

## Coundon Court Governing Body AY2122



### The Governing Body

The Governing Body at Coundon Court is responsible for the strategic oversight of school improvement and the quality of its daily work.

It works with the Co-Headteacher's to:

- 1. Ensure the quality of educational provision at Coundon Court through strategic review and quality assurance of the curriculum, lesson quality and student and staff experiences.**
- 2. Challenge and monitor the examination outcomes and other key performance indicators.**
- 3. Scrutinise, monitor and approve Coundon Court's finances and property management.**
- 4. Ensure that Coundon Court complies with charity and company law.**
- 5. Operate the academy in accordance with the funding agreement that has been signed with the Secretary of State i.e. it provides a good educational experience on a daily basis and that all funds support this.**

The Governors represent a range of interests from within the local community, the City of Coventry and the wider region. Their task is to form a link between the needs and aspirations of these communities and the school's work.

### How it works

The Academy Trust is the formal responsibility of five Members. They are responsible for setting up and maintain effective governance of the school. This responsibility is then delegated to the Full Governing Body of 11 Governors.

The full Governing Body meets four times a year and the meetings last for approximately two hours. We start at 5.30 but gather at five for informal conversation about the school and its work.

The formal agenda allows for scrutiny of the schools' work as well as a chance for Governors to develop knowledge and understanding of the changing educational landscape, in order to facilitate their decision making and judgment forming ability.

Each Governor also sits on one of two sub committees. **The Quality and Standards** Committee manages business connected to learning and examination outcomes. **The Finance and Premises Committee** looks at budget planning and site management issues. These sub committees meet three times a year.

Governors also visit areas that reflect our school development priorities areas twice a year for an update on performance and key activity.

The Co-Headteacher's work closely with Governors to equip them with the necessary educational understanding to manage these meetings and visits. From time to time the Governing Body is also required to engage in formal processes related to student discipline and industrial relations. There are 11 governors so the load is spread out evenly throughout the year

### **Composition**

The Members are: **Jo Humphries, Chris Millerchip, Antony Cash, Joanne Doyle, Mark McNally.**

**The Chair of Governors is Joanne Doyle. The Vice Chair is Antony Cash.**

A full breakdown of all the Governors, their backgrounds and responsibilities is below. This also includes a detailed explanation of the committee's roles and terms of reference.

	<b>Name</b>	<b>Status</b>	<b>Local Authority employee</b>	<b>Attendance</b>	<b>Date Appointed</b>	<b>Term of Office</b>	<b>Governor elsewhere</b>	<b>Declaration of Business Interest</b>
<b>1</b>	<b>Joanne Doyle</b>	Appointed			10/03/18	09/03/22		
<b>2</b>	<b>Antony Cash</b>	Appointed			07/07/15	06/07/23		
<b>3</b>	<b>Ian Foster</b>	Appointed			27/03/18	26/03/22		
<b>4</b>	<b>Chris Milburn</b>	Appointed			30/03/21	29/03/25		
<b>4</b>	<b>Antony Moseley</b>	Staff			10/07/18	09/07/22		
<b>5</b>	<b>Matt O Reilly</b>	Staff			19/11/19	18/11/23		
<b>6</b>	<b>Tom Roberts</b>	Appointed			15/03/20	14/03/24		
<b>7</b>	<b>Laura Swain</b>	Parent			15/06/20	14/06/24		
<b>8</b>	<b>Ravi Vetsa</b>	Appointed			20/09/16	19/09/24		
<b>9</b>	<b>Samuel Mohomed</b>	Ex-officio			01/09/20			
<b>10</b>	<b>Daniel Clarkson</b>	Ex-officio			01/09/20			

*The Interim Co Headteachers, Daniel Clarkson and Samuel Mohomed, will sit as Governors but have one vote between them.*

**Sub Committee composition:**

Quality and Standards	Finance and Premises	Pay Committee	Audit Committee	Chairs
Tom Roberts (Chair)	Antony Cash (Chair)	Joanne Doyle	Antony Cash (Chair)	Joanne Doyle COG
Joanne Doyle	Ravi Vesta	Anthony Cash	Joanne Doyle	Antony Cash (Vice)
Laura Swain	Ian Foster		Ravi Vesta	
Chris Milburn	Matt O'Reilly		Ian Foster	
Ravi Vetsa	Anthony Mosley		Matt O'Reilly	
Matt O'Reilly			Anthony Mosley	
Anthony Mosley				

