GOVERNANCE SCHEME OF DELEGATION
AND COMMITTEE TERMS OF REFERENCE

INTRODUCTION

West Lakes Academy is a sponsored single academy trust. All trustees are also members, other than the Principal.

The board of trustees (full governing body) is accountable in law for all decisions about the academy. Certain responsibilities are retained for the full governing body whilst many decisions are delegated including to the Chief Executive and Governors committees.

The governing body takes a strategic role, acting as a critical friend to West Lakes Academy and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

The scheme of delegation defines which functions have been delegated and to whom. It is a simple and systematic way of ensuring members, trustees, committees, the principal and executive leaders are clear about who has responsibility for making which decisions in the trust. The governance scheme of delegation complements and sits alongside the scheme of delegation of financial powers.

The full governing body has established a number of committees: Finance & general purposes, Performance and quality, Premises, Health & Safety, Student behaviour and welfare and Principal’s performance management. Ad-hoc committees may also be established, as required, for short term projects.

ROLES AND RESPONSIBILITIES

The role of the members

All Governors of West Lakes Academy, other than the Principal, are both members and trustees. The members appoint trustees to ensure that the trust’s charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. The trust board submits an annual report on the performance of the trust. Members are also responsible for approving any amendments made to the trust’s articles of association.

The role of the trustees

The trustees are the charity trustees (within the terms of section 177(1) of the Charities Act 2011) and are responsible for the general control and management of the administration of the trust in accordance with the provisions set out in the memorandum and articles of
The board of trustees is the accountable body for the performance of all schools within the trust and as such must:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the Chief Executive to account for the educational performance of the schools and their pupils, and the performance management of staff
3. Oversee the financial performance of the trust and make sure its money is well spent

The trust board is permitted to exercise all the powers of the academy trust. The trust board will delegate to the chief executive responsibility for the day to day operations of the trust. The trustees can determine whether to delegate any governance functions.

The trust has the right to review and adapt its governance structure at any time which includes removing delegation.

**The role of committees**

The trustees have established committees either with delegated authority to make decisions or for the purpose of providing advice and support, informing the overall work of the trust board. However these committees are not legally responsible or accountable for statutory functions – the trust board retains overall accountability and responsibility. The responsibilities of board committees are set out in their terms of reference. The trust board may appoint committee members and committee chairs.

**The role of the Principal & Chief Executive Officer (CEO)**

The CEO has the delegated responsibility for the operation and performance of the trust.

The CEO is the accounting officer so has overall responsibility for the operation of the academy trust’s financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The CEO leads the executive management team of the academy trust. The CEO will delegate executive management functions to the executive management team and is accountable to the trust board for the performance of the executive management team.

**The terms of reference for the Full Governing Body**

- To ensure the provision of the highest standard of educational provision
- **To agree constitutional matters**, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- **To hold at least three Governing Body meetings a year**
- To appoint or remove the Chair and Vice Chair
- To appoint or remove the Clerk to the Governing Body
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- To establish the committees of the Governing Body and their terms of reference
- To appoint the Chair of any committee
- **To appoint or remove a Clerk to each committee**
- To suspend a governor when appropriate
- To delegate responsibilities for specific policies to appropriate committees*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- To monitor the progress of work being undertaken by committees and individuals
- To review the delegation arrangements annually*
- Ensuring funding is used for the purposes intended
- Approval of the annual budget
- Appointment of the Principal*
- Appointment of the Business Manager in conjunction with the Principal
- Appointment of auditors*
- Review and approval of the annual report and accounts*

