

GOVERNOR COMMITTEES AND TERMS OF REFERENCE

EXPENSES

It is the policy of the Governing Body that Governors' expenses will not be paid.

ELECTION OF CHAIR AND VICE CHAIR OF GOVERNING BODY

The governing body has resolved that the following process will apply to the annual election of the chair and vice chair of governors.

The clerk chairs the meeting for duration of the election of chair and conducts the election. The newly elected chair conducts the election of the vice chair.

- Governors are asked for nominations prior to the meeting.
- Governors are not able to self-nominate
- Governors need to be proposed by another governor
- Nominations are not accepted at the meeting
- Nominations are accepted by governors who are unable to be present at the meeting
- The candidate(s) are asked to leave the room
- The election is conducted by a show of hands where there is one candidate
- The election is conducted by secret ballot when there is more than one candidate
- The candidate(s) return to the meeting
- The clerk announces the result with the candidate polling the majority of vote being duly elected.
- In the event of a tie, each candidate is given the opportunity to speak to the governors about their nomination and a further vote will be taken.

INDIVIDUAL COMMITTEES & THEIR TERMS OF REFERENCE

It is accepted that a well-informed, supportive and challenging governing body is an essential prerequisite for a successful College. Ultimate responsibility lies with the Governing Body which delegates responsibility to each committee as detailed in the terms of reference. All matters that are required by law to have full Governing Body approval, together with all policies reviewed by the committee, are recommended to the full Governing Body for approval. Committees may refer any other matter to the full Governing Body at their discretion

LEARNING AND COMMUNITY COMMITTEE

I. Membership

- I.1 The membership is a minimum of five governors; to include:
Chairman of Governors
Chairman of Strategy & Finance Committee
Principal
- I.2 The Chairman is elected annually.
- I.3 The Committee may recommend co-option of additional members by the Governing Body.

1.4 The Deputy Principal (Learning) is an ex-officio member of the Committee.

2. Quorum

The quorum is 3 governors, of which one should be the Principal. If the Principal is unavailable, three governors plus the Deputy Principal (Learning) must be present.

3. Meetings

The Committee meets at least five times a year, and otherwise as required.

4. Terms of Reference

4.1 To help formulate, approve and evaluate the achievement of the Community & Learning Sections of the College Improvement Plan.

4.2 To review at least biennially and recommend for adoption appropriate policies.

4.3 To review and make recommendations on the fulfilment of statutory obligations and delegated College policies in accordance with the policy review schedule.

4.4 To review and make recommendations on all other aspects of the curriculum and the College's operations to ensure compliance with statutory legislation.

STRATEGY AND FINANCE COMMITTEE

To assist the decision making of the governing body, by enabling more detailed Consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity. To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.

1. Membership

1.1 The membership is a minimum of five governors; to include:
Chairman of Governors
Chairman of Community & Learning Committee
Principal

1.2 The Chairman is elected annually.

1.3 The Committee may recommend co-option of additional members by the Governing Body.

1.4 The Business Manager is an ex-officio member of the committee.

2. Quorum

The quorum is 3 governors, of which one should be the Principal. If the Principal is unavailable, three governors plus the Business Manager must be present.

3. Meetings

The Committee meets at least five times per year and otherwise as required.

4. Terms of Reference

Subject to the requirements of appropriate statutory legislation, the committee is authorised:

- 4.1. To consider the academy's indicative funding, notified annually by the DFE, and to assess its implications for the academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- 4.2. To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
- 4.3. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the academy.
- 4.4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan
- 4.5. To liaise with and receive reports from the Learning and Community committee, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- 4.6. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DFE, drawing any matters of concern to the attention of the governing body.
- 4.7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- 4.8. To prepare the financial statement for filing in accordance with Companies Act and Charity Commission requirements.
- 4.9. To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- 4.10. To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
- 4.11. To review and make recommendations on all matters relating to:
 - Health and Safety
 - Maintenance and development of sites and buildings
 - Catering
- 4.12. To review and ratify delegated College policies in accordance with the policy review schedule on behalf of the Governing Body.

THE DISCIPLINE AND GRIEVANCE COMMITTEE, INCLUDING THE NOMINATIONS COMMITTEE

I. Membership

Membership shall consist of a minimum of three and maximum of four governors who are not disqualified by being members of staff or by having an interest

requiring them to withdraw. The Principal and Chair of Governors are not members.

2. Quorum

The quorum shall be three governors.

3. Meetings

The committee shall meet as required and a Chairman selected from any one of the governors present.

4. Terms of Reference

4.1. To consider and to make any initial decisions about matters relating to staff redundancy , dismissal or staff grievances, in accordance with relevant College policies.

4.2. To consider matters relating to cases of exclusion of a student from the College, in accordance with College policy.

The Appeal Committee

1. Membership

All "qualified" governors who have not taken part in the proceedings of the first committee. The Principal may exercise his right to attend to give advice, but may not vote.

2. Quorum

The quorum shall be three governors.

3. Meetings

The committee shall meet as required.

4. Terms of Reference

To consider and decide on any appeals against the decision of the first committee, in accordance with College procedures.

PAY COMMITTEE

Overall Purpose

To decide all matters relating to Pay of staff.

1. Membership of Pay Committee

1.1. Membership is drawn from any governors. There is a minimum of 3 and maximum of 6 governors. A chairman is selected from those present.

1.2. The Pay Committee responsible for determining the Principal's salary consists of the following and also carries out the Principal's Performance Review:

- Chair of Governors
- Minimum of 2 and maximum of 5 governors eligible under 1.1. above
- The Principal is not a member of this Committee.

1.3. For all other staff, the following shall not be members of the Committee:

- Chair of Governors
- Members of staff or others with an interest

2. Quorum

The quorum is 3 governors.

3. Meetings

The Committee meets once per year, usually in December and other occasions as necessary.

4. Terms of Reference

- 4.1. To consider and decide the grading and pay of all members of staff in line with statutory and College policies.
- 4.2. To consider any requests for re-grading from members of staff
- 4.3. To present Pay Committee decisions to Full Governing Body for ratification.

Pay Appeal Committee

1. Membership

All governors who have not taken part in the relevant Pay Committee meeting with the exception of the Staff Governor and the Principal. Membership is a minimum of 3 and maximum of 6 governors. A chairman is selected from those present. The Principal may exercise his right to attend to give advice, but may not vote.

2. Quorum

The quorum is 3 governors.

3. Meetings

The Committee meets as necessary.

4. Terms of Reference

To hear and decide any appeals made against the decision of the Pay Committee.

**Ratified by the Full Governing Body
3rd February 2011**