**Governors delegated roles for specific monitoring:**

Governor	School Development Priorities/themes	Staff Link
Joanne Doyle	Safeguarding, Inclusion, thrive and Behaviour	Susie Elton
Tom Roberts Ravi Vetsa	Student Parliament & Voice	Amy O'Connor
Antony Mosley	Progress and Attainment across all subject areas	Christopher Connor
Chris Milburn	Community Cohesion	Cleo Abberley
Laura Swain	Student and staff Wellbeing	Marc Thomas
Matt O'Reilly	Staff Professional Development	All Learning Team Leaders led by LT Member
Antony Cash	Curriculum Development including Disadvantaged	All Learning Team Leaders led by LT Member
Ian Foster	Health and Safety/Site and I.T. Development	Paul O'Brien
Tom Roberts Joanne Doyle	Pastoral Intervention/Careers and Pathways	Rebekah Tunstall

**Governors to challenge progress so far in relation to the School Development Plan: 3 year priorities and AY2122 actions.**

**A summary of each meeting's agenda focus**

**The Full Governing Body**

Agenda Item	Agenda focus
<b>Standards</b>	Policy adoption and review / Summer examination analysis / Examination data target setting review Monitoring outcomes - core data review / SEF Attainment and Progress review
<b>Curriculum</b>	Policy adoption and review / Annual curriculum plan and staffing model review / SEF Student Development and SMCS (social, moral, spiritual and cultural) review.
<b>Quality of teaching and learning</b>	Policy adoption and review / Governor Link visit reports / SEF Teaching and Learning quality review Learning Quality dashboard review / External evaluation reports i.e. HMI
<b>Strategic Planning</b>	Policy adoption and review / School Development Plan review / DFE Updates on DFE / Partnership review SEF Leadership review Admissions arrangements Draft Budget review and termly management reports
<b>Staffing Issues</b>	Policy adoption and review Staff Welfare Recruitment and Retention
<b>Estate management</b>	Policy adoption and review Health and Safety and Risk Management Capital investment planning
<b>SEND / Safeguarding / Inclusion</b>	Policy adoption and review Governor Link visit reports SEN Code of Practice Safeguarding updates Behaviour Dashboard review
<b>Marketing and Communication</b>	Policy adoption and review Web site compliance Parents Evening Governor exit survey oral reports

**The Curriculum & Standards Committee**

Agenda Item	Agenda focus
<b>Academic Results</b>	Policy adoption and review Summer examination analysis. Examination data target setting review Monitoring outcomes - core data review. SEF Attainment and Progress review Policy adoption and review
<b>Curriculum, timetable and options</b>	Policy adoption and review Annual curriculum plan and staffing model review SEF Leadership review (in part) SMCS and Safeguarding
<b>Quality of teaching and learning</b>	Policy adoption and review Governor Link visit reports SEF Teaching and Learning quality review Learning Quality dashboard review External evaluation reports i.e. HMI, Ofsted etc.
<b>Strategic Planning</b>	Policy adoption and review School Development Plan review Updates on DFE announcements and long term considerations Leadership and responsibility structures – annual review. Reports on issues raised through wider partnerships i.e. Coventry networks, Teaching Alliances and Business SEF Leadership review
<b>Student Welfare</b>	Policy adoption and policy compliance review School Self-Evaluation – Student Voice Admissions - students in / out report
<b>Attendance, Punctuality, Absence &amp; Exclusions</b>	Policy adoption and review Behaviour and Attendance dashboards In year fair access protocol arrangements Alt Programme register review
<b>Special Needs and Discrimination</b>	SEN / Inclusion Policy adoption SEN / Inclusion Policy compliance review SEF Development SEN / Inclusion Policy compliance review Funding and provision update Delegated Governor visit oral reports

