



# NOWER HILL HIGH SCHOOL

<b>Title:</b>	<b>GB Terms of Reference</b>
<b>Date of Last Review:</b>	December 2017
<b>Date of Ratification by Governing Body:</b>	December 2018
<b>Status:</b>	Statutory
<b>Approval Authority:</b>	Governing Body
<b>Staff Lead:</b>	Headteacher
<b>Governor Lead:</b>	Chair of Govenors
<b>Review Frequency:</b>	Annual
<b>Location:</b>	Frontier Staffroom
<b>Date of Next Review:</b>	December 2019

# GOVERNING BODY OF NOWER HILL HIGH SCHOOL

## Terms of Reference of Governing Body and its Committee Structure

### The Role of Governing Body

The business of the Academy Trust is managed by the Governing Body (GB). The GB is able to exercise all of the powers of the Academy Trust and is responsible for the performance of the Trust. The Scheme of Delegation outlines the framework for decision making. The GB is a statutory body and its activities are subject to provisions under various Education Acts. The GB approves the policies for the Academy Trust and has the following responsibilities:

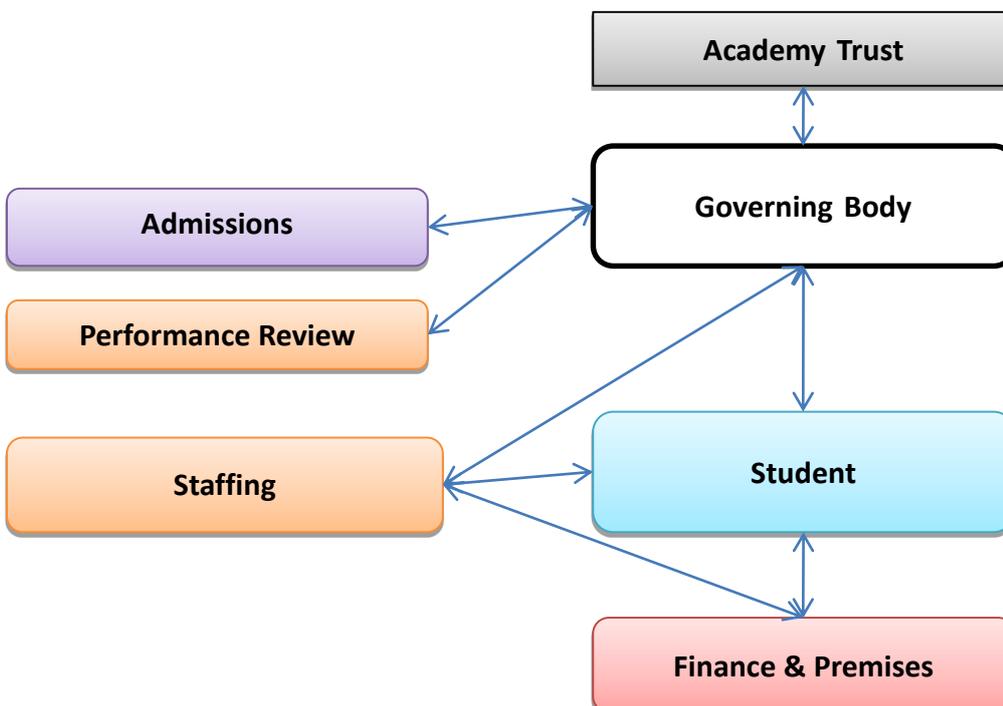
- To determine the strategic direction of the school;
- To approve and manage the annual budget;
- To determine the school's Admissions Policy and its review;
- To agree the Scheme for Co-ordination of Admissions with the Local Authority;
- To ensure all statutory duties are carried out by either the GB or one of its Committees or by delegation to the Headteacher;
- To consider and, if appropriate, approve recommendations from GB Committees;
- To act as critical friend to the Headteacher by providing advice, challenge and support.

