



Archers Brook SEMH Residential School

Governors' Terms of Reference and Remits for the Governing Body and Committees 2017

TERMS OF REFERENCE AND REMITS – WHAT'S THE DIFFERENCE?

These phrases have been in existence for a while and both have been used to describe the actions/tasks and jobs of a Governing Body Committee. However, after some research and checking the dictionary definitions, it is clear that there is a very clear definition for each phrase.

- Terms of Reference – refer to the structure of a committee, for example membership, executive officers, quoracy
- Remits – refer to the tasks/jobs that the Committee undertake on behalf of the Governing Body – as a delegated responsibility, to make a decision, or to make a recommendation to the Governing Body for the Body to make a decision

Governing Body Remits

Remits
1. Changes to the Instrument of Government, including terms of office
2. To appoint, suspend or remove Governors (refer to the guide to the law for specific requirements)
3. To appoint associate members and determine voting rights on committees
4. To elect or remove the chair
5. To elect or remove the Vice Chairperson
6. To appoint link or designated Governors, for example performance management, child protection and complaints
7. To decide on additional attendance at full Governors' meetings
8. To decide the arrangements for full Governing Body meetings (legal minimum 3 per year)
9. To regulate the procedures of meetings, for example code of conduct
10. Establishment and Membership of Committees and their remits, including selection panels for Headteacher and Deputy Headteacher recruitment
11. To establish the Governors' register of pecuniary and business interests and oversee its maintenance
12. To publish proposals for alteration, change of category or closure of the school
13. To ensure that the school meets for 380 sessions in a school year
14. To approve the Annual Budget Plan* and Best Value statement
15. To establish the financial limits of delegated authority to enter into commitments and to authorise payments
16. To approve a written description of financial systems and procedures in line with the LA's scheme for financing schools
17. To recruit a new Headteacher
18. To recruit a new Deputy Headteacher
19. Ratification of the appointment of a Headteacher and Deputy Headteacher
20. To determine the arrangements for the appointment of all other staff
21. To recruit staff on the leadership spine
22. To recruit all other staff
23. To appoint and dismiss the clerk to Governors
24. To participate in the school self-review process including the review of the Governing Body effectiveness
25. Setting the Individual School Range (ISR)
26. Decision to federate or form joint committees with other schools.
27. To consider whether or not to exercise delegation of functions to individuals or committees

Remits
28. To decide to offer additional activities under extended schools provision - or to cease provision
29. To ensure the school is working to the Schools Financial Values Standard in Schools (SFVS)
30. To appoint a clerk to the Discipline Committee (who is not a governor or the Headteacher)
31. To monitor and review pupil attendance
32. To establish and monitor a Governors expenses scheme
33. To publish proposals to alter, discontinue or change category of school
34. To provide information and guidance within the LA's scheme for financing schools. This function can be delegated to the Finance Committee

Teaching and Learning (including Strategic Development – Planning) Committee

Remit (tasks)	Delegated to:
1. To agree priorities, approve and monitor the SDP/SIP	Headteacher/ SLT
2. To formulate the School Prospectus and School Profile	Headteacher/ SLT
3. To approve the School Prospectus and School Profile	Headteacher/ SLT
4. To formulate the School Improvement Plan	Headteacher/ SLT
5. To approve the School Improvement Plan	Headteacher/ SLT
6. To comply with the requirements of the Ofsted Inspection Framework	Headteacher/ SLT
7. To be involved in the formulation and review of the Ofsted self-evaluation form (SEF)	Headteacher/ SLT
8. To consider in detail any inspection report made by Ofsted or the LA	Headteacher/ SLT
9. To ensure that recommendations following an Ofsted inspection are incorporated into the SDP/SIP	Headteacher/ SLT
10. To review annually the performance management policy	Headteacher/ SLT
11. To implement the performance management policy	Headteacher/ SLT
12. To decide school session times	Headteacher/ SLT
13. To adopt and review the Home School Agreement	Headteacher/ SLT
14. To be involved in the target setting dialogue with the LA	Headteacher
15. To set and publish targets for pupil achievement	Headteacher/ SLT
16. To monitor pupil achievement against set targets	Headteacher/ SLT
17. To receive school improvement information from the school, LA and Ofsted	Headteacher
18. To agree and organise an annual Governing Body self-evaluation process	Headteacher/ SBM
19. To consult annually with the LA on its admissions policy	Headteacher
20. To implement the admissions policy	Headteacher/ SLT

Remit (tasks)	Delegated to:
21. To monitor school records	Headteacher/ SLT
22. To carry out an annual review of safeguarding children and child protection policy and procedures and report to the LA	Headteacher/ SLT
23. To ensure delivery of services provided (for Extended Schools)	Headteacher/ ID/SBM
24. To ensure provision of free school meals to those pupils meeting the criteria	SBM
25. To ensure that school lunch nutritional standards are met	SBM
26. To approve/amend policies as appropriate to the committee	SBM
27. To develop and implement a health and safety policy	ID/SBM

Teaching & Learning (including Strategic Development – Planning) Committee

The Committee will:

- At the first meeting each academic year:
 - make recommendation on the appointment of Committee Chair
 - review the terms of reference and remits for the committee
 - report on these matters to the next meeting of the Governing Body
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full Governing Body meeting
- Hold at least one meeting each term
- Operate with a quorum of at least three Governors.

