

Mayfield Terms of Reference for Committees of the Governing Body

1. Membership

- 1.1 The Committee shall consist of not less than four members of the Governing Body plus a Headteacher and/or their representative. The governors shall be appointed at the first meeting of the Governing Body in each academic year.
- 1.2 Other members of the Governing Body may attend meetings of the Committee as non-voting members.
- 1.3 The Committee may appoint such Associate Members as agreed by the Governing Body.

2. Quorum and Voting

- 2.1 The quorum shall be three governors.
- 2.2 Only full members of the Committee as approved by the Governing Body shall have the right to vote on any resolution placed before the Committee. Associate Members of a Committee may vote on any business transacted by the Committee excepting any resolutions concerning admissions, pupil discipline, the election or appointment of governors and the budget and financial commitments of the Governing Body.
- 2.3 Where there is an equality of votes, the Chairman shall have a second or casting vote.
- 2.4 No vote shall be taken at a meeting of the Committee unless the majority of members present are governors.

3. Meetings

- 3.1 The Committee shall meet at least once a term and otherwise as necessary to fit in with reporting to Governing Body meetings.
- 3.2 The papers shall be circulated to all Committee members and to the Chair of Governors seven days in advance of the meeting.
- 3.3 Minutes shall be prepared as soon as possible after the meeting and forwarded to the Clerk to the Governing Body for circulation to all governors.

4. Chair

- 4.1 The Chair shall be elected annually by the Committee after governors have appointed members of the Committee at the start of each academic year and should be a governor other than a Headteacher or other employee at the school.
- 4.2 If the Chair falls vacant during the year, the Committee shall elect a new Chair whose tenure shall only extend to the first full meeting of the Committee in the following autumn term.

5. Clerk

- 5.1 The Governing Body shall appoint a clerk to the Committee, who may be chosen from amongst the committee members, who shall:
 - a. convene meetings of the Committee
 - b. attend meetings and take minutes of the proceedings
 - c. perform any other functions with respect to the Committee as determined by the Committee from time to time.

6. Declaration of Interest and Withdrawal

- 6.1 Before discussing or voting on a subject, any member of the Committee having a pecuniary interest in that subject must declare that interest and, if applicable, withdraw.

- 6.2 Members of the Committee who are also employed at the school need not withdraw from meetings when their interest in the matter being discussed is no greater than the interest of the generality of other employees at the school.
- 6.3 Any governor employed by the school – excepting the Headteachers – will withdraw from any meeting where pay or appraisal matters concerning individual members of staff are discussed.
- 6.4 The Headteachers will withdraw from any discussions concerning the Headteachers’ pay or appraisal.
- 7. Regular review of Committee Regulations and Terms of Reference**
- 7.1 The Terms of Reference for the Committee shall be reviewed at the first meeting of the Committee of each academic year.

Resources Committee Remit

The Governing Body delegates to the Resources Committee the responsibility to:

- a) provide guidance and assistance to the Headteacher and Governing Body in any matters relating to the governors’ financial responsibility;
- b) oversee the longer term financial planning and resourcing in the context of the School Development Plan and the policies and objectives of the school, and to advise the governors as required;
- c) consider each year’s annual school development plan priorities and to recommend an annual budget to the Governing Body for approval by the date specified by the LEA;
- d) monitor income and expenditure against budget on at least a termly basis and after the close of the financial year, receive reports on expenditure from staff with delegated authority to spend and report on significant issues to the Governing Body;
- e) authorise virement (i.e. switches between budget headings) and non-budgeted expenditure decisions of up to 2.5% of the whole of the annual budget, and to make recommendations to the full Governing Body on such items with a value of over 2.5%;
- f) report to parents regularly via the school website;
- g) monitor the Health and Safety policy;
- h) to keep under active review all other relevant finance and premises related policies, and to consider new ones where required on considered necessary;
- i) provide guidance and assistance to the Governing Body on all matters relating to the physical assets, including the school buildings, grounds and associated equipment;
- j) review and update annually the Asset Management Plan in accordance with the Governing Body’s framework;
- k) establish and keep under review those parts of the school’s Accessibility Plan relating to the environment and buildings when deemed necessary;
- l) monitor the internal and external cleaning and maintenance arrangements;
- m) review the Committee’s terms of reference on a regular basis and make recommendations for changes to the Governing Body;
- n) liaise with the appointed premises advisor and seek professional advice where appropriate; and
- o) coordinate with the other Governing Body Committees to ensure that costs and implications of the physical assets are factored into decisions by others;
- p) to monitor the implementation of the schools safeguarding and safeguarding related policies.

