

# The Westwood Academy



## Terms of Reference for the Governing Body and Committees

## Terms of Reference for the Governing Body

The terms of reference of each committee of the governing body must be approved by the full governing body and reviewed each year. They provide the sole, agreed framework within which each committee operates.

1. Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body i.e. parents, staff, academy and co-opted governors (also DfE governor appointments if/when made). The Head Teacher is an ex-officio member of each committee. At least three other governors shall be a member of each committee.
2. The membership of each committee will be agreed on an annual basis at the first meeting of each committee of the Governing Body in the autumn term.
3. The chair of each committee is to be elected by each individual committee on an annual basis at the first meeting of the whole governing body in the autumn term. No governor employed at the academy will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the governors present at the committee meeting.
4. The clerk of the committee is appointed by the Governor Support Unit as part of the academy's annual service level agreement.
5. In the absence of the chair or clerk the committee will elect a replacement for the meeting.
6. The quorum for each committee is fixed at two governors who are members of that committee.
7. Each committee will meet as often as is necessary to fulfill its responsibilities and at least once each term.
8. The clerk to the committee will circulate an agenda for each meeting and papers at least one week before the committee meeting.
9. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk to the committee to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
10. The chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.
11. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not governors.
12. Any governor may attend meetings of committees.
13. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.
14. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Head Teacher and chair of committee, will

take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.

15. The committee chairs will meet with the chair of governors and Head Teacher at the beginning of each term to plan the work of each committee in relation to the Academy's development plan and other issues.

The Full Governing Body will also

16. Act as the governing body's pupil discipline committee, admissions committee and staff discipline appeal committee
17. Act as the governing body's grievance committee (stage 3)
18. Consider appeals against the dismissal of a member of the school staff
19. Consider appeals against other personnel decisions against which a member of staff has a right of appeal
20. Make decisions regarding a grievance of a member of staff (grievance committee (stage 3))
21. Consider the exclusion of an individual pupil from the school (Pupil Discipline Committee).
22. The working of the complaints and compliments procedure

## **Resource Management Committee – Terms of Reference**

<u>Membership</u>	[Appointed by the governing body]
<u>Quorum</u>	2 members
<u>Chair</u>	To be elected by voting members of the Committee at the first meeting of each school year.
<u>Meetings</u>	At least termly. Meetings to be called by the clerk to the committee after consultation with the chair of the committee and the Head Teacher
<u>Remit</u>	<ol style="list-style-type: none"><li>1. To act on behalf of the governing body in matters relating to:<ul style="list-style-type: none"><li>• finance</li><li>• human resources</li><li>• premises</li><li>• health and safety issues</li></ul></li><li>2. To act as the governing body's staff discipline committee</li><li>3. To act as the governing body's grievance committee (Stage 2)</li></ol>

### **The Remit of the Resource Management Committee – in detail**

#### **PURPOSE**

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity. The committee will be required to make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.

#### **Terms of Reference**

Subject to the requirements of the Academies Act 2010 the committee is authorised:

1. To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the Head Teacher in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
2. To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
3. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Head Teacher with the stated and agreed aims and objectives of the academy.
4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
5. To liaise with and receive reports from the staffing/remuneration and curriculum committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.

6. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
8. To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act requirements. The Resources Committee will oversee and delegate this work to school finance staff and nominated accountants.
9. To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
10. To recommend to the full governing body the appointment or reappointment of the auditors of the academy and the appointment of reappointment of the Responsible Officer role.