### The Role of Committees

In accordance with the Articles of Association, the GB has established a Committee structure to enable detailed work to take place, allow issues to be given full consideration and make the decision making process as effective as possible. A clear remit for each Committee brings focus to the task in hand and enables each individual Governor to make a valuable contribution. Specifically, Committees are responsible to the GB:

- To make decisions and take actions within their remit;
- To recommend actions/issues to the Governing Body and/or other Committees;
- To recommend actions/issues to the Chair of the Governing Body where urgent action is required;
- To identify and involve appropriate staff and others in activities on behalf of the Governing Body.

### The Structure of the Committees



### **The Remit of the Committees**

The Committees have the delegated responsibility to consider, make recommendations and act on issues within their remit. The list is not exhaustive and may be refined from time to time by the Governing Body. Each Committee addresses and reviews policies and risks relevant to their remit.

### **STUDENT COMMITTEE**

This Committee focuses on the needs and achievements of the students and reviews teaching and learning standards:

- To provide guidance and assistance to the GB on standards and achievement;
- To monitor and review academic and pastoral arrangements and ensure compliance with statutory requirements for the curriculum and student support;
- To contribute to and monitor the development of the School Improvement Plan and Self Evaluation Form (SEID);
- To consider the annual performance review and evaluation of exam results at all Stages;
- To ensure there are effective and enforceable policies for Student Support (including Child Protection, bullying, discipline, equality and racial issues etc) and that all students have confidence that these issues will be dealt with in an appropriate manner;
- To ensure that students have opportunities to help them achieve future economic well-being, understand career, further education and training options and acquire workplace skills;
- To ensure that regard is paid to students' spiritual, moral, social, emotional and cultural development;
- To ensure effective provision is made for all students including Special Educational Needs (SEN), Gifted and Talented, Ethnic Minority achievement (EMA) etc;
- To review the provision of extra-curricular activities for students;
- To review the security and integrity of the computer systems for staff and students and to oversee the development and implementation of a strategy for ICT;
- To deal with any student related matter raised by the Headteacher or designated representative.
- To support and promote environmental responsibility.
- Annual safeguarding report and policies to be discussed and ratified.
- Review of the risk register.

### **STAFFING COMMITTEE**

This Committee addresses all human resource and employment issues:

- To receive regular reports from the Headteacher on the recruitment and employment of staff;
- To have oversight of the recruitment process and ensure compliance with safeguarding requirements;
- To ensure the staffing structure, both teaching and support staff is effective, appropriate and within budget;
- To monitor professional development activities;
- To review all HR policies and procedures relevant to the Staffing Committee;
- To deal with any staffing matter raised by the Headteacher or designated representative.
- Review of the risk register.

### **ADMISSIONS COMMITTEE**

This Committee reviews and coordinates all matters concerning admission to the school:

- To ensure compliance with the terms, conditions and timeline of the agreed Local Authority Scheme for Co-ordination of Admissions;
- To oversee the administration of the GB's Admissions Policy, including applying the admissions criteria where the school is over-subscribed with parental requests for admission, to determine whether any child should be admitted to the school;

- To prepare and present the school's case in response to any parental appeals against the refusal of admission to the school;
- To receive reports of the delegated authority to the Headteacher for in-year admissions, including managed moves and Fair Access Protocol;
- To raise any issues arising from the school's Admissions Policy or changes in the Admissions Code with the GB for their consideration.

