

Terms of Reference for Committees

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LYMM HIGH SCHOOL

TERMS OF REFERENCE FOR COMMITTEES

This document sets out the terms of reference and remits of the Committees of the governing body of Lymm High School. It should be read in conjunction with the Memorandum and Articles of Association of Lymm High School Academy Trust, which take precedence over this document in any issues concerning meaning or interpretation.

GENERAL

1. Membership and Chairing

Unless otherwise specified each committee will consist of at least five governors.

The Chair of Governors, Vice Chair of Governors and Headteacher will be ex officio members of all committees except the Remuneration, Pupil Discipline, Staff Dismissal, and Appeals committees.

The Chair of Governors, the Headteacher and any staff governor members of the Finance, Audit & Resources Committee will attend but not have a vote during the Audit agenda of the Finance, Audit & Resources Committee.

All committees are required by the regulations to have a clerk appointed by the governing body.

The membership and chair will be determined at the first meeting of the governing body in the autumn term and vice chair of each committee at the first committee meeting in the autumn term. Casual vacancies will be filled at the first available governing body meeting. The terms of reference of each committee will be reviewed at least annually, at the first meeting of the governing body in the autumn term.

Governor members of committees may be assigned lead or link roles for specific areas or activities within the remit of a committee as listed below.

In the absence of the chair at a meeting the committee will be chaired by the nominated vice chair, or in their absence by another governor.

Committees may invite non-governors to attend but in a non-voting capacity.

2. Process for appointing chairs

The Chair of Governors, Vice Chair of Governors and Chairs of committees will be re-elected on an annual basis. The Clerk will send letters inviting self-nominations to all eligible governors prior to the first meeting of the autumn term. The names of nominees will appear on the FGBM agenda in advance of the meeting. In the event of there being more than one nomination, then nominees will be asked to leave the room whilst governors vote.

Should incumbents not wish to stand again for election it would be good practice to notify the governing body prior to these letters going out to enable proper consideration of the office prior to the FGBM.

3. Voting and Quorums

Only governors can vote at committee meetings.

The quorum for each committee will be three governors.

4 Agenda, Papers, Minutes and Meetings

The agenda and papers for committee meetings will be circulated to members at least 7 days in advance of each meeting. The agenda and papers will be made available via GovernorHub for all governors to see.

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

Draft minutes will first be approved by the chair of the committee and the Headteacher, and will then be circulated within 7 days of the meeting to all governors and made available on GovernorHub. They will also be included for information with the agenda of the next governing body meeting.

The draft minutes of meetings will be approved (subject to corrections) at the next meeting of that committee.

The schedule of committee meetings will be determined at the start of each school year and agreed at the first governing body meeting in the autumn term. Each committee shall meet at least once each term and otherwise as required, unless otherwise specified.

5. Functions and scheme of delegation, and chair's action

Each committee has delegated powers to consider matters, make decisions and give approvals as set out in its terms of reference or as specifically requested by the governing body. Committees will take advice as appropriate, and only act within the powers as delegated to the committee by the full governing body within its terms of reference.

The School Improvement Plan will indicate which areas or items within the SIP are allocated by the full governing body to each committee, and that committee will then have delegated powers to monitor progress and hold the Headteacher and SLT to account for those areas or items.

Each committee will consider at each meeting whether there are matters that have been discussed which should be referred for consideration to the full governing body at its next meeting. It is for each committee to exercise judgement on such referrals, but in general the following matters would merit referral:

- a) Matters which have a significant in-year financial impact on the school's approved budget and have not been previously reported to or if necessary approved by the full governing body.
- b) Matters which would represent a significant change to the school's overall mission, strategy or plans.

- c) Matters which might contravene existing school policies or financial controls and procedures, or national policies/regulations set by the Department for Education and other agencies.
- d) Matters which are likely to arouse significant parental, public or media interest.

The chair of each committee (and the chair of the full governing body) may act on behalf of the committee in between meetings, including making decisions or approvals on behalf of the committee, where it is necessary in the interests of the school to do so. Any such chairs' actions must be communicated at the time to all members of that committee, and will be put on the agenda of the next available meeting for committee approval.

6. Procedures and Training

All new governors will complete a nomination form and undertake induction training upon joining the governing body. The normal procedures and regulations of the governing body also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training. Governors should notify the clerk of any training undertaken to ensure it is logged appropriately. A self-review assessment is undertaken bi-annually to facilitate succession planning and strengthen the governing body's knowledge and skills.

