

## **Buxton School Committees and Working Groups**

### **Outline Terms of Reference, Roles and Ways of Working**

#### **General Information Applicable to all Committees and Working Groups:**

##### **Membership & Chairman:**

- Membership of each committee shall be at least three members of the Governing Body;
- Governors are appointed to the committee by the Governing Body and membership of the committee will be reviewed annually;
- The Chair of the committee will be elected annually at the first meeting of the academic year.

##### **Disqualification:**

- Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff.
- The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

##### **Quorum:**

- 50% of governors who are appointed members of the committee (Performance, Pay & Inclusion )
- 50% of governors who are appointed members of the committee and at least 2 must be non-staff (Resources)

##### **Meetings:**

- Committees shall meet either half-termly or termly in line with the agreed schedule of meetings.

##### **Secretary & Minutes:**

- Minutes of meetings will record those attending, time, place, and any decision, action points or recommendations to be made to the Governing Body;
- Confidential items will be recorded in Part B minutes and will not form part of the public record of the meeting;
- Only governor members of the committee are entitled to vote;
- No vote may be taken at any meeting that is not quorate.

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#### Performance Scrutiny Committee

##### **Objective**

To ensure that Buxton School continues to improve pupils' achievement.

##### **Terms of reference**

The committee monitors and reports to the Governing Body on

- 1 Progress towards and performance against targets for:
  - Key Stages;
  - GCSEs;
  - RAISE Online ;
  - Attendance and punctuality.
- 2 Implementation of policies on
  - Teaching and learning
  - Curriculum

##### **Lead roles**

- Chair
- Link Governors for
  - English;
  - Maths;
  - Data

##### **The Committee Chair**

- Decides agendas in consultation with the leadership group representative;
- Chairs meetings;
- Reports to the Governing Body;
- Delegates these tasks where appropriate.

##### **Link Governors**

- Learn about the legal requirements on the Governing Body in the areas on which they lead
- Meet staff in the department (once a term/ twice a year) to discuss plans for meeting targets and improving performance
- Observe lessons in the secondary and primary phase at least once a year
- Report to the Committee on successes and the issues faced by the department

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#### **Resources Scrutiny Committee**

##### **Objective:**

To ensure that Buxton School is an excellent employer and manages resources effectively and efficiently

##### **Terms of reference:**

The committee monitors and reports to the Governing Body on:

- The school budget;
- Staffing, including the review of the senior staff structure;
- Maintenance of premises and equipment ;
- Implementation of statutory policies on;
  - Staff pay
  - Staff performance
  - Staff discipline, conduct and grievance
  - Health and safety
  - Charging
- Implementation of non-statutory policies on;
  - Staff leave of absence
  - Cover
  - Recruitment and selection
  - Staff sickness absence
  - H&S Hot Works
  - Lettings
  - Pupil Hardship Fund
  - Staff reduction/relocation
  - Staff references
- Implementation of the financial regulations and standing orders;
- Implementation of the scheme of delegation;
- Internal and external audits and implementation of action plans.

##### **Lead Roles:**

- Committee Chair;
- Lead Finance Governor;
- Lead Health and Safety Governor.

##### **The Committee Chair**

- Decides agendas in consultation with the Business Manager representative;
- Chairs meetings;
- Reports to the Governing Body;
- Delegates these tasks where appropriate.

#### The lead Finance Governor

- Learns about the legal requirements on the Governing Body in relation to financial management and reporting
- Reviews the draft budget with the Business Manager before submission to the Governing Body
- Reviews spend against budget with the Business manager three times a year
- Reviews the implementation of the scheme of delegation and the financial regulations at least once a year
- Reports to the Committee

#### The lead Health and Safety Governor

- Learns about the legal requirements on the Governing Body in relation to health and safety;
- Meets the Business manager once a year to discuss the school's key health and safety risks, and management plan, and review implementation of the audit action;
- Attends meetings of the school health and safety committee at least once a year;
- Reports to the Committee.

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#### **Inclusion & Diversity Committee**

##### **Objective:**

To ensure that Buxton School is a truly inclusive environment, where diversity is celebrated and supported and where all groups of pupils will achieve well.

##### **Terms of reference:**

The committee monitors and reports to the Governing Body on:

Progress towards and performance against targets for:

- External exclusions by groups;
- Internal exclusions by group;
- Fair Access Panel;
- Racial incidents;
- G32 usage and repeat referrals.

Implementation of policies on

- Behaviour, inclusion and exclusion, including an annual review of exclusion by ethnic background, compared to the overall ethnic breakdown of the school;
- Special educational needs and disability access;
- Safeguarding;
- More able pupils.

##### **Lead Roles include:**

- Committee Chair;
- Link governors for
  - SEN
  - More Able Pupils

The Chair:

- Decides agendas in consultation with the leadership group representative;
- Chairs meetings;
- Reports to the Governing Body;
- Delegates these tasks where appropriate.

Link Governors:

- Learn about the legal requirements on the Governing Body in the areas on which they lead;
- Meet staff in the department (once a term/ twice a year) to discuss plans for meeting targets and improving performance;
- Observe lessons in the secondary and primary phase at least once a year;
- Report to the Committee on successes and the issues faced by the department.

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#### **Pay Committee**

##### **Objective:**

The Pay Committee will have delegated powers to make decisions within the pay policy determined by the Governing Body for all staff. All discussions relating to individual pay and determinations made by the Pay Committee must remain confidential and all documentation stored appropriately.

##### **Membership:**

The Pay Committee shall consist of at least three members of the Governing Body, elected by the Governing Body, none of whom are paid to work at the school or who are Associate Members.

##### **Quorum:**

Three governors.

##### **Frequency of Meetings:**

The Pay Committee will meet at least once a year, normally in the Autumn Term.

##### **Appointment of Chair and Clerk:**

The appointment of the Chair and the Clerk shall be determined by the committee at the first meeting of the school year. The Clerk will be a governor of the school who is a member of the Pay Committee.

##### **Terms of reference:**

The committee will have full powers to make decisions within the pay policy adopted by the Governing Body as follows:

- To implement the aims of the school pay policy in an equitable manner;
- To apply the criteria within the policy fairly and consistently, including links with the school appraisal policy, in determining the pay of each member of staff;
- To take into account any recommendations made by the Headteacher;
- In the case of the Headteacher, take in account any recommendations made by the Headteacher's Performance Review Group;
- To refer, as appropriate, any budget considerations to the Resources Scrutiny Committee.

**Pecuniary Interest:**

No member of the Pay Committee may participate in discussions leading to decisions in which he/she has a pecuniary interest.

**Appeals:**

Appeals against the decisions of the Pay Committee will be managed in accordance with the appeals procedure within the school pay policy.

**Minutes:**

A written record should be kept of the meeting of the committee including details of those present.

**Reporting:**

The Pay Committee will report back to the Governing Body on an annual basis under a confidential agenda item and will either endorse any decision or refer it back with reasons. However, the full Governing Body will not debate or approve individual pay assessments as this will not leave a group of governors able to act in any appeal situation.

**Buxton School**



**Governing Body Committee  
Terms of Reference**

December 2016