## **FINANCE & PREMISES COMMITTEE – TERMS OF REFERENCE**

### **FINANCE**

This Committee focuses on the budget and serves the financial needs of the other Committees:

- To provide guidance and assistance to the GB on all financial and budgetary matters;
- To deal with any financial matter raised by the Headteacher or designated representative;
- To review and recommend to the GB appropriate financial policies and procedures;
- To ensure compliance with the requirements of the Funding Agreement, Financial Regulations, financial policies and procedures;
- To prepare and review financial policy statements, including consideration of long term planning and resourcing;
- To consider each year's priorities and present an annual budget to the GB for approval;
- To monitor income and expenditure of all funds and report the financial situation to the GB each term;
- To recommend the level of delegation to the Headteacher for the day-to-day financial management of the school;
- To monitor and approve virement of funds, if necessary, within limits set by the GB;
- To receive and, where appropriate, respond to periodic audit reports of all funds;
- To monitor and review risks associated with the finances of the academy.
- Review of the risk register.

### **PREMISES**

This Committee covers the physical resources of the site:

- To ensure the efficient and effective maintenance and general appearance of the school site;
- To review the security of the site and ensure the safety of pupils, staff and governors;
- To review the Health and Safety Policy and liaise with the Health and Safety Committee to ensure all works carried out meet Health and Safety standards;
- To monitor arrangements for the purchase and/or replacement of equipment and furniture;
- To monitor contracts for the provision of premises related services;
- To review Lettings Policy and charges;
- To monitor the lettings and out of hours use of the school premises;
- To oversee the catering arrangements;
- To support and promote environmental responsibility;
- To deal with any premises related matter raised by the Headteacher or designated representative;
- To make recommendations to the GB for the long term development of the school site.

### **AUDIT**

Risk management and internal control

- Gaining assurance that an institution's risk management, control and governance arrangements are adequate and effective
- Monitoring implementation and maintenance of the institution's risk management plan
- Reviewing the effectiveness of the institution's systems of internal control and advising the governing body accordingly

Audit Assurance Work

- Considering and advising the governing body on the appointment and terms of engagement of the auditor
- Considering the findings of audit assurance work and management responses
- Approving the audit assurance work plan
- Monitoring the implementation of audit-based recommendations
- Establishing and monitoring appropriate performance indicators to measure the effectiveness of the work of the auditor and advising the governing body accordingly
- Considering the adequacy of resources for audit

#### External audit

- Advising the governing body on the appointment of the external auditors
- Monitoring the effectiveness and performance of the external auditors through appropriate performance indicators
- Approving the external audit plan
- Reviewing the annual external audit management letter and financial statements

#### Value for money

- Ensuring satisfactory arrangements are in place to promote the economical, efficient and effective management of all the institution's resources.

#### REPORTING

- The audit committee should report to the full governing body after each meeting. A copy of the audit committee minutes, or an appropriate summary covering key points would normally suffice.
- The audit committee should also prepare an annual report for the governing body covering the financial year. It should cover any significant events up to the date of preparation of the report and include the committee's opinion on the adequacy and effectiveness of the institution's arrangements for :
  - Risk management, control and governance
  - Economy, efficiency and effectiveness.
  - This opinion should be based on the information presented to the committee

#### **PERFORMANCE REVIEW PANEL**

In addition to the Committees, the GB has delegated its pay powers to the Performance Review Panel (PRP) through the Pay Policy. Specifically the PRP will review the performance of the Headteacher, recommend the salaries of the Headteacher and Senior Staff and agree salaries for all other staff within the agreed budget:

- To ensure the aims of the pay policy are achieved in a fair and equitable manner;
- To undertake the annual performance review of the Headteacher;
- To establish performance objectives for the Headteacher;
- To consider the payscale (ISR) and salary for the Headteacher and make a recommendation to the GB;
- To review the proposal of the Headteacher for the pay of Senior staff and make a recommendation to the GB;
- To consider the recommendations of the Headteacher and agree the salaries of all staff within the agreed budget;
- To undertake a review of salary for any teacher who requests a review of the decision about his/her pay or performance management;
- To be a point of referral on pay matters as necessary;
- To minute clearly the reasons for all decisions and recommendations reporting these to the next GB meeting.

Note: Any further appeal against a pay or performance management decision will be heard by a Pay Appeals Committee comprising 3 Governors.