<p>Members of Committee:</p> <p>Mrs T Birch Mrs S J Myers-Whittaker Mr J Hilditch Mr R Crompton Mrs J Sedgwick</p>	<p>Chair of Committee:</p> <p>Mrs T Birch</p>
<p>Meeting Dates for Year:</p> <p>Thursday 16 November 2017 Tbc Tbc</p>	<p>Quorum:</p> <p>3</p>

Finance and Premises (including Health and Safety) Committee

Remit (tasks)	Delegated to:
1. To formulate the budget plan and Best Value Statement	SBM
2. To monitor expenditure (including standards fund and private school funds) against the budget plan and agree adjustments as necessary	SBM
3. To enter into contracts (above set financial limit)	SBM
4. To enter into contracts (below set financial limit)	SBM
5. To operate the Governing Body's arrangements for obtaining quotations and inviting tenders (LA scheme for financing schools)	SBM
6. To maintain inventories and security of assets (LA scheme for financing schools)	SBM
7. To monitor income from the sale of assets (LA scheme for financing schools)	SBM
8. To formulate a charging and lettings Policy	ID
9. To formulate a charging and remissions policy for activities (non national curriculum based)	Headteacher
10. To determine payments regarding petty cash	SBM
11. To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to education finance	SBM
12. To consider the recommendations of the performance management Governors in relation to the Headteacher's pay	Finance/ Personnel Committee/ GB
13. To monitor actions following an LA internal audit	Headteacher/SBM
14. To determine insurance arrangements	SBM
15. To approve the writing off of irrecoverable debts up to (£500) and the disposal of surplus and damaged equipment	SBM/Headteacher
16. To determine matters relating to health and safety and the security of the premises and its occupants	H & S Officer/SBM/SMO
17. To monitor the use and suitability of the premises in relation to the above	As above
18. To contribute as required to LA asset management planning arrangements	SBM
19. Procuring and maintaining buildings including developing properly funded maintenance plans	SBM
20. To approve/amend policies as appropriate to the committee	SBM

Finance and Premises (including Health and Safety) Committee

The Committee will:

- At the first meeting each academic year:
 - make recommendation on the appointment of Committee Chair
 - review the terms of reference and remits for the Committee
 - report on these matters to the next meeting of the Governing Body
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full Governing Body meeting
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Members of Committee: Mr R Crompton Mrs S J Myers-Whittaker Miss S Kettle Mrs D Formby Mrs J Sedgwick Mr J Hilditch	Chair of Committee: Mr R Crompton
Meeting Dates for Year: Thursday 23 November 2017 Tbc Tbc	Quorum: 3

Personnel Committee

Remit (tasks)	Delegated to:
1. To determine the staff complement	SLT
2. To determine staffing structure	Headteacher/Deputy Headteacher/SBM
3. To review annually the school's pay policy	SBM
4. To implement the pay policy	Headteacher/SBM
5. To manage the annual salary review, including post-threshold progression for teachers	Headteacher/SBM
6. To conduct the annual appraisal of the Headteacher (performance management) with the assistance of appointed school improvement partner	Performance Management Governors
7. To consider the recommendations of the performance management Governors in relation to the Headteacher's pay	Finance/ Personnel Committee/ Governing Body
8. To determine honorarium payments and temporary pay enhancements	Headteacher/Finance/ Personnel Committees/ Governing Body
9. To suspend the Headteacher	Designated members of Governing Body
10. To end the suspension of the Headteacher	Designated members of Governing Body
11. To suspend other staff	Headteacher/Designated Members of Governing Body
12. To end the suspension of other staff	As above
13. To develop and systematically review policies relating to staffing matters and to make recommendations for adoption/amendment of these to the full Governing Body eg disciplinary/capability procedures/absence management	SBM/Headteacher
14. To hear appeals made by staff in relation to the above	Headteacher/Designated Members of Governing Body
15. To determine dismissal payments/early retirement	Headteacher
16. To dismiss other staff	Headteacher
17. To agree and monitor a training strategy for teachers, support staff and Governors	Headteacher/SBM
18. To implement the behaviour policy	SLT
19. To annually review the behaviour policy and the use of exclusion in comparison with local and national data	SLT

Remit (tasks)	Delegated to:
20. To approve/amend policies as appropriate to the committee	SBM
21. To establish an admissions policy (where pupils have statements) – for LA after consultation with the Governing Body	Headteacher/SLT

Personnel Committee

The Committee will:

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<p>Meeting Dates for Year:</p> <p>Thursday 23 November 2017 Tbc Tbc</p>	<p>Quorum:</p> <p>3</p>

Pupil Inclusion/Welfare Committee

Remit (tasks)	Delegated to
1. To work with the Headteacher to agree a curriculum statement for approval or amendment by the Governing Body	SLT
2. To ensure that the national curriculum is in place and to consider any disapplication to pupils	Headteacher
3. To establish a curriculum policy	Headteacher
4. To implement a curriculum policy	Headteacher
5. To monitor the curriculum policy	
6. To report standards of teaching and attainment to the Governing Body	Headteacher
7. To be responsible for individual child's education	Headteacher
8. To ensure that the delivery of sex education and RE are in line with the Governors' policies and legal guidance	Headteacher
9. To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues	Headteacher
10. To monitor the arrangements for collective worship and monitor provision	SLT
11. To ensure the curriculum complies with the Race Equality Action Plan and the Disabled Access plan	SLT
12. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils	SLT
13. To monitor the arrangements for school visits/residentials	Curriculum and Health and Safety
14. To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)	Headteacher
15. To prepare and review a strategy for school improvement on the following Every Child Matters outcomes: <ul style="list-style-type: none"> ○ stay safe ○ be healthy ○ enjoy and achieve ○ achieve economic well-being ○ make a positive contribution 	Curriculum and Headteacher
16. To approve/amend policies as appropriate to the committee	SLT
17. To discharge duties in respect of pupils with special needs by appointing a "responsible person"	SLT

Pupil Inclusion/Welfare Committee

The Committee will:

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