## The Finance and Premises Committee

Agenda Item	Agenda focus
<b>HR</b>	Policy adoption and review Policy Review Performance Management annual report on progress or otherwise and actions in place. Staff Absence / Staff Issues
<b>Health and Safety</b>	Policy adoption and policy compliance review RAG H&S Process Site H&S walk about termly report Annual Staff Induction / H&S awareness form feedback Site maintenance and capital planning prioritisation Fire Drill review sheet termly Delegated Governor visit oral reports
<b>External visits and Transport</b>	Policy adoption and policy / process compliance review Overseas Visits Approval / Residential Trip reports Delegated Governor visit oral reports
<b>Quality of learning resources</b>	Physical resource capital strategy ICT capital strategy
<b>Estate Management</b>	Policy adoption and policy compliance review Key contracts RAG review Delegated Governor visit oral reports Accessibility Planning
<b>Marketing and Communication</b>	Policy adoption and review Web site review / compliance Updates on Brochures etc. as produced Parents Evening Governor exit survey oral reports
<b>Budget Planning</b>	Review of accounting and financial processes Review Management Accounts Audit reports and action plan monitoring Financial Handbook Business Risk and Continuity Planning

## Full Terms of Reference

### Terms of Reference for the Academy Members

#### Purpose

The Members operate at a strategic level with ultimate control over the direction of the Academy Trust. The Academy Trust's objects are specifically restricted to the following:

- to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum ("the Academy").
- to promote for the benefit of the inhabitants of Coventry and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

#### Membership and Attendance

1. The dates for meetings will be agreed on an annual basis at the Annual General Meeting.
2. There shall be a minimum of 3 members of the committee, with any 2 constituting a quorum, except when appointing additional members, when all members must be present and the vote is unanimously.
3. The Academy Members will consist of the signatures on the original memorandum, Members appointed by the existing members (see item 4), the Chair of Governors and one person appointed by the Secretary of State, in the event that the Secretary of State appoints a person for this purpose.
4. The members may agree unanimously in writing to appoint such additional members as they think fit and may unanimously (say that the agreement of the member(s) to be removed shall not be required in writing) agree to remove any such additional members. The reasons for removal of any member would be as laid down in the academies Articles of Association.
5. The local authority Governor Support Service is the clerk of the committee.
6. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.

#### Duties:

1. Overseeing the achievement of the objectives of the company.
2. Appoint additional members
3. Be a guardian of the Academy vision and Trust Objects, safeguarding and promoting the values of the Academy.
4. Taking part in Annual and Extraordinary General Meetings.
5. Appoint governors to the governing body, ensure arrangements for the selection of parent and staff governors are properly carried out, and ensure each governor signs up to the Trust Objects.
6. Signing off the company's financial accounts and annual report.
7. Contribute to the Governing Body's role in giving clear strategic direction to the Academy.

8. Power to amend the Articles of the company and, ultimately, to remove the governors/directors.

### **Terms of Reference for Committees of the Governing Body AY2122**

The terms of reference of each committee of the governing body will be approved by the full governing body and reviewed each year. They provide the sole, agreed framework within which each committee operates.

1. Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body. The Co-Headteacher is an ex-officio member of each committee. At least three other governors shall be a member of each committee.
2. The membership of each committee and the dates for meetings will be agreed on an annual basis at the first meeting of the whole governing body before the first committee meeting.
3. The chair of each committee is elected by the whole governing body on an annual basis at the first meeting of the whole governing body before the first committee meeting. No governor employed at the academy will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the governors present at the committee meeting.
4. The local authority Governor Support Service is the clerk of the committee.
5. In the absence of the chair or clerk the committee will elect a replacement for the meeting.
6. The quorum for each committee is fixed at three governors from a minimum of two categories.
7. Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
8. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
9. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded and minutes will be provided. The written record will be forwarded by the clerk to the committee to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
10. The chair of the committee will be invited to give an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.
11. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not Governors.
12. Any governor may attend meetings of committees.
13. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.
14. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Co-headteacher and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.
15. The committee chairs will meet with the chair of governors and Co-headteacher at the beginning of each term to plan the work of each committee in relation to the Academy's development plan and other issues.



## Terms of Reference for the Quality and Standards subcommittee AY2122

### **Committee Membership**

Appointed by the Governing Board.

The membership of a Committee may include Associate Members, provided that a majority of members of the Committee are Governors.

**Quorum:** Not be less than three Governors who are members of the Committee. (The Committee can however, specify a higher limit).

No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.