REMIT OF FINANCE, AUDIT AND RESOURCES COMMITTEE

Its main Audit functions are to:

1. advise the governing body on the adequacy and effectiveness of the School's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money);
2. review and recommend the Annual Report and Accounts, particularly the Governance Statement and the Statement of Regularity, Propriety and Compliance, to the governing body for approval;
3. advise the governing body on the appointment, reappointment, dismissal and remuneration of internal auditors;
4. advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of external auditors;
5. monitor the effectiveness of auditors, including the use of auditor performance indicators;
6. ensure effective coordination between auditors;
7. ensure that additional services undertaken by the auditors is compatible with the audit independence and objectivity;
8. agree the work programme of internal audit on risks faced by the School;
9. consider the reports of the auditors and, when appropriate, advise the governing body of material controls issues;

10. monitor the implementation of agreed audit recommendations;
11. oversee the School's policies on and processes around anti-fraud, regularity and propriety;
12. ensure that all allegations of fraud and irregularity are appropriately investigated and controls weaknesses addressed;
13. consider the outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations;
14. consider risk to the School including those to financial viability, business continuity and compliance with charity law, company law and the Academy Trust Handbook.
15. ensure compliance with the Department for Education requirements regarding published information;
16. ensure compliance with UK General Data Protection Regulations (UK GDPR).

Its main Finance functions:

1. review and approve school policies and procedures related to finance;
2. review and recommend to the full governing body for approval the annual budget for the school;
3. review and agree the long-term financial plan for the school based on appropriate assumptions and consistent with the School Improvement Plan;
4. monitor and review school income and expenditure against budgets during the financial year;
5. oversee and agree parameters for treasury management;
6. monitor the School's approach to procurement;
7. review the non-core activities of the School including the Lymm Leisure Centre and any other trading subsidiaries;
8. consider any other matters relating to finance as directed by the governing body.

Its main Resources functions:

1. to ensure the strategic plan is in place for the provision of buildings and facilities in line with the SIP;
2. to provide support and guidance for the Headteacher on all matters relating to the School premises and grounds, Facilities (including information technology and infrastructure), Security and health and safety, to include the main school, Leisure Centre, Ty'n y Felin's **lease and operations**;

3. to monitor and revise the buildings and facilities elements of the Accessibility Plan;
4. to ensure that the premises, facilities and grounds are inspected annually. To ensure that any issues are identified and a proposed order of priorities for maintenance and development is submitted to the governing body for approval;
5. to advise on and make recommendations regarding costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts, and to oversee proposals for development of buildings and facilities;
6. to ensure that an annual safety and security audit of the premises is undertaken;
7. to ensure that the school complies with health and safety regulations;
8. to ensure necessary actions are taken in respect of inspections and audits;
9. to ensure the discharge of governors' responsibilities under the Environmental Protection Act 1990, other relevant legislation and Department of Education guidance;
10. to ensure that a lettings and charges policy is in place, for the approval of the governing body, and to monitor and evaluate the implementation of that policy;
11. to ensure that risk management and insurance arrangements with regard to matters related to buildings and facilities are in place;
12. to gain assurance with regard to the management of the Leisure Centre and Ty'n y Felin.

REMIT OF CURRICULUM AND STANDARDS COMMITTEE

1. Monitor and evaluate the delivery of the curriculum.
2. Ensure the provision of a broad and inclusive curriculum, including SMSC, that provides opportunities for a wide range of pupils including those requiring different academic and vocational pathways and monitors outcomes.
3. Review, approve and monitor the implementation of policies for curriculum design, special educational needs, collective worship, equality and ensure that these comply with national and statutory guidelines.
4. Ensure that the needs of pupils with special educational needs are met and that the school provides an inclusive learning experience.
5. Recommend to FGB targets for pupil attainment and progress in conjunction with the Headteacher.
6. After consultation with the Headteacher and staff, agree priorities for the school improvement plan and consider the draft plan for discussion and approval by the governing body.