*these matters cannot be delegated to either a committee or an individual
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<td>Governance Framework</td>
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<td>People</td>
<td>Members: Appoint/Remove</td>
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<td>Trustees: Appoint/Remove</td>
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<td>Role descriptions for members</td>
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<td>Roles descriptions for Trustees/Chair/Specific Roles/Committee Members:</td>
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<td>Parent trustee/staff trustee: elected</td>
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<td>Committee chairs: appoint and remove</td>
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<td>Clerk to board: appoint and remove</td>
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<td>Systems and Structures</td>
<td>Articles of association: agree and review</td>
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<td>Governance structure (committees) for the trust: establish and review</td>
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<td>Terms of reference for trust committees (including audit if required):</td>
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<td>agree annually</td>
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<td>Skills audit: complete and recruit to fill gaps</td>
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<td>Annual self-review of trust board and committees performance:</td>
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<td>Chair’s performance: carry out 360 review periodically</td>
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<td>Trustee/committee member contribution: review annually</td>
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<td>Succession: plan</td>
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<td>Annual schedule of business for trust board: agree</td>
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<td>Reporting</td>
<td>Academy governance details on academy website: ensure</td>
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<td>Register all interests business, pecuniary, loyalty for members/trustees/committee members: establish and publish</td>
<td>Members:</td>
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<td>Annual report on performance of the trust: submit to members and publish</td>
<td>Trust Board:</td>
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<td>Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit</td>
<td>Principal and CEO:</td>
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<td><strong>Being Strategic</strong></td>
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<td>Determine academy policies which reflect the trust’s ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; premises management; SEND; safeguarding and child protection; curriculum; behaviour data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve</td>
<td>Members:</td>
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<td>Determine school level policies which reflect the academy’s ethos and values.</td>
<td>Trust Board:</td>
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<td>Management of risk: establish register, review and monitor.</td>
<td>Principal and CEO:</td>
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<td>Engagement with stakeholders</td>
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<td>Trust’s vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine</td>
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<td>Academy vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine</td>
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<td>Academy Principal and Chief Executive: Appoint and dismiss</td>
<td>Members:</td>
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<td>Budget plan to support delivery of academy key priorities: agree</td>
<td>Trust Board:</td>
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<td>Academy Staffing structure: agree</td>
<td>Principal and CEO:</td>
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<td>Holding to Account</td>
<td>Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, health and safety, employment): agree</td>
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<td>Reporting arrangements for progress on key priorities: agree</td>
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<td>Performance management of the Principal and Chief Executive: undertake</td>
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<td>Trustee monitoring: agree arrangements</td>
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<td><strong>Ensuring Financial Probity</strong></td>
<td>Chief Financial Officer for delivery of academy’s detailed accounting processes: appoint</td>
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<td>Academy’s scheme of financial delegation: establish and review</td>
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<td>External auditor’s report: receive and respond</td>
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<td>Principal and Chief Executive’s pay award: agree</td>
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<td>Staff appraisal procedure and pay progression: monitor and agree</td>
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<td>Benchmarking and academy value for money: ensure robustness</td>
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<td>Develop academy procurement strategies and efficiency savings programme</td>
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FINANCE & GENERAL PURPOSES COMMITTEE
TERMS OF REFERENCE

Purpose

- The Committee will 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.

- The Committee will make appropriate comments and recommendations on such matters to the Governing Body on a regular basis.

- The Committee will act as the Audit Committee.

- The Committee will refer major issues to the full Governing Body for ratification.

Membership and Attendance

- The Chair of the Finance and General Purposes Committee shall be a non-executive Board member, other than the Chair of the Board. The Chair of the Committee and the Committee composition will be agreed on an annual basis at the first meeting of the whole Governing Body in the autumn term. No governor employed at the academy may act as Chair to the Committee.

- The Board will appoint other non-executive Board members to the Committee. The Committee may appoint a number of suitably qualified external members to the Committee whose appointments will be reported to the Board.

- The Clerk to the Governors will clerk the Committee. In the absence of the Clerk the Committee will elect a replacement for the meeting.

- The Committee may co-opt a limited number of external members, the names of whom shall be reported to the Board.

- Board Members who are not members of the Finance and General Purposes Committee should have the right of attendance. The Clerk will circulate minutes of the meetings of the Finance and General Purposes Committee to all members. Minutes of the meetings will also be circulated to the Board and will be a standing item for Governing Body meetings.

- The Chief Executive in their role as Accounting Officer, the Business Manager, the Finance Manager and the Responsible Officer will normally attend meetings of the Committee.
**Frequency of Meetings**

- There will be at least three meetings of the Finance and General Purposes Committee per year.

- The Committee will determine the frequency and dates of its meetings taking due cognisance of dates of Governing Body meetings and any business to be conducted there at. The external auditor may request a meeting if s/he considers one necessary.