### **Committee Remit:**

To act on behalf of the Governing Board in matters relating to:

1. School Improvement /Development Plan
2. curriculum, teaching and learning
3. special educational needs
4. school matters
5. admissions

### **SCHOOL IMPROVEMENT/ DEVELOPMENT PLAN**

To consider and make recommendations to the Governing Board on:

1. The School/ Academy Improvement Plan, ensuring that:
  - the staff are consulted
  - targets, priorities, implementation, monitoring and evaluation are included
  - the Plan relates to educational outcomes and raising standards
2. Review any actions following an Ofsted inspection.
3. To use the school's own self review and analysis and any feedback from outside agencies in order to evaluate its impact on raising standards and pupil achievement.
4. Reviewing the leadership and management of the school in order that to drive school improvement and challenges underachievement (including review of the Quality of Teaching data).
5. Ensure compliance with the Equality Duty.

### **CURRICULUM, TEACHING AND LEARNING**

#### ***Delegated powers***

To act on behalf of the Governing Board in:

1. Carrying out the Governors' responsibilities in relation to assessment, recording and reporting.
2. Standards and school effectiveness through analysis of data and results, looking at pupils' work and visiting the school.
3. Reviewing the school's performance through an understanding of school assessment, Analyse School Performance (ASP) and the Inspection Data Summary Report (IDSR).
4. Monitoring and evaluating the impact of teaching on rates of pupil progress and standards of achievement.
5. Understanding the intervention strategies used and impact to support pupils particularly those resourced by Pupil Premium funding, other underachieving groups and vulnerable children.
6. Monitoring attendance including persistent absence.
7. Reviewing, monitoring and evaluating curriculum implementation through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents/carers and teachers.
8. The school's compliance with the National Curriculum and legal requirements.
9. Children's welfare and social, cultural and spiritual development in the light of school curriculum policies.

10. Promotion of well-being, community cohesion, British Values and the Prevent agenda.
11. Working with school leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
12. Approving and implementing the Sex Education Policy and Equality Information and Objectives.

### **Other responsibilities**

To consider and make recommendations to the Governing Board on:

1. School policies on religious education and collective worship, moral social and cultural awareness and behaviour principles.

## **SPECIAL EDUCATIONAL NEEDS**

### **Delegated powers**

To act on behalf of the Governing Board on:

1. Ensuring the needs of SEND pupils are met in accordance with any prescribed Education, Health and Care Plan.
2. Compliance with the SEND Code of Practice and publication of the school's offer on the school website.

### **Other responsibilities**

To consider and make recommendations to the Governing Board on:

1. The school's policy and practice for Special Educational Needs and Disability.

## **SCHOOL MATTERS**

### **Delegated powers**

To act on behalf of the Governing Board in:

1. Ensuring compliance with Child Protection and safeguarding policies and procedures.
2. Receiving regular reports on safeguarding arrangements in the school.
3. Ensuring that looked after children are not disadvantaged by school policies and procedures and receive an annual report on their progress.
4. Receiving an annual report on racist incidents in school.
5. Monitoring and evaluating the impact of continual professional development on staff performance.
6. Approving and reviewing the Complaints Policy.
7. Overseeing arrangements for educational visits.

### **Other responsibilities**

To consider and make recommendations to the Governing Board on:

1. The Child Protection Policy and practice.
2. The school prospectus, where this still exists.
3. Ensure the school website complies with statutory requirements.
4. Developments around Healthy Schools especially nutritional standards.
5. Policies for improving relationships between school and the local wider community.
6. Issues relating to admissions, the school day, etc.
7. Appropriate consultation documents.
8. Any other responsibilities as appropriate and outlined in *Governance Handbook*.

## **ADMISSIONS – WHERE THE SCHOOL IS THE ADMISSIONS AUTHORITY**

### **Delegated powers**

To act on behalf of the Governing Board in:

1. Presenting the case for the Governing Board to an Independent Admission Appeal Panel. The party will consist of one governor.
2. Ranking of Admissions Requests at Year R.
3. To support the LA coordinated admissions scheme to centralise the allocation of school places in the City, by ranking applications against the Admission Criteria determined by the Governing Board.
4. Considering, with the support of the LA, in year applications for admission.

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

1. The Admission Policy for the school and recommend changes to comply with the School Admissions Code, DES, DBE or LA guidance.
2. To ensure that consultation is undertaken, as appropriate, and within timescales as dictated.

