



WINDHILL ACADEMY TRUST

**TERMS OF REFERENCE
FOR
COMMITTEES OF GOVERNING BOARD**

GENERAL

1. Membership and Chairing

Unless otherwise specified each committee will consist of a minimum of five governors. The Chair of Governors and Headteacher will be ex officio members of all committees except the Pupil Discipline, Staff Grievance, and Appeals committees.

All committees are required by the regulations to have a clerk appointed by the Governing Board.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.

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

2. Voting and Quorums

Only governors and appointed associate members can vote. No vote may be taken at any meeting where associate members out-number governors.

The committee quorum is three governors.

Resources committee quorum should consist of at least two governors who are not members of staff.

3. Minutes and Meetings

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 Board a clear proposal or alternatives to debate and decide upon.

Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next Governing Board meeting.

The committee will meet some weeks in advance of each Full Governing Board meeting and at other times as they see fit.

4. Functions

Committees will consider matters as set out in its terms of reference or as requested by the Governing Board, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the Governing Board. The Governing Board will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

For committees other than the Resources Committee – any decisions that require a spending commitment over and above agreed budget provision must be referred to the Resources Committee. The chair should also check before committing expenditure to ensure that there is no change in the financial position.

5. Procedures and Training

Membership of each committee will be determined at the final meeting of the full Governing Body in the summer term meeting for the forthcoming academic year. Casual vacancies will be filled at the first available Governing Board meeting. The terms of reference for each committee will be reviewed at least annually.

The normal procedures and regulations of the Governing Board also apply to its committees.

Members of each committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

CURRICULUM and MONITORING COMMITTEE:

1. To advise the Governing Board on the school's curriculum policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, to monitor and evaluate the delivery of the curriculum.
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality, disabilities and pupil behaviour/discipline.
4. To ensure that the needs of pupils with special educational needs are met.
5. In conjunction with the Headteacher, to agree statutory targets for pupil attainment.
6. At least annually to receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and to identify any necessary Governing Board actions.
7. After consultation with the Headteacher and staff, to identify priorities for the School Improvement Plan and to consider the draft plan for discussion and approval by the Governing Board.
8. To monitor, at least once a term, progress on implementing the School Improvement Plan.
9. To review, after consultation with the Headteacher and staff, the school's policies on pupil welfare, homework, safeguarding and the dress and appearance of pupils, and make any recommendations.
10. To review and monitor the policy on charging and remissions and the conduct of school journeys and visits and other off-site pupil activity.
11. In conjunction with the Headteacher, agree and monitor targets for pupil attendance.
12. To prepare and review any other policies as determined by the Governing Board

RESOURCES COMMITTEE

To be included in the Financial Handbook and Regulations (Appendix L)

1. General:

- a) Determining the Academy's financial priorities through the School Improvement Plan, the Asset Management Plan and ICT Development plan.
- b) Making decisions on requests from other committees that will have an impact on the Academy's financial position.
- c) Making decisions on expenditure within the Committee's delegated powers.
- d) To act in accordance with the Academy's Financial Handbook and Regulations.
- e) Reviewing annually the Academy's Financial Handbook and Regulations.
- f) Reviewing annually the Terms of Reference of the Resources Committee.
- g) Ensuring the Register of Business Interests is kept up to date.
- h) Ensuring that funding from the Education and Skills Funding Agency (ESFA) and other sources is used only in accordance with any conditions attached.
- i) Reviewing the Governing Board's internal and external financial statements and reports to ensure that they reflect best practice.
- j) Ensuring the Academy has appropriate internal financial controls in place and adheres to the policies and procedures as set out within the Academy Financial Handbook and updated from the Education and Skills Funding Agency.
- k) To provide guidance and support to the Headteacher and Governing Board on financial matters.

2. Budget Setting and Monitoring:

- a) To advise the Governing Board on such matters as:
 - the budget needed to run the school in accordance with statutory requirements and the School Improvement Plan;
 - ensuring that the Governing Board's financial regulations and actions are in accordance with legislation, other statutory requirements, Financial Management and Self Evaluation and the EFSA's financial regulations;
 - prioritising on major items of expenditure;
 - the purchasing of goods and services in the context of Best Value requirements;
 - generating additional income.
- b) Initial review and authorisation of the annual budget (final approval must be by the Full Governing Board);

