

Hertswood Academy
Committee Procedures and Terms of Reference

1. Scope and purpose

This document sets out the procedures to be followed by committees of the Governing Body, and the terms of reference for each. The Articles of Association shall take precedence in the event of any conflict between this document and the Articles.

2. Committees, their memberships, and their quorums

Other than ex-officio roles, all committee members shall be appointed by the Governing Body.

The membership of the Committee for the academic year ahead will be determined at the last meeting of the governing body in the Summer Term immediately beforehand. Casual vacancies will be filled at the first available meeting of the Governing Body.

All governor members of a committee shall have one vote. In the event of a tied vote, the meeting chair will have a casting vote.

Any non-staff members of a committee shall be assumed to be non-voting, unless the Governing Body explicitly determined eligibility for voting at the time of appointment.

At meetings of the Complaints Committee and the Student-Discipline Committee, each panel's members will agree in advance which of them is to chair that particular panel. Otherwise, each committee will elect a chair from among its governor members. A committee may also appoint one or more vice-chairs. In the absence of the committee chair at a meeting, a vice-chair will preside if there is one. If not, the committee will elect any governor member to act as the chair for that meeting.

Apart from student discipline and complaints panels, which have their own procedures, guests may only be present with the permission of the meeting chair, and may only speak with his or her permission.

The following table sets out the committees, their membership criteria, and their quorums.

Committee	Governor Membership
Resources Committee	Headteacher Chair of Governors At least three other governors <i>Non-governor members may be appointed by the Governing Body, provided that the majority of committee members are governors.</i>
Pay Committee	At least three non-staff governors
Curriculum Committee	Headteacher Chair of Governors At least three other governors <i>Non-governor members may be appointed by the Governing Body, provided that the majority of committee members are governors.</i>
Pastoral and Community Committee	Headteacher Chair of Governors At least three other governors <i>Non-governor members may be appointed by the Governing Body, provided that the majority of committee members are governors.</i>
Student Discipline Committee	At least three governors, none of whom may be the headteacher. Panels may have a maximum of one staff member. All members must have received appropriate training within the preceding two years. Panel meetings should comprise three or five members.
New-Build Committee	Sponsor Chair of Governors Headteacher At least two other governors <i>Non-governor members may be appointed by the Governing Body, provided that the majority of committee members are governors.</i>
Headteacher Performance Review Committee	Three non-staff governors, assisted by an expert adviser appointed by the Chair of Governors.



Complaints Committee	At least three governors, none of whom may be the headteacher or the Chair of Governors. The committee meetings will take the form of panels of three or five members. See the Complaints Policy for further information.
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3. Quorums

The quorum for all committee meetings shall be three governors. Governors shall not be counted in the quorum during that part of a meeting where they are excluded from voting because of a conflict of interest.

4. Notice of meetings

Committee members should normally receive at least seven calendar days' notice of meetings and the agenda items to be discussed. Lesser notice may be given if deemed justified by the committee chair.

5. Minutes

Minutes of meetings will record the date and time, the names of those attending, any decisions taken by the committee or recommendations to be made to the Governing Body. Recommendations should be framed in such a way as to offer the Governing Body clear proposals or alternatives to debate and decide upon.

Minutes of the Resources Committee, the Curriculum Committee, the Pastoral Committee and the New-Build Committee will be distributed to all members of the Governing Body as soon as possible after each meeting. They will be confirmed for accuracy at the next meeting of the Committee. Minutes of other committee or panel meetings should still be kept as appropriate, but circulation may be limited in the interests of confidentiality.

6. Frequency of meetings

Committees shall determine their own meeting frequency, appropriate for their role and function. Student discipline panels and complaints panels shall meet as and when required by caseload requirements, and do not have to meet at all during an academic year.

7. Procedures and training

All members of the Committee should attend appropriate training courses to ensure they keep up to date and help them become more effective.

8. Committee Functions

See the appendix for committee functions. The Resources Committee also has delegated spending authority as outlined in the Schedule of Financial Delegation, a separate document to this one.

9. Review

These terms of reference shall be reviewed annually.