Financial Responsibilities of the Headteacher

The Governing Body delegates to the Headteacher the following responsibilities:

- (a) under delegated powers from the Governing Body the Headteacher are responsible for the day to day management of the school's financial affairs and have the power to exercise virement and to make individual non-budgeted expenditure decisions of up to £2000 and up to £6000 in regard to statemented or high need pupils.
- (b) the Headteacher should make available to the Finance Committee at least once a term and at the end of the financial year copies of the most recent Budgetary Control Reports to enable the Finance Committee to monitor expenditure of the school's budget;
- (c) the Headteacher is responsible for the provision of termly budget monitoring information to the Finance Committee and for the preparation of the draft annual budget and should ensure that a copy of the budget as approved by the Governing Body is returned to the LEA by the date specified by the LEA; and
- (d) the Headteacher is responsible to the Resources Committee for ensuring that sound systems of internal control, appropriate separation of duties and delegation to other staff are in place and for ensuring that the LEA Financial Regulations, Standing Orders for Contracts and Financial Control Standards are complied with.

Personnel Committee Remit

The Governing Body delegates to the Personnel Committee the responsibility to:

- a) to keep under review the School staffing structure proposed by the Headteacher in consultation with the Resources Committee;
- b) to establish a Whole School Pay policy and Appraisal policy for all categories of staff; and to be responsible for their implementation and review;
- c) to oversee the appointment procedure for all staff;
- d) to keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- e) to make recommendations on personnel-related expenditure to the Resources Committee;
- f) to keep under active review other relevant personnel-related policies, and to consider new ones where required or considered necessary;
- g) review the Committee's terms of reference on a regular basis and make recommendations for changes to the Governing Body;
- h) to respond to actions included in the School Development Plan by agreement of the Governing Body that are the responsibility of the Personnel Committee to implement and, where necessary, monitor; and
- i) to consider policies and processes which encourage the recruitment and retention of high-quality staff.
- j) to monitor the implementation of the schools safeguarding and safeguarding related policies.

Pupil Wellbeing and Learning Committee Remit

The Governing Body delegates to the Pupil Wellbeing and Learning Committee the responsibility for and authority to:

- a) provide guidance, advice and assistance to the Governing Body on all matters relating to the performance of pupils and the assessment of that performance, including but not restricted to: all internal measures, all statutory measures and all advice or guidance received from external bodies;
- b) to receive data and reports on student performance and student success across the whole school and to monitor performance. Report upon performance and assessment to the Governing Body at least annually;
- c) to review and agree targets for pupil performance which are set between the SLT and the SIP;
- d) to communicate academic and other results to parents, pupils, governors and other stakeholders in ways suitable for each audience, including where appropriate open access meetings;
- e) to draft/review/oversee (as appropriate) relevant SDP sections, and subject lead action plans;
- f) represent the Governing Body at appropriate meetings with School Improvement Partners and other relevant individuals/bodies;
- g) to consider other issues relating to performance and assessment not specifically referred to above and where appropriate make recommendations to the Governing Body;
- h) to consider performance and assessment issues that have relevance for Resources and Personnel decisions and to make recommendations to those committees as appropriate;
- i) review the Committee's terms of reference on a regular basis and make recommendations for changes to the Governing Body;
- j) to keep under active review relevant pupil wellbeing related policies, and to consider new ones where required on considered necessary;
- k) to monitor the implementation of the schools safeguarding and safeguarding related policies;
- l) provide guidance and assistance to the Governing Body on all matters relating to pupil wellbeing and safeguarding;
- m) to keep under review Mayfield's extended schools provision and community links;
- n) to provide guidance to the Governing Body on all matters relating to catering and food policies; and
- o) to oversee the school's eco practices.