7. Monitor the implementation of the relevant aspects of the school improvement plan.
8. Evaluate pupil attainment and progress in relation to the agreed targets and in comparison to the performance of similar schools.
9. Monitor the attainment and progress of vulnerable and underperforming groups.
10. Monitor the attainment and progress of pupil performance in different subject areas and key stages within the school.
11. Support the development of innovative, creative and collaborative approaches to teaching and learning, both within the school and with other external partners.
12. Ensure the provision of effective systems of monitoring and enhancing the quality of teaching and learning within the school

REMIT OF STAFF AND STUDENT WELLBEING COMMITTEE

1. To ensure the staffing arrangements are reviewed as necessary and, at least annually, in relation to the School Improvement Plan.
2. To draft and review the school's Pay Policy for all members of staff, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
3. To review the Performance Management Policy and monitor its implementation.
4. To ensure the school's strategic plan for continuing professional development is implemented.
5. To liaise with the relevant committee to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
6. To review staff selection procedures, ensuring that they conform with safer recruitment practice and current equalities legislation.
7. To undertake any formal consultations on personnel matters when appropriate.
8. To review and recommend for adoption by the governing body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.
9. To oversee and review arrangements for staff wellbeing. This could include consideration of data on staff attendance and illness, receiving feedback from the staff wellbeing committee, staff exit interviews and the use of surveys of staff views.
10. To monitor and review policies and make recommendations to the governing body on all matters relating to pastoral care for all pupils including safeguarding, health and wellbeing, SMCS (spiritual, moral, social and cultural provision), SEND (special educational needs and disabilities) attendance, exclusion and behaviour.
11. To oversee and engage with arrangements for pupil voice, the work of the Hall and School Councils and Student leadership team.

12. To oversee the working of arrangements for parental voice and engagement, including the use of parent meetings, liaison with the Parent Teacher Association and the use of surveys of parents' views.

REMIT OF REMUNERATION COMMITTEE

Membership: Four governors to include the Chair of Governors, Chair of Finance Audit & Resources, Chair of Curriculum & Standards and Chair of Staff & Student Wellbeing Committee

Quorum: Three governors.

Meetings: Ad hoc as required

1. To undertake an annual pay and performance review of members of the Senior Leadership Team including the Headteacher, Senior Deputy Heads, Deputy Head and Assistant Heads and to determine salary progression in accordance with the appropriate regulations and terms and conditions documents.

REMIT OF STAFF DISMISSAL COMMITTEE

Membership: Five governors

Quorum: Three governors

Meetings: Ad hoc as required

1. To consider matters relating to staff discipline or dismissal in accordance with agreed procedures, and to make such decisions as fall to it to make under those procedures.

REMIT OF APPEALS COMMITTEE

Membership: Five governors

Quorum: Three governors.

Meetings: Ad hoc as required.

1. To hear appeals against decisions of the Headteacher or Staff Dismissal Committee in relation to staff discipline and dismissal.
2. To make any determination or decision under the governing body's Complaints Procedure

REMIT OF PUPIL DISCIPLINE COMMITTEE

Membership: Governors from the Staff and Student Wellbeing Committee

Quorum: Three governors

Meetings: Ad hoc as required

1. In accordance with statutory requirements to consider the actions of the Headteacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

REMIT OF ADMISSIONS COMMITTEE

Membership: Five governors

Quorum: Three governors

1. Annually to review admission criteria, consulting other admission authorities as appropriate, and to make recommendations.
2. In accordance with the published admission criteria and arrangements, to determine which children shall be admitted to the school. When considering evidence in particular relating to oversubscription criteria 3, the Admissions Committee must be satisfied that this School is able to offer a level of support to the applicant that isn't accessible at any other mainstream school. The Admissions Committee, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
3. To consider the admissions criteria of other local admission authorities and to take appropriate action.

REMIT OF CHAIRS OF COMMITTEES GROUP

Membership: the Chair and Vice Chair of the Governing Body, and the Chairs of the Finance, Audit and Resources Committee, Staff and Student Wellbeing Committee and Curriculum and Standards Committee.

Quorum: Three governors

1. To plan the annual calendar of meetings and the agenda schedule for the full governing body and for each committee.
2. To oversee the training needs of the governing body, and the undertaking of periodic skills audits to identify skills gaps.
3. To oversee the appointments or election processes for the governing body, and to develop and update any necessary guidance on how appointments are made or elections conducted.
4. To initiate or undertake periodic reviews of the governance arrangements of Lymm High School, and to report their conclusions and recommendations to the full governing body.