10. Inclusion Statement

To safeguard the interests of, and to promote the welfare of each individual student, to ensure each achieves his or her full potential, Hertswood will contribute to each of our student's well-being by promoting the following five key outcomes:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being



Appendix: Committee Functions

Resources Committee

Governance

1. To keep the governance arrangements of the Academy under review, and to make recommendations to the Governing Body as appropriate.

Finance

2. To prepare and review financial policy statements, including medium and long-term financial plans and to provide guidance and assistance to the Headteacher and the Governing Body on financial matters.
3. To consider the School's delegated budget together with any specific grants and other revenue and to prepare appropriate budget proposals for consideration by the Governing Body.
4. To monitor expenditure against the School's budget to ensure that it remains within prescribed limits. This will involve consideration of monthly statements from the School's budget monitoring system.
5. Subject to consultation with the Academy's Financial Management and compliance with the Schedule of Delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the academy.
6. To approve financial accounts and trustees' reports which are presented to the Trusts' legal members or filed in accordance with legal requirements, such as those in the Companies Act.
7. To receive auditors' reports and to recommend the Governing Body's action as appropriate in response to audit findings.
8. To recommend to the Academy Trust's legal members the appointment or reappointment of the auditors of the academy.
9. To approve the remuneration of the auditors, where in accordance with the Schedule of Financial Delegation, or to make appropriate recommendations to the Governing Body where required.
10. To recommend to the Governing Body the appointment, reappointment or removal of a Company Secretary.
11. To advise the Governing Body on such matters as:
 - The budget needed to run the School in accordance with statutory requirements and with the priorities identified in the School Improvement Plan
 - Ensuring that the Governing Body's financial policy and actions are in accordance with legislation and other statutory requirements and that they take account of any recommendations made.
 - Prioritising on major items of expenditure
 - The purchasing of services from external providers, having regard to the principles of Best Value
 - Generating additional income from sources.
 - Any other financial matters.

Personnel

12. To advise the Governing Body on such matters as:
 - Ensuring that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation.
 - Monitoring arrangements for staff in accordance with the Performance Appraisal policy.
 - To be involved in the recommendation of appointments of the Headteacher and Deputy Headteacher to the full Governing Body.
 - Commenting on the long term planning and review of staffing levels, staffing and management structure.
 - Receiving reports from the Headteacher on job descriptions and staff changes
 - Ensuring the Staff Handbook is in place and all staff are informed of the grievance and disciplinary procedures of the school
 - Ensuring that staffing policies support the School Development/Improvement Plan and to contribute to the annual review of the plan.
13. The Governing Body must be involved in the appointment of the Headteacher, and Deputy Headteacher. A panel will be selected from the Governing Body to assist at short listing meetings, but the Resources Committee members will be the first to be asked to form the interviewing panel. If these colleagues are not available, other Governors will be asked to take their place.
14. Responsibility for all other appointments will be delegated to the Headteacher who may wish to further delegate.

Premises



15. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety
16. To prepare with the Headteacher an Asset Management Plan for the school.
17. To inspect the premises and grounds annually and prepare a report of the conditions and a proposed order of priorities for maintenance and development for the approval of the Governing Body.
18. To approve the costs and arrangements for maintenance, repairs and redecorations within the budget allocation and to oversee the preparation and implementation of contracts.
19. To be aware of the specific responsibilities of governors in relation to premises. The Committee will monitor such issues to ensure that appropriate action is taken.
20. To undertake an annual safety audit of the school premises and report on same to the Governing Body and to ensure that the school complies with Health and Safety regulations
21. To report findings of inspections and audits to the Headteacher and liaise with him/her to ensure that appropriate remedial action is taken.
22. To ensure the discharge of Governors' responsibilities regarding litter and other environmental considerations under the Environmental Protection Act 1990.
23. To prepare a Lettings and Charges & Remissions Policy for the approval of the Governing Body and to oversee the implementation of those Policies.
24. To consider and make recommendations on risk management and insurance arrangements in regard to vandalism and other matters relating to the premises

Pay Committee

1. To consider, and if thought appropriate, to approve recommendations on pay from the Headteacher's Performance Review Committee.
2. To consider, and if thought appropriate, to approve recommendations on pay from the Headteacher.
3. To make recommendations to the Governing Body about staff pay.
4. The Committee shall perform its duties in line with the Academy's applicable policies, such as the policy on Performance-Related Pay, and the Scheme of Financial Delegation.
5. Where the Scheme of Financial Delegation refers to the non-staff members of the Resources Committee having the above roles, these roles shall now be fulfilled by the Pay Committee.