- The Clerk to the Committee will circulate an agenda for each meeting with accompanying papers at least one week before the date of each scheduled meeting.

**Authority**

- The Finance and General Purposes Committee is authorised by the Board to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries. Requests for work, and reports received, from Responsible Officer will be channelled through the Principal, to whom the Responsible Officer reports.

- The Finance and General Purposes Committee is authorised to obtain independent professional advice if it considers this necessary to support members undertaking their audit role.

**Duties**

**Audit Duties**

The duties of the Committee shall be to:

a) Review the academy’s internal and external financial statements and reports to ensure that they reflect best practice and compliance with statutory and EFA requirements.

b) Liaise as required with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.

c) Consider all relevant reports by the Comptroller and Auditor General or the appointed external auditor, including reports on the academy’s accounts, achievement of value for money and the response to any management letters.

d) Review the effectiveness of the academy’s internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.

e) Ensure that the Academy’s Responsible Officer meets, or exceeds, the standards specified in the EFA’s Academies Financial Handbook and the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service.

f) Consider and advise the Board on the Academy’s annual and long-term audit programme.
g) Consider internal audit reports, including value-for-money reports and the arrangements for their implementation.

h) Review the operation of the Academy’s code of practice for Board members and Code of Conduct for Staff.

i) The Chair of the Finance and General Purposes Committee to attend Endowment Fund meetings.

j) Consider any other financial matters where requested to do so by the Board.

k) Report at least once a year to the Board on the discharge of the above duties.

**HR Duties**

Subject to the requirements of the legislative acts identified in the Academy’s Funding Agreement, the duties of the Committee shall be:

l) To consider the Academy's staffing structure and make recommendations to the Governing Body regarding any increase in staffing for comment on financial viability before recommending acceptance/non acceptance of any proposed salary increase other than National Pay Awards for teaching and non-teaching staff.

m) To contribute to the formulation of the Academy's Development Plan (ADP), through the consideration of HR priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the Academy.

n) To consider any recommendations from the Principal regarding the award of any honorarium or additional Teaching and Learning responsibility points, over and above the agreed establishment, giving due regard to financial viability before recommending acceptance/non acceptance to the Governing Body.

o) To consider any changes in terms and conditions for employees of the Academy, following dialogue with the relevant Professional Associations and Trade Unions giving due regard to the financial viability before recommending acceptance/non acceptance of any proposed salary increases to the Governing Body.

p) To consider and approve all personnel and HR related policies.

q) To consider and approve the appointment of the Academy’s source of Human Resources expertise and advice.

r) To receive an Annual Report from the Vice Principal (Learning and CPD) on the quality/value for money of the previous year’s Continuing Professional Development (CPD) plan for all staff.

s) To consider the Human Resource Manager’s reports and make recommendations for any necessary action to the Governing Body.

**General Duties**

Subject to the requirements of the legislative acts identified in the Academy’s Funding Agreement, the Committee is authorised:
a) To consider the Academy's indicative funding, notified annually by the EFA, 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.

b) To consider and recommend acceptance/non acceptance of the Academy’s budget, at the start of each financial year.

c) 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.

d) 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 Academy Development Plan.

e) 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 EFA drawing any matters of concern to the attention of the Governing Body.

f) 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.

g) To prepare the financial statement for form part of the annual report of the Governing Body to parents and for filing in accordance with Companies Act and Charity Commission requirements.

h) To receive Responsible Officer and auditors’ reports and to recommend to the full Governing Body action as appropriate in response to audit findings.

i) To recommend to the full Governing Body the appointment or reappointment of the Responsible Officer and Auditors of the Academy.

j) The authorising of the award of contracts over £30,000.

k) For a member of the Finance and General Purposes Committee to be present at the opening of any tenders for contracts/services over £30,000.

**Quorum**

The quorum for each Committee is fixed at three Governors who are members of the Committee.

**Voting Rights**

Only Governors who are members of the Committee may vote at Committee meetings. Where necessary, the elected Chair of the Committee may have a second or casting vote.
Emergency Powers

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of Governors, in consultation with the Principal and the Chair of the Committee, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole Governing Body.