## Terms of Reference for the Finance and Premises Sub-Committee AY2122

- Membership:** Appointed by the Governing Board
- Quorum:** Not be less than three Governors who are members of the Committee. The Committee can however, specify a higher limit.
- No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.
- Chair:** Annually appointed (usually in the Autumn Term).
- The Governing Board will decide whether to appoint the Chair or whether the Committee should do this.
- In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- Meetings:** Termly (or dependent on present circumstances of the school). Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Co-Headteachers
- Remit:**
1. To act on behalf of the Governing Board in matters relating to:
    - Finance
    - GDPR
    - Human Resources
    - Premises
    - Health and Safety issues
    - To liaise and consult with other Committees where necessary
    - To contribute to the School/Academy Improvement Plan
    - To consider safeguarding and equality implications when undertaking all Committee functions

## **FINANCE**

### **Delegated Powers:**

To act on behalf of the Governing Board on:

1. Actions following financial advice provided by the City Council and central government.
2. Requirements set down in the City Council Fair Funding Scheme of Delegation (*Academy Financial Handbook for Academies*) for spending and budgetary adjustments.
3. Levels of financial delegation and monitoring such delegated powers:
4. Reviewing, adopting and monitoring a Finance Policy and associated statements.
5. Establish and maintain a long-term plan (3 year) and resourcing, taking into account the priorities of the School/Academy Improvement Plan and projected pupil numbers.
6. Drafting and approval of the annual budget taking into account priorities of the School /Academy Improvement Plan (It is recommended that this is further ratified by the Governing Board).
7. Ensuring that Value for Money principles are taken into account when determining expenditure.
8. Ensuring sufficient funds are set aside for pay increments as recommended by the Co-Headteachers.
9. The awarding of contracts and approving service level agreements and insurance arrangements.
10. Virement of funds as delegated within the delegated limit as stipulated in the Fair Funding Scheme of Delegation (*Academy Financial Handbook for Academies*) and to recommend to the Governing Board any virement above that figure.
11. To approve the writing off of irrecoverable debts and the disposal of surplus and/or damaged equipment.

12. Ensuring that the Pupil Premium, Sport Premium (*primary only*), Year 7 Literacy and Numeracy Catch Up Premium (*secondary only*) are used effectively and can be accounted for.
13. Budget monitoring (with the Co-Headteachers) at least termly.
14. Monitoring of expenditure patterns including the School Financial Benchmarking Tool to evaluate spending decisions and budgetary performance ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making.
15. The auditing arrangements for the School Fund and other voluntary funds to ensure funds are properly audited.
16. Preparing the Trustees Report to form part of the Statutory Accounts of the Governing Board and for filing with Companies Act requirements (*Academies only*).

### **Other responsibilities**

To consider and make recommendations to the Governing Board on:

1. A **budget** for the year based on development priorities (e.g. School /Academy Improvement Plan) (*recommended*).
2. To review adopt and monitor all additional financial policies, including policies on **Charging and Remissions and Governor Allowances**.
3. Any potential problems or significant anomalies at the earliest possible point.
4. The appointment or re-appointment of the **auditors**, receive their report and recommend action as appropriate to audit findings (*Academies only*).

### **GDPR**

#### **Delegated Powers:**

1. To discuss any GDPR related matters and updates (including reviewing the GDPR audit on a regular basis).
2. To receive any data breaches for discussion and appropriate action (including reporting back to the Governing Board).

### **Human Resources**

#### **Delegated Powers**

To act on behalf of the Governing Board on:

1. The staffing establishment and structure (based on the Co-Headteachers recommendations), the School/Academy Improvement Plan, resources available and effective operation of the school.
2. Ensuring any recruitment practices comply with safer recruitment requirements
3. Ensure that a single central record is maintained for all employees and volunteers and complies with Safeguarding requirements.
4. Actions following personnel advice provided by the Local Authority and set down in the Personnel Handbook, and ensuring all appropriate HR policies are regularly reviewed and in place including the Teacher Appraisal Policy, Capability Policy etc.
5. Implementing the procedures for the management of change and staff issues as above.
6. The school's compliance with statutory obligations regarding employees.
7. Consideration of work life balance for Co-Headteachers and teachers and the arrangements for CPD.
8. Consultation procedures with recognised trade unions.
9. Ensuring that salary decisions for all teaching staff are undertaken annually (including the Co-Headteachers) and are consistent with appraisal outcomes (this should be through an appointed Pay Committee, which may be a subgroup of the Finance & Premises Committee).
10. To receive an annual report on the performance management / appraisal processes within the school.