## Performance and Standards Committee – Terms of Reference

Membership	[Appointed by the governing body]
Quorum	2 members
Chair	To be elected by voting members of the Committee at the first meeting of each school year.
Meetings	At least termly. Meetings to be called by the clerk to the committee after consultation with the chair of the committee and the Head Teacher
Remit	1. To act on behalf of the governing body in matters relating to: <ul style="list-style-type: none"><li>• school development/improvement plan</li><li>• curriculum, teaching and learning</li><li>• special educational needs</li><li>• school matters</li><li>• admissions</li></ul>

### The Remit of the Performance and Standards Committee – in detail

#### A: School Improvement/Development Plan

##### Other responsibilities

- the **School Improvement/Development Plan**, ensuring that:
  - The staff are consulted
  - Targets, priorities, implementation, monitoring and evaluation are included
  - The Plan relates to educational outcomes and the raising of standards
- **review any actions** following an OFSTED inspection
- To use the schools own self review and analysis and any feedback from outside agencies in order to evaluate its impact on raising standards and pupil achievement.
- Reviewing the leadership and management of the school at all levels in order that it drives school improvement and challenges underachievement.
- ensure compliance with the Equality Duty
- To work with school leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.

#### B: Curriculum, Teaching and Learning

##### Delegated powers

##### To act on behalf of the Governing Body in:

- Carrying out the Governors' responsibilities in relation to **assessment, recording and reporting and attendance**
- **Standards and school effectiveness** through analysis of data and results, looking at pupils' work and visiting the school
- Reviewing the schools performance through an understanding of school assessment, RAISEonline, the Data Dashboard provided by Ofsted and, where applicable, Fisher Family Trust as a minimum.

- Understanding the intervention strategies used to support pupils particularly those resourced by pupil premium funding.
- **Curriculum implementation** through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents and teachers
- The school's compliance with the **National Curriculum** and legal requirements
- **Children's welfare** and social, cultural and spiritual development in the light of school curriculum policies.
- **Promotion of well-being, community cohesion**, British Values and the Prevent agenda.

#### **Other responsibilities**

To consider and make recommendations to the Governing Body on:

- **School policies** on religious education and collective worship, moral social and cultural awareness, sex education, discipline and behaviour, equal opportunities, disability, gender and race equality.

#### C: Special Educational Needs

Delegated powers

To act on behalf of the Governing Body on:

- Ensuring the needs of SEN pupils are met in accordance with any prescribed Education, Health and Care Plan.
- Compliance with the SEND Code of Practice and publication of the school's offer on the school website.

#### Other responsibilities

To consider and report to the Governing Body on:

- The school's **policy and practice for special needs**.

#### D: School Matters

Delegated powers

To act on behalf of the Governing Body in:

- Ensuring compliance with **Child Protection** and safeguarding policies and procedures.
- Receiving annual reports on **safeguarding arrangements** in the school
- Ensuring that **looked after children** are not disadvantaged by school policies and procedures and receive an annual report on their progress

Any Committee convened to undertake the responsibilities above will consist of three Governors.

#### Other responsibilities

To consider and make recommendations to the Governing Body on:

- the **school prospectus**, where this still exists
- **ensure the school website complies with statutory requirements**
- **the Home School Agreement**
- research and keep under review the opportunities (and challenges) from developing Extended Services
- the use and impact of pupil premium funding
- a **complaints and compliments procedure**
- developments around Healthy Schools especially nutritional standards

- policies for improving relationships between school and the **local community**
- Issues relating to **admissions, the school day**, etc.
- appropriate **consultation documents**
- **any other responsibilities** as appropriate and outlined in Governors Handbook

### E: Admissions: Where the School is the Admissions Authority

#### Delegated powers

To act on behalf of the Governing Body in:

- Presenting the case for the Governing Body to an Independent Admission Appeal Panel. The party will consist of one governor.
- Ranking of Admissions Requests at year R
  - To support the LA coordinated admissions scheme to centralise the allocation of school places in the City, by ranking applications against the Admission Criteria determined by the governing body.
- Considering, with the support of the LA, in year applications for admission

#### Other responsibilities

- To keep under review the admission policy for the school and recommend changes to comply with the School Admissions Code, DES, DBE or LA guidance.
- To ensure that consultation is undertaken, as appropriate, and within timescales as dictated.

September 11 2018 – review and agreement.