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Dyson Perrins Church of England Academy

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## Committee Terms of Reference

Approved by the Governors: 11 September 2023

Review Date: To be reviewed annually Autumn 2024

To aid in the smooth running of the Governing Body, the Governors delegate the following functions to sub-committees operating under specific terms of reference.

The Governing Body remains ultimately responsible for any decisions made by committees operating under delegated authority.

The quorum necessary for a committee meeting (other than full governors where at least one-third of governors must be present) to proceed is three governors. A Chair & Vice-Chair are elected annually at the first committee meeting.

Headteacher and Chair of Governors are ex-officio members of all committees unless otherwise disqualified.

The Steering Committee is comprised of the Headteacher, Chair of Governors, Vice-Chair of Governors and Chair of the two sub-committees (Educational Standards and Finance/Resources).

**The following areas of responsibility will be retained by the Full Board of Governors:**

### **Safeguarding**

- To ensure safeguarding arrangements are effective.
- To ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education (taken from the H&S section in the NGA premises document)

### **Christian distinctiveness**

- To monitor the Christian distinctiveness of the school and its contribution to delivering the school's vision
- To monitor the effectiveness of collective worship
- To review the school's strengths and areas for development in relation to the SIAMS inspection framework

## 1. Educational Standards Committee

Chair of committee:	Andrew Palmer
Clerk:	Erin Bradbeer
Membership:	Rod Corke, Keith Metcalfe, Andy Raistrick, Rev James Williams, Alison Winson, Mike Gunston (ex-officio), Paul Charman (ex-officio)
Quorum:	Three governors
Meetings:	Four times per academic year.

The committee's specific function is to support the headteacher, senior leadership team (SLT) and relevant members of the academy in their responsibilities for the educational performance of the academy and its students in the context of the trust's strategy. It will liaise with and consult with other academy committees where appropriate, referring to the scheme of delegation.

**The committee has the responsibility delegated by the board to advise, monitor, evaluate and report on:**

### Curriculum

- The Quality of Education across the academy, including curriculum vision and design (intent), quality of teaching (implementation) and students' outcomes (impact)
- The broad educational needs of the pupils including statutory requirements including: Sex & Relationships education; Religious Education; Personal, Social, Health and Economic education (PSHE); and careers information, advice and guidance.
- How curriculum principles are being implemented and their impact on all pupils including those with those special educational needs and disability (SEND), disadvantaged, looked after children (LAC) and pupils with English as an additional language.
- Curriculum enrichment.
- Wider curriculum issues such as spiritual, moral, social and cultural learning.
- Provision for continual professional development and its impact.

### Attendance, Pupil Behaviour, Pastoral Care and Wellbeing

- To review and monitor student attendance and levels of persistent absence
- To review and monitor student behaviour, exclusions and use of alternative provision
- To review and monitor the pastoral provision and care provided by the school for students
- To engage with the Student Council and student leadership groups.
- To consider the views and well-being of students & parents through surveys and other communication.
- The academy-wide approach to building the cultural capital of pupils.
- The academy-wide approach to promoting British values and providing pupils with a global outlook.
- The academy-wide approach to providing pupils with effective careers education.

The committee will review, adopt and monitor all policies delegated by the trust board.

### Delegated Policies

Policy Number	Name	Leadership Owner
4	Spirituality, moral, social & cultural development	Headteacher
5	Curriculum	Deputy Headteacher
6	Arts	Headteacher
7	Homework	Deputy Headteacher
8	Exams/Exams Contingency	Exams Officer
17	Anti-bullying	Assistant Headteacher
18	Exclusions and Appeals	Headteacher
19	Relationships and Sex Education	Subject Leader PSHE
19a	PSHE	ALD
20	Special Educational Needs	SENDCO
21	Safeguarding	Designated Safeguarding Lead
22	Attendance and Punctuality	Assistant Headteacher
23	Behaviour	Assistant Headteacher
23a	Uniform	Assistant Headteacher
25	Equality	SENDCO and Headteacher
26	Admissions & Appeals	Headteacher
29	Complaints	Business Manager
30	Medical Conditions	Office Manager
31	Charging & Remissions	Business Manager
32	Confidential Reporting	Business Manager
33	Mental Health	SENDCO

## 2. Finance, Resources and Audit Committee

Chair of committee:	Huw Foxall (Note: new chair to be appointed for 2022/23 academic year)
Clerk:	Erin Bradbeer
Membership:	Kate Collyer, Tony Eberle, Alan Howe, Rob Norris, Mike Gunston (ex-officio), Paul Charman (ex-officio)
Quorum:	Three governors
Meetings:	Four times per academic year.