Curriculum Committee

Curriculum Statement – to provide a balanced and attractive curriculum offering appropriate opportunities for students of all abilities, including those students with special educational needs and Most Able students.

1. To advise the governing body on the school's Curriculum Statement and its statutory obligations regarding the curriculum.
2. With the assistance of the staff to provide information from a Faculty based Curriculum Report of all subjects (over a 4 year 'rolling programme, commencing with Core subjects first) about how the curriculum is taught, evaluated and resourced.
3. To ensure the needs of children with special educational needs are met.
4. In conjunction with the resources committee, develop an Accessibility Plan and monitor when in place.
5. In consultation with the Headteacher to recommend to the governing body targets for student achievement.
6. Monitor and track student achievement over the academic year
7. To receive and review information from the Results Evaluation Document (REDs)
8. Monitor levels of progress and intervention strategies in place for Pupil Premium students.
9. Track progress of Most Able students.
10. In consultation with the Headteacher, at least annually, to review the monitoring process that is used to assess the quality of Teaching & Learning and the standards of student achievement.
11. To make recommendations, after consultation with the Headteacher and staff, on the School Improvement Plan.
12. Monitor the Ofsted Action Plan at least once a term.
13. To review, after consultation with the Headteacher and staff, the school policies on, Teaching & Learning (including homework).
14. To consider and make recommendations as appropriate, policies on Health Education, Links with the community for Work Related Learning, Environmental Education for Citizenship.



Pastoral and Community Committee

1. To advise the governing body on the school's inclusion practice, the LA's Inclusion Statement (if any) and its statutory obligations regarding the curriculum.
2. To advise the governing body on how it can encourage students' spiritual, moral, social and cultural development.
3. To review Hertswood's Home School Partnership Agreement and make recommendations.
4. To review the policy and provision for Sex Education and Relationships and make recommendations.
5. To ensure the academy provides for all its students, including those with Special Educational Needs, EAL, asylum seekers, refugees, travellers and those who are in care.
6. To make recommendations, after consultation with the Headteacher and staff, on the School Improvement Plan.
7. To make recommendations as to a governors' statement on student discipline and to review the academy's Behaviour and Discipline policy and procedures, the Code of Conduct and the School Rules.
8. To make recommendations as to a governors' statement on bullying and to review the school's Anti-bullying policy and procedures.
9. To review the school practice on pastoral care and student welfare, attendance, and the dress and appearance of students and make recommendations as appropriate having particular regard to the health and safety of students.
10. To review school practice, in accordance with published guidelines, on the conduct of school journeys, visits and other off-site activities.
11. To monitor and advise, in accordance with government guidelines and in conjunction with the Curriculum Committee, the school's procedures for assessing and recording the progress of students and reporting this information to parents.
12. To review annually, after consultation between the designated governor and the designated member of staff, the policies on Child Protection and Children Looked After
13. To make recommendations as to a governors' statement on the misuse of drugs and to review the academy's Substance Misuse policy and procedures.
14. To make recommendations as to a governors' statement on Equal opportunities and the Promotion of Race Equality and to review the school's policy thereon.
15. To better understand the context of the academy within its local community, the ways in which that can impact the education and welfare of students, and to make recommendations where appropriate.
16. To review the academy's Pupil Premium spending, insofar as it is related to the the pastoral needs of students.
17. To review reports on the academy's Enrichment Programme.
18. To consult on appropriate matters with the academy students.
19. To receive termly reports on bullying/racist incident and exclusions and to make any recommendations to the Governing Body from issues that arise
20. The Committee in conjunction with the Headteacher and staff, will seek to consult with parents, students and other interested parties at every available opportunity and is committed to developing effective two-way communication between all parties; it therefore follows that reviews of all policies and procedures will involve such consultation as appropriate.
21. The committee will monitor, on a regular basis, the implementation of and effectiveness of all the aforementioned policies and procedures and effect reviews in conjunction any Work Plan agreed by the Governing Body.

