



Archers Brook SEMH Residential School

Governors' Terms of Reference and Remits for the Governing Body and Committees 2019/20

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 |
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| 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 appoint and dismiss the clerk to Governors |
| 23. To participate in the school self-review process including the review of the Governing Body effectiveness |
| 24. Setting the Individual School Range (ISR) |
| 25. Decision to federate or form joint committees with other schools. |
| 26. To consider whether or not to exercise delegation of functions to individuals or committees |
| 27. To decide to offer additional activities under extended schools provision - or to cease provision |

| Remits |
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| 28. To ensure the school is working to the Schools Financial Values Standard in Schools (SFVS) |
| 29. To appoint a clerk to the Discipline Committee (who is not a governor or the Headteacher) |
| 30. To monitor and review pupil attendance |
| 31. To establish and monitor a Governors expenses scheme |
| 32. To publish proposals to alter, discontinue or change category of school |
| 33. 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) |
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| 1. To agree priorities, approve and monitor the SDP/SIP |
| 2. To formulate the School Prospectus and School Profile |
| 3. To approve the School Prospectus and School Profile |
| 4. To formulate the School Improvement Plan |
| 5. To approve the School Improvement Plan |
| 6. To comply with the requirements of the Ofsted Inspection Framework |
| 7. To be involved in the formulation and review of the Ofsted self-evaluation form (SEF) |
| 8. To consider in detail any inspection report made by Ofsted or the LA |
| 9. To ensure that recommendations following an Ofsted inspection are incorporated into the SDP/SIP |
| 10. To review annually the performance management policy |
| 11. To implement the performance management policy |
| 12. To decide school session times |
| 13. To adopt and review the Home School Agreement |
| 14. To be involved in the target setting dialogue with the LA |
| 15. To set and publish targets for pupil achievement |
| 16. To monitor pupil achievement against set targets |
| 17. To receive school improvement information from the school, LA and Ofsted |
| 18. To agree and organise an annual Governing Body self-evaluation process |
| 19. To consult annually with the LA on its admissions policy |
| 20. To implement the admissions policy |
| 21. To monitor school records |
| 22. To carry out an annual review of safeguarding children and child protection policy and procedures and report to the LA |
| 23. To ensure delivery of services provided (for Extended Schools) |
| 24. To ensure provision of free school meals to those pupils meeting the criteria |
| 25. To ensure that school lunch nutritional standards are met |
| 26. To approve/amend policies as appropriate to the committee |
| 27. To develop and implement a health and safety policy |

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.

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| Members of Committee: Mrs T Birch Miss J Hunt Ms A Roslan Mrs G Murphy Mrs S Myers-Whittaker Mr J Hilditch | Chairperson of Committee: Mrs T Birch |
| Meeting Dates for Year: Thursday 14 November 2019 Thursday 27 February 2020 Thursday 14 May 2020 | Quorum: 3 |

Premises and Finance (including Health and Safety) Committee

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

Premises and Finance (including Health and Safety) Committee

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| Members of Committee: Mrs J Williams Mr A Hanna Mrs J Ledder Mrs S J Myers-Whittaker Mr J Hilditch Mrs J Sedgwick | Chairperson of Committee: Mrs J Williams |
| Meeting Dates for Year: Wednesday 20 November 2019 Wednesday 4 March 2020 Thursday 20 May 2020 | Quorum: 3 |

Personnel Committee

| Remit (tasks) |
|--|
| 1. To determine the staff complement |
| 2. To determine staffing structure |
| 3. To review annually the school's pay policy |
| 4. To implement the pay policy |
| 5. To manage the annual salary review, including post-threshold progression for teachers |
| 6. To conduct the annual appraisal of the Headteacher (performance management) with the assistance of appointed school improvement partner |
| 7. To consider the recommendations of the performance management Governors in relation to the Headteacher's pay |
| 8. To determine honorarium payments and temporary pay enhancements |
| 9. To suspend the Headteacher |
| 10. To end the suspension of the Headteacher |
| 11. To suspend other staff |
| 12. To end the suspension of other staff |
| 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 |
| 14. To hear appeals made by staff in relation to the above |
| 15. To determine dismissal payments/early retirement |
| 16. To dismiss other staff |
| 17. To agree and monitor a training strategy for teachers, support staff and Governors |
| 18. To implement the behaviour policy |
| 19. To annually review the behaviour policy and the use of exclusion in comparison with local and national data |
| 20. To approve/amend policies as appropriate to the committee |
| 21. To establish an admissions policy (where pupils have statements) – for LA after consultation with the Governing Body |

Personnel Committee

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Pupil Inclusion/Welfare Committee

| Remit (tasks) |
|--|
| 1. To work with the Headteacher to agree a curriculum statement for approval or amendment by the Governing Body |
| 2. To ensure that the national curriculum is in place and to consider any disapplication to pupils |
| 3. To establish a curriculum policy |
| 4. To implement a curriculum policy |
| 5. To monitor the curriculum policy |
| 6. To report standards of teaching and attainment to the Governing Body |
| 7. To be responsible for individual child's education |
| 8. To ensure that the delivery of sex education and RE are in line with the Governors' policies and legal guidance |
| 9. To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues |
| 10. To monitor the arrangements for collective worship and monitor provision |
| 11. To ensure the curriculum complies with the Race Equality Action Plan and the Disabled Access plan |
| 12. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils |
| 13. To monitor the arrangements for school visits/residentials |
| 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) |
| 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 |
| 16. To approve/amend policies as appropriate to the committee |
| 17. To discharge duties in respect of pupils with special needs by appointing a "responsible person" |

Pupil Inclusion/Welfare Committee

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| Members of Committee: Mrs G Murphy Mrs T Birch Miss J Hunt Ms A Roslan Mrs S Myers-Whittaker Mr J Hilditch | Chairperson of Committee: Mrs G Murphy |
| Meeting Dates for Year: Thursday 14 November 2019 Thursday 27 February 2020 Thursday 14 May 2020 | Quorum: 3 |

Agreed at Full Governors – Thursday 5 December 2019

| | Signature |
|--------------------------|------------------|
| Julia Williams | |
| Julie Ledger | |
| Gillian Murphy | |
| Ana Roslan | |
| Jessica Hunt | |
| Adrian Hanna | |
| Samantha Myers-Whittaker | |
| Jim Hilditch | |
| Tracy Birch | |
| June Sedgwick | |
| Jen Lacey | |