The committee's specific function is to support the headteacher, senior leadership team (SLT) and relevant members of the educational academy in their responsibilities for the financial and resource management performance in the context of the academy's strategy. It will liaise with and consult with other academy committees where appropriate, referring to the scheme of delegation.

**The committee has the responsibility delegated by the board to advise, monitor, evaluate and report on:**

### Finance

- Review an annual budget, ensuring resources are allocated in line with the academy's strategic priorities and curriculum plans.
- Review the annual budget and a rolling 3-year budget and present to the academy board for approval.
- Ensure priorities in the School Development Plan are appropriately financed.
- Receive the academy's management accounts in order to monitor the academy's cash position and income and expenditure against the approved budget.
- Ensure the academy's approach to pay and benefits is transparent, proportionate and justifiable.
- Monitor spending of pupil premium, PE and sport premium and other relevant premiums; ensure that funding is spent effectively and is having the intended impact on pupil outcomes.
- Approve expenditure and virements of sums over £25k (sums below this amount are delegated to the academy's senior executive leader)
- Ensure the school operates within the financial regulations and guidance from DfE.
- Review and act upon any issues identified by benchmarking the academy's financial performance against similar academies
- Ensure the academy follows basic procurement rules and achieves best value for money when acquiring goods and services.

### Annual Report, Audit and Risk

- Review the annual report and accounts and review the auditor's findings (and actions taken by the academy's management in response to those findings).
- Assess the effectiveness and resources of the external auditor and make recommendations on the appointment of an external auditor to the board (at annual meeting)
- Review of the academy's risk register and ensure risks are being addressed appropriately through internal scrutiny.
- Oversee and approve the academy's programme of internal scrutiny and receive and review reports from those carrying out the programme of internal scrutiny.
- Evaluate the adequacy of the academy's internal control framework, including financial and non-financial controls and management of risk.

- Review the academy's insurance cover to ensure compliance with legal obligations.

#### **Staffing Responsibilities**

- Review the staffing structure of the academy, ensuring that it meets the requirements of the school development plan, the curriculum and budget
- Review pay decision data from the Pay Committee and Headteacher Appraisal Committee to ensure that pay increments are awarded fairly.
- Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice.

#### **Premises, Health and Safety Responsibilities**

- Receive an annual health and safety audit report and monitor any arising actions.
- Receive regular reports on accident statistics, near misses, incidents of violence or aggression.
- Ensure a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them.

The committee will review, adopt and monitor all policies delegated by the trust board.

#### **Delegated Policies**

Policy Number	Name	Leadership Owner
9	Financial Regulations	Business Manager
10	Declaration of pecuniary interests	Business Manager
11	Treasury Management	Business Manager
12	Anti-fraud and corruption	Business Manager
13	Premises management and health and safety	Business Manager
14	Data (incorporating GDPR & Freedom of Information)	Business Manager
15	Off-Site Visits	Business Manager
16	Accessibility	Business Manager
24	Pay (based on an external document)	Business Manager
27	Staff discipline, conduct & grievance	Business Manager
28	Redundancy (based on an external document)	Business Manager

#### 4. Steering Committee

Chair of committee:	Chair of Governors (Paul Charman)
Clerk:	Any notes/minutes to be taken by a Governor or Headteacher
Membership:	Chair, Vice-Chair, Chair of two committees (Education and Finance/Resources) and Headteacher
Meetings:	At least one meeting per term and additional meetings if required

- To agree, by early autumn term, the work of the governing body and its committees for the school year and present a plan to full governors for approval.
- To monitor the progress of work being undertaken by committees and individuals.
- To establish and keep under review Critical Incident policy and procedures.
- To consider recommendations made by committees with regard to the working of the governing body.
- To establish and keep under review arrangements for governors' visits to school.
- To oversee arrangements for governor involvement in setting the vision and strategic direction for the school, which is shared by governors and Senior Leadership Team, and monitoring its implementation through the School Development Plan.
- To make recommendations to the governing body to establish exceptional working arrangements where particular circumstances arise (e.g. a joint committee to oversee a building project).
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher.
- To undertake tasks delegated to them by the governing body.