Student Discipline Committee

Purpose

1. With reference to the current Government guidance concerning student exclusions, the Governing Body delegates its responsibilities to the Student Discipline Committee, except:
 - those relating to the Chair of Governors
 - parental requests for the governors to hold a hearing, where the governors are not obliged to do so – these decisions shall be made by the Chair of Governors.

Membership of the panel in a hearing

2. A governor must not take part in any hearing where the following could affect his or her ability to act impartially, or give that impression:
 - connection with the student
 - knowledge of the incident that led to the exclusion



- any involvement in the handling of the incident that led to the exclusion
3. The Chair has the casting vote in all cases where an even number of governors are considering the case. For this reason, an odd number of governors should consider cases whenever possible.

Clerking

4. The Clerk to the Governing Body shall normally act as Clerk to the Committee. In any event, the Clerk to the Committee must not be a governor of the academy, a member of the Committee or the headteacher. Also, the Clerk to the Committee must have received appropriate training within the preceding two years.

Guiding documents

5. In its deliberations the Committee shall have reference to the following documents:
- the latest Government guidance on student exclusions, from which the Committee may only depart with good reason;
 - the latest Hertfordshire County Council guidance on student exclusions
 - the Academy's policy on Behaviour and Discipline.
 - Laws, Government guidance and academy policies relating to topics relevant for the particular hearing in hand. Examples of such topics include (but are not limited to) drugs, Special Educational Needs, disability, and equal opportunities.
6. For the avoidance of doubt, the Committee does not review the academy's policies. That task is handled by other committees of the Governing Body, and the Governing Body itself.

Meetings

7. Committee meetings will be held as required. The timing of meetings should have particular regard to the ability of governors to attend, and so it may be preferable to hold meetings in the evenings.
8. Meetings will adhere to the principles of natural justice. These require that:
- The procedures are fair. The parties shall each have a right to be heard, and an adequate opportunity to present their case. Each party shall have the opportunity to respond to arguments presented by the opposite side. Evidence (arguments, allegations, documents, photos etc) presented by one party must be disclosed to the other party, who may then subject it to scrutiny.
 - A fair decision is reached by impartial and objective decision makers. Governors must make decisions based on a balanced and considered assessment of the information and evidence before them, without favouring one party over the other. Decisions should not be made on the basis of mere speculation or suspicion. Governors should be able to clearly point to the evidence on which an inference or determination is based.
 - Governors should be careful to avoid the appearance of bias.
9. Governors should base their final decision about a student exclusion on the important facts and issues of the case, and not on technicalities.
10. The venue of meetings may be held on academy premises, but should be as neutral as possible between the parties. The headteacher's office should therefore be avoided whenever possible.
11. When drafting minutes of meetings, the Clerk should be mindful that parents are entitled to see them.
12. When governors make their decision following a hearing, minutes should not be taken. At that time, the Clerk may remain in the meeting at the invitation of the Committee for the purpose of giving advice or helping to recall important details from the hearing.
13. Confidential minutes will be circulated to members of the Committee within seven "academy days" of the hearing. An "academy day" is a day when normal teaching activity is taking place in the academy.
14. Minutes should be sent to parents when requested.
15. A verbal anonymised report, as a confidential item, will be given at the next Governing Body meeting if and when the matter has been resolved.

New-Build Committee

1. To monitor agreements related to rebuilding the Academy with the EFA; Hertfordshire County Council; Hertsmere Borough Council; Bellway Homes and other stakeholders as required.
2. To monitor the design and build agreement with Willmott Dixon as required
3. To receive reports from the Project Manager



4. The Committee does not have the authority to approve specific request for expenditure. Where decisions have cost implications, these shall be taken with the proper authorisation by the persons or committees set out in the Schedule of Financial Delegation.

Headteacher's Performance Review Committee

1. To set performance objectives for the headteacher.
2. To review the performance of the headteacher against the set objectives.
3. To make recommendations on the headteacher's pay to the Pay Committee.

Complaints Committee

1. To consider complaints in accordance with the Complaints Policy.
2. To make recommendations to the Governing Body about action that should be taken as a result of a complaint.