governors
One Deputy Head Teacher

CURRICULUM & PASTORAL COMMITTEE

The responsibilities of the Curriculum Committee are:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To provide and support curriculum development as set out in the School's Development Plan or School's Improvement Plan.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To review pastoral support systems within the school.
- To review and advise the governing body on testing and assessment procedures and arrangements for reporting to parents.
- To review the policy and provision for pupils with special needs, ensuring that these are met.

Composition of Committee:

Governor Members

Chair of Governors

Head Teacher

4 Governors

Staff Members

Deputy Head Teachers

Meetings

1. One meeting per term.
2. Minutes of meetings to be available to all Governors, copy to relevant staff.

Quorum

A minimum of three Governors, to include the Head Teacher or representative.

ADMISSIONS COMMITTEE

The responsibilities of the Admissions Committee are:

- a) to determine Admissions Committee Policy for the school
- b) to publicise agreed Admissions Committee Policy to the LA, neighbouring School Type, VA schools and neighbouring LAs and to the Archdiocese.
- c) to set and agree to the school's standard number which is publicised and to propose this to full governing body
- d) to consider the applications for entry into the school
- e) to make offers of places subject to the final approval of the Full Governing Body

Composition of Committee

Chair of Governors
Head Teacher
1 x Governor

The Committee will report to the Full Governing Body at the beginning of the Autumn Term.

Meetings

- As required in line with statutory regulations.
- Minutes of meetings available to Full Governing Body.

Quorum

Chair of Governors
Head Teacher
One Governor

STAFFING APPOINTMENTS COMMITTEE

The responsibilities of the Staffing Appointments Committee are:

- a) to make appointments on behalf of the Full Governing Body to all posts with the exception of;
 - Head Teacher
 - Deputy Head Teacher
 - Clerk to Governors

- b) to prepare short-lists for appointments to;
 - Head Teacher
 - Deputy Head Teacher
 - Clerk to the Governors

- c) to make staffing appointments in accordance with the Governors' policy on staffing levels and within the financial limits laid down by the Executive and Finance Committee

- d) to accept all resignations

- e) to oversee an appropriate annual review system for teaching staff and make necessary recommendations to the Full Governing Body

Composition of Committee (dependent upon the appointment being made)

Governor(s)
Head Teacher
Business Manager or Deputy Head Teacher

Meetings

1. As and when required.
2. Details of appointments to be reported at Full Governors Meetings.
4. Teacher Governors(s) to withdraw from any meetings in which they may have a vested interest, either directly or indirectly.

Quorum

- a) Appointment of staff below Leadership Team is delegated to Head Teacher or representative. Assistance of Governors is on an ad hoc basis.

- b) Three Governors plus for Leadership Team appointment, one of which is Head Teacher.

DISCIPLINE COMMITTEE (Pupils)

The responsibilities of the Committee are:

- a) to make specific decisions, within the provisions of the law, upon disciplinary matters regarding pupils including exclusions and reinstatements, in line with DfE guidance.
- b) to review fixed term exclusions of more than 5 days in any one term or where a fixed term exclusion may result in a pupil missing a public examination.
- c) to review Head Teacher's recommendations on permanent exclusions.

Composition of Committee

To be made up of three to five Governors (not including the Head Teacher) from a pool of Governors

Timing of meetings will be in line with the latest guidance given by the DfE .

Quorum

Three Governors

Head Teacher

DISCIPLINE COMMITTEE (Staff)

The responsibilities of the Committee are:

- a) to consider and make decisions about matters relating to staff disciplinary or staff grievance procedures
- b) To hear both sides of a case, see all relevant documents, to hear and question witnesses, allow parties to make submissions, each of them being accompanied by a friend, if they so wish.

Composition of Committee

To consist of no fewer than three named Governors, and where Discipline of staff is concerned, none of whom should be 'tainted'.

'Tainted' may be considered as being a person who has been involved previously in any discussion or interview concerning the matter in question and has expressed an opinion as to where the fault or blame may lie in respect of the matter in question.

Quorum

Three named Governors.

STAFF APPEALS COMMITTEE

The responsibilities of the Committee are:

Taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

To hear both sides of a case, see all relevant documents, to hear and question witnesses, allow parties to make submissions, each of them being accompanied by a friend, if they so wish.

Composition of Committee

An Appeals Committee must be made up of Governors who were not involved in the decision of the relevant first committee and should be no less in number than that of the first committee.

Meetings

As and when required.

Quorum

This should be no less than three members.