Planning

The Chair of the Committee will meet with the Chair of Governors and the Principal at the beginning of each academic year to plan the work of the Committee in relation to the Academy’s development plan and other issues.

Declarations of Interest

Members of staff of the academy must withdraw from the meeting during any discussion of their salary and any other payments.
PERFORMANCE AND QUALITY COMMITTEE
TERMS OF REFERENCE

The committee will report and make recommendations to the Governing Body on all matters relating to performance and quality as these relate to student progress, achievement and aspiration.

The Committee will review and monitor the Academy's plans including:

- The relevant sections of the Academy Development Plan, namely:
  
  - Raise standards of attainment
  - Ensure the Every Child Matters agenda is met
  - Ensure successful engagement with the community
  - Removal of all differences in headline measures

- The Raising Attainment Plan (RAP) where required
- The Post 16 Action Plan

The Committee may review and monitor the Academy’s performance with reference to:

- Attainment, targets and value-added measures
- Learner Voice
- Ofsted reports
- Quality Assurance Measures
- Self Evaluation (Form)
- Students’ attendance (including inclusions and exclusions) and punctuality
- The use of assessment information
- The use of the outcomes of lesson observations in development

The Committee will provide advice to the Governing Body as appropriate, on:

- Actions to meet any Ofsted concerns and recommendations
- Measures to improve performance
- Policies and procedures falling within the remit of the Committee
- Preparing of Ofsted visits

Additional the Committee may:

- Liaise with the HR Committee on aspects of staff performance
- Provide feedback or advice to the Academy from the Committee
• Undertake any other matters relating to performance and quality management as either the Principal or Governing Body may request

Membership shall include:

• A member of the Governing Body as Chair
• The Senior Vice Principal responsible for raising standards
• Up to a further 8 members of the Governing Body
• The Committee shall be able to co-opt no more than three further members to assist it in its work, reporting such co-options to the Governing Body
• Other relevant members of the executive may be invited to meetings whenever relevant.

These might include:

- Members of the Academy Leadership Group with relevant responsibilities
- Representative(s) of the Academy Student Council
- Headteacher of a feeder Primary School

**Quorum**

The quorum of the committee will be three Governors

**Voting Rights**

Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.
PREMISES, HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

The committee will report and make recommendations to the Governing Body on all matters relating to premises, health and safety.

Membership

- Governors, including Principal
- Business Manager
- Facilities Manager
- Responsible Officer – Health and Safety
- Pupil Representatives – on invitation

Quorum

The quorum is 3 members of the Governing Body.

Meetings

The committee shall meet as a minimum of 3 times per year and in addition undertake audit/inspections of the facilities.

The main purpose of the Committee is to lead in the strategic management of resources employed at West Lakes Academy and undertake the functions delegated to it by the Governing Body. This will include the strategic management of land, buildings and plant and monitoring all aspects of Health and Safety within the academy.

Responsibilities

1. To assist in the development and oversee implementation of Academy safety rules, risk assessments and safe systems of work. Checking compliance, investigating accidents and reviewing procedures.

2. Tendering arrangements for contracts related to premises.

3. Monitor and approve lettings.


5. The examination of safety audit reports produced by the Academy’s external Health and Safety advisors.
6. The consideration of reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health and Safety at Work etc. Act 1974.

7. The consideration of any reports, which the Health and Safety Co-ordinator or Safety Representatives may wish to submit.

8. To monitor the effectiveness of the safety content of employee induction and training.

9. To undertake audit/inspection reports.

10. To approve the annual Health and Safety Management Plan and oversee its implementation.

11. To receive reports on the buildings and grounds and review operations.

12. To have a strategic overview of the Academy facilities and development including plans for improvement, refurbishment and expansion.

13. Review and support funding applications including the Academies Condition Improvement Fund, SALIX energy efficiency and Department for Education capital expansion programme.

14. Monitor and evaluate all capital projects.

15. Undertake an Annual Review of all statutory checks including asbestos, legionella, and fixed wire as examples.

16. Review the safety of food standards.

17. Review the risk assessments for educational visits.


**Accountability**

1. The Committee will inform and update, the full Governing Body and recommend proposals for