

Committee Structures and Areas of Responsibilities

The Governing Body is the final arbiter on all policy matters concerning the management of the school. It is the Governing Body's intention to delegate adequately, and wherever possible legally, sufficient functions and powers to the Standing Committees referred to in this document, namely:

- Curriculum committee.
- Resources committee.
- Student and Staff Discipline Committee

At the first full meeting of the Governing Body in the Autumn Term the Chair of Governors will be elected via nomination form from the summer term. If two or more nominations are received a secret ballot will be held. Two Vice-Chairs will be nominated and elected at the meeting.

The membership of each committee will be decided. A number of Governors, at least four, will be appointed to each Committee and will have the right to vote. A committee will be considered quorate if a minimum of three Governors attend. The Chairperson of Governors and the Principal shall have voting rights on each Committee. Any other Governor may attend the committee meetings and take part in the debate but they will not have a vote.

At their first meeting of each academic year each Committee will appoint a Chairperson and a Vice Chairperson and will review the terms of reference. Each Committee shall be supported and serviced by a panel of staff under the leadership of a member of the Leadership Team. The Chairperson shall have a casting vote when necessary.

The minutes of the meetings of the various committees will be published with the agenda of the full Governing body. It is the intention that there will be an opportunity at the full Governors' meeting to raise any issues contained within each set of minutes in turn, and to vote on any policies proposed, but that the vast majority of the business will be conducted at the committee stage.

Working parties of three or more Governors and other co-opted working party members may also be established to consider specific tasks after which they will report back to Full Governors or a Governors' Committee and will then disband.

1. The Curriculum Committee

The purpose of this committee is to consider, report and make recommendations to the Governing Body on all matters related to the Curriculum and Special Educational Needs in order to contribute to the raising of standards in school.

This committee will:-

1. Meet once each half term.
2. Advise the Governing Body on the School's Curriculum Policy and its statutory obligations under the National Curriculum.
3. Provide information, in partnership and under the guidance of staff, regarding the teaching, evaluation and resourcing of the curriculum.
4. Ensure that the educational requirements of children with special educational needs are met.
5. Review and monitor the schools performance against local and national comparative data and to provide the information required for the publication of results.
6. Review an annual report on the standards achieved by students.
7. Consider inspection reports in relation to curriculum issues, prepare action plans and monitor progress.
8. Review an annual written report from each Head of Faculty.
9. Set challenging targets for student achievement and school effectiveness in relation to the curriculum in order to raise standards.
10. Contribute towards the School Strategic Plan on curriculum issues.
11. Ensure that the school has in place home to school partnership agreements with parents.
12. Be responsible for the review, development and, where appropriate, recommend to the governing body for approval, policies including:
 - Assessment, Recording and Reporting
 - Behaviour
 - Child Protection
 - Citizenship
 - Collective Worship
 - Disability Discrimination
 - Disability Equality
 - Educational Visits
 - Homework
 - Internet Access
 - Multicultural Education
 - Personal Social and Health Education
 - Religious Education
 - School Curriculum Policy
 - SEN Policy
 - Sex and Relationships Education
13. Receive and review reports from outside agencies.
14. Monitor activities relating to Business and Enterprise.
15. Approve school and curriculum related visits.

2. The Resources Committee

The purpose of the Committee is to ensure that the Staff and Governors have in place effective systems and procedures for the financial management of the school and to provide support and guidance on all matters relating to the school premises, grounds, security and health & safety in order to contribute towards the raising of standards.

This committee will:-

1. Meet once each half term.
2. Provide guidance and assistance to the Principal in all matters relating to budgeting and finance.
3. Consider the objectives of the School Strategic Plan in each financial year and present an annual budget based on that plan to the Governing Body for approval.
4. Ensure that longer term financial planning is in place.
5. Ensure that the Governing Body have in place systems and procedures designed to ensure Staff and Governors comply with the requirements of the LA's Scheme for the Financial Management of Schools.
6. Monitor the income and expenditure of all public funds including other devolved funds and report to the Governing Body each term on the financial position of the school.
7. Approve the virement of funds within the limits set annually by the Governing Body.
8. Ensure the audit of private funds is carried out and those accounts are submitted to the Charity Commission pursuant with any statutory requirements.
9. Receive and respond to audit reports received from the LA.
10. Recommend the level of delegation to the Principal for the day to day financial management of the school.
11. Review charging arrangements for lettings annually.
12. Be responsible for the review and recommendation of the charging and remissions policy to the Governing Body.
13. Ensure appropriate systems and procedures are in place for the awarding of contracts for services.
14. Ensure that value for money reviews are undertaken to assess the effectiveness of the use of school resources.
15. Inspect annually the premises and grounds.
16. Have in place arrangements for the maintenance, repair, security and redecoration of the school premises.
17. Monitor the process for the preparation and implementation of contracts related to buildings and premises issues.
18. Ensure that the school complies with Health & Safety Regulations.
19. Ensure that the school complies with any other statutory obligations regarding the premises and site.
20. Review and develop the five-year maintenance plan for the school for inclusion in the School Strategic Plan.
21. Review and develop the following policies and, when appropriate, make recommendations to the Governing Body:
 - Health & Safety
 - Risk Assessment
 - Security
22. Review annually the delegated limits for spending and for virements, publish the best value and control assurance statement,

23. Determine arrangements for all appointments of staff except for Principal and Vice Principal.
24. Review annually the school's pay policy in conjunction with the Annual School Teachers' Pay Review Body report and the DfES Teachers' Pay and Conditions document and to advise the Governors of any amendments required for approval.
25. Consider matters of staff welfare.
26. Comply with any statutory requirements as necessary.
27. Ensure adequate arrangements are in place for obtaining advice and support on personnel matters.
28. Be responsible for the review, development and, where appropriate, recommend to the governing body for approval, policies including:
 - Employment of Supply Teachers
 - Equal Opportunities
 - Induction of Newly Qualified Teachers
 - Pay
 - Performance Management Review
 - Recruitment, Appointment and Retention of Staff
 - Staff Discipline
 - Staff Grievances

6. The Student and Staff Discipline Committee

The purpose of the Committee is to deal with issues of staff and student discipline in order to contribute to the raising of standards.

This committee will:-

1. Meet in circumstances where the Principal is required to notify them of a student exclusion or of a disciplinary issue concerning a member of staff.
2. Consider the circumstances in which the student was excluded.
3. Consider any representations about the exclusion by the parent and the LEA.
4. In cases where re-instatement is a practical option, consider whether the student should be re-instated immediately, by a particular date or not re-instated and give the appropriate direction to the Principal, parent and LEA regarding their decision.
5. Meet no earlier than 6 and no later than 15 school days after receiving notification of an exclusion unless the student may miss a public examination, in which case the committee must, if practicable, consider the exclusion before the date of the examination.
6. In the case of a permanent exclusion, notify the parent in writing of their decision and the reasons for it, advising the parent of his or her right to appeal, whom to contact, the last date for lodging an appeal and that the notice of appeal should set out the grounds of appeal.
7. Apply the agreed policies concerning staff discipline.