#### 4. Headteacher Performance Panel

Chair of committee:	Chair of Governors (Paul Charman)
Clerk:	Minutes/notes to be taken by one of governors
Membership:	Chair, Vice-Chair and Chair of two committees (Education and Finance/Resources)
Quorum:	Three governors
Meetings:	Two meetings per annum

- To agree and decide whether to appoint an external adviser to support with Headteacher performance and appraisal
- To arrange to meet with the Headteacher to discuss and agree the Headteacher's performance objectives (supported by an external adviser if appointed)
- To review annually the overall performance of the Headteacher (supported by an external adviser if appointed)
- To decide whether the targets have been met and to set new objectives annually.
- To monitor through the year the overall performance of the Headteacher and performance set against the objectives.
- To decide the overall appraisal outcome of the Headteacher including the meeting of objectives set and any pay progression, and to report these outcomes to Finance and Resources committee.
- To report back to the governing body either directly or through a delegated Committee.

## 5. Pay Committee

Chair of committee:	Chair of Governors (Paul Charman)
Clerk:	Minutes to be taken by a Governor or Headteacher
Membership:	Chair and Vice-Chair Chair of two committees (Education and Finance/Resources)
Meetings:	Usually one meeting per annum in the autumn term

- To review the implementation of the Pay Policy
- To review and approve the annual performance management and pay progression for all staff as outlined in the Pay Policy
- To report the outcomes of annual performance management and pay progression to Finance and Resources Committee and Full Governors
- Develop and review the framework for the pay of the senior executive leader and the leadership team and report and proposed changes to the Finance/Resources committee and Full Governors

## 6. Multi Academy Trust Steering Committee

- For the 2022/23 academic year, the governors will establish a small committee to explore options for Dyson Perrins being part of a Multi-Academy Trust (the school is currently a Single Academy Trust)
- The membership of the committee will be approved by governors in September 2022
- The committee will have an advisory role to review and explore detailed Multi Academy Trust options with the Headteacher, and report progress and substantial issues for discussion back to full governors
- All decisions relating to any Multi Academy Trust will be for the Full Governing body

## 7. Disciplinary Panel

Chair of committee:	The Governing Body will appoint a standing Chair of the Disciplinary Panel. The Clerk to Governors will endeavour to include the standing Chair in any panel he arranges, but will not be required to do so. If the standing Chair is not present at a meeting then the members shall appoint a Chair for the duration of the meeting.
Clerk:	Erin Bradbeer
Membership:	Any three members selected by the \Clerk to Governors from the Governing Body on an ad hoc basis.
Disqualifications:	<ul style="list-style-type: none"> <li>● The Headteacher.</li> <li>● Staff governors.</li> <li>● Any governor with prior knowledge of the pupil or incident, which could affect their impartiality.</li> <li>● The chair of governors should not normally serve on this panel due to probable prior knowledge and their close working relationship with the Headteacher.</li> </ul>
Quorum:	Three governors
Meetings:	Four times per academic year.

The role of the disciplinary panel will be:

1. To consider representations from parents in the case of exclusions of five days or less (*Committee may not reinstate*).
2. To consider representations from parents in the case of exclusions totalling more than five but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*).
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*).
4. To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
5. To report back to the Students & Staffing Committee on any action taken under these terms of reference on an ad hoc basis.

## 8. Hearings Committee

Chair of committee:	To be elected at each meeting from amongst the governors present.
Clerk:	Erin Bradbeer
Membership:	Any three members selected by the \Clerk to Governors from the Governing Body on an ad hoc basis.
Disqualifications:	<ul style="list-style-type: none"><li>● The Headteacher.</li><li>● Staff governors.</li><li>● Any governor with prior knowledge of the pupil or incident, which could affect their impartiality.</li><li>● The chair of governors should not normally serve on this panel due to probable prior knowledge and their close working relationship with the Headteacher.</li></ul>
Quorum:	Three governors
Meetings:	Four times per academic year.

The role of the hearings Committee will be:

1. To make any determination to dismiss any member of staff.
2. To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action.
3. To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures.
4. To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
5. To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.
6. To report back to full governors on any action taken under these terms of reference on an ad hoc basis.

## 9. Appeals Committee

Chair of committee:	To be elected at each meeting from amongst the governors present.
Clerk:	Erin Bradbeer
Membership:	Any three members selected by the Clerk to Governors from the Governing Body on an ad hoc basis.
Disqualifications:	<ul style="list-style-type: none"><li>● The Headteacher</li><li>● Staff governors</li><li>● Any governor with prior knowledge of the appellant or incident, which could affect their impartiality.</li><li>● Any governor who was a member of the Hearing Committee whose decision is under appeal</li><li>● The Chair of Governors should not normally serve on this Panel due to probable prior knowledge and their close working relationship with the Headteacher.</li></ul>
Quorum:	Three governors
Meetings:	Four times per academic year.

The role of the Appeals Committee will be:

1. To hear any appeals against decisions made by the Hearings Committee.
2. To report back to full governors on any action taken under these terms of reference on an ad hoc basis.