*The Governing Board may also delegate the following to the Committee, although these responsibilities would normally be delegated to the Co-Headteachers:*

1. The dismissal of a member of staff. (The Committee will consist of three Governors for this purpose).

2. Any other decision concerning an individual member of staff, which is the responsibility of the Governing Board and against which the member of staff has a right of appeal. (The Committee will consist of three Governors for this purpose)

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

1. Procedures for dealing with the management of change, including redundancy and redeployment.
2. Procedures for dealing with staff issues, including discipline, conduct, grievance, dismissal and redundancy.
3. A whole school pay policy (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service.

## **PREMISES**

### ***Delegated powers***

To act on behalf of the Governing Board on:

1. Advice provided by the Local Authority and set down in the Premises Management Documents.
2. A statement of priorities for the maintenance and development of the premises and grounds after inspection annually and in accordance with the Asset Management Plan.
3. To keep under review the school's Accessibility Plan.
4. The cost arrangements for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice.
5. Arrangement of professional surveys and emergency work as necessary.
6. The preparation and implementation of contracts.
7. The quality of cleaning and grounds maintenance.
8. To make arrangements for the Committee to inspect the premises on a regular basis.

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

1. A Lettings Policy and charges

## **HEALTH AND SAFETY**

### ***Delegated powers***

To act on behalf of the Governing Board on:

1. Advice received from the Local Authority or other bodies on health and safety matters, including advice set down in the Health and Safety Manual.
2. The school's compliance with health and safety regulations.
3. Reports and action following the termly site safety inspection.
4. Respond to any health and safety audit report recommendations and ensure all risks are minimised.

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

1. A school health and safety policy, including risk assessment.

## Membership and Meetings

Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body. The Headteacher is an ex-officio member of each committee. At least three other governors shall be a member of each committee.

The membership of each committee and the dates for meetings will be agreed on an annual basis at the first meeting of the whole governing body before the first committee meeting.

The chair of each committee is elected by the whole governing body on an annual basis at the first meeting of the whole governing body before the first committee meeting. No governor employed at the academy will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the governors present at the committee meeting.

The clerk of the committee is appointed by the committee.

In the absence of the chair or clerk the committee will elect a replacement for the meeting.

The quorum for each committee is fixed at three governors from a minimum of two categories.

Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.

The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded and minutes will be provided. The written record will be forwarded by the clerk to the committee to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.

The chair of the committee will be invited to give an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.

Any governor may attend meetings of committees.

Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Co-Headteacher's and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.

The committee chairs will meet with the chair of governors and Co-Headteacher's at the beginning of each term to plan the work of each committee in relation to the Academy's development plan and other issues.

## **Terms of Reference – Pay Committee AY2122**

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole Academy pay policy for adoption by the Governing Body and to monitor and review the pay policy as necessary.

### **Committee Membership**

The Pay Committee will consist of at least three Governors, elected by the Governing Board. The Pay Committee will not include any member of staff employed by the Governing Board at the school.

**Quorum:** Not be less than three Governors who are members of the Committee.

### **Committee Remit**

To act on behalf of the Governing Board in matters relating to:

- Pay and related performance of staff (including the Co-Headteachers)
- To monitor and review the pay policy as necessary and recommend adoption to the Governing Board.

### **Specifically, this will include:**

1. Ensuring that the policy is applied equitably and consistently for all staff.
2. Ensuring that pay decisions are fair and equitable, link with the Academy Appraisal Policy and take account of the recommendations of the Co-Headteachers and where appropriate other members of the Academy Leadership Team.
3. In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the Academy, including allowances and temporary Recruitment and Retention payments where appropriate.
4. Review the Academy staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an Appendix to the pay policy.
5. Recommend the annual pay budget, including pay progression to the Governing Body.
6. Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Co-Headteachers.
7. Ensure accurate and up to date person specifications and job descriptions are maintained in the Academy to inform pay decisions where necessary.
8. Provide an annual report to the Governing Board summarising pay decisions and issues arising.