- c) To prepare longer-term financial plans having regard to roll projection and signals from central Government and the EFSA regarding future years' budgets;
- d) In consultation with the Headteacher, consider the school's income and draft the first formal budget in the financial year for the Governing Board to consider.
- e) To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
- f) To monitor expenditure of all voluntary funds held by the school.
- g) To authorise the signing of monitoring reports to the ESFA and Department for Education (DfE).
- h) To receive twelve monthly management accounts, to facilitate the monitoring of the Academy's actual financial performance compared with budgeted priorities and cash flow, and to take remedial action as necessary. Such action will be reported to the Governing Board; in all cases liaison must be maintained with other appropriate committees;
- i) The Governing Board must notify ESFA within 14 days of setting a deficit revenue budget.
- j) Reviewing and monitoring of budget projections / medium term financial plans to ensure the Academy's budget is realistic and any financial decisions are sustainable:
- k) To liaise with the relevant committees to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- l) Apart from the annual budget which must be approved by the Full Governing Board, approval of cash flow forecasts and any other reporting requirements for the forthcoming financial year in accordance with the timescales dictated by the Academies Financial Handbook and ESFA updates:
- m) Making decisions on virements within agreed budgets, within the Committee's delegated powers, and authorising any budgetary adjustments made.
- n) Advising the Governing Board on the appropriateness, or otherwise, of virements to be made outside of the Committee's delegated powers.
- o) Monitoring all spending and income received in the Academy including Trading Accounts.

3. Audit and Accounts Return:

- a) Ensuring the annual accounts and Whole of Government Accounts returns are produced in accordance with the requirements of the Companies Act 1985 and the EFA guidance issued to academies;
- b) Receiving and commenting on the content of any audit report or Internal Auditor report relating to Education and Skills Funding Agency funding and monitoring the implementation of the agreed action plan. These reports must also be reported to the Full Governing Board;
- c) Annually reviewing and appointing the independent external auditor to the Academy;
- d) Discussing with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.

e) Considering all relevant reports by the appointed external auditor, including reports on the body's accounts, achievement of value for money and the response to any management letters;

f) Reviewing the effectiveness of the academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.

4. Procurement:

a) Authorising the award of contracts and leases over £10,000 over the contract / lease lifetime;

b) Annually reviewing all on going contracts.

c) Awarding of contracts by tender up to a specified limit. Reviewing the various leasing agreement schemes and options available to the Academy.

5. Personnel:

a) Authorising changes to the Academy personnel establishment;

c) To draft and review the performance management and appraisal policy and monitor its implementation.

d) To review the staffing structure as necessary in relation to the School Improvement Plan and the school budget.

e) To undertake any formal consultations on personnel matters.

f) To review and recommend for adoption by the Governing Board procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.

g) Should the need arise, to draft, in consultation with staff, criteria for redundancy, for approval by the Governing Board.

h) To prepare and review financial and personnel policy statements and any other policies as determined by the Governing Board.

6. Lettings:

a) To prepare a lettings and charges policy for the approval of the Governing Board and to monitor and evaluate the implementation of that policy.

b) Agreeing and determining appropriate charges for lettings of the premises, in line with the Academy's lettings policy.

7. Premises:

a) To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.

b) To monitor and revise the premises elements of the accessibility plan.

- c) To inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development, for the approval of the Governing Board.
- d) To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
- e) To be aware of the respective responsibilities of the Governing Board and Local Authority (LA) in relation to premises, to ensure that the LE is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.
- f) To undertake an annual health, safety and security audit of the premises and report on same to the Governing Board; and to ensure that the school complies with health and safety regulations.
- g) To report findings of inspections and audits to the Headteacher and liaise with him/her to ensure that action is taken as appropriate.
- h) To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters

8. General Data Protection Arrangement (GDPR):

To monitor the School's compliance with the GDPR.

PAY PANEL

At least three Governors must be members of this Committee. No employee of the school apart from the Headteacher may be a member. Three governors must be present to ensure quorum.

The Chair of the Panel will be appointed by the Pay Panel itself.

Meetings will take place annually in the Autumn Term. Other additional meetings will be held if required.

The terms of reference are as follows:

- 1) To determine salary levels for individual posts in accordance with the school's pay and appraisal policy;
- 2) To review the salaries of all staff as prescribed by the Academy's pay and appraisal policy;
- 3) To work with the appointed governors to determine the pay of the Headteacher;
- 4) To make recommendations to the Full Governing Board after annual salary reviews;
- 5) To monitor the staff appraisal cycle;
- 6) To implement the Academy's pay and appraisal policy;
- 7) To apply the criteria set by the Academy's pay and appraisal policy in determining the pay of each employee on an annual basis;
- 8) To comply with all statutory and contractual obligations;
- 9) To minute clearly the reasons for all decisions and report these decisions to a full meeting of the Governing Board;
- 10) To keep abreast of relevant developments and legislation and to advise the Governing Board when the school's pay and appraisal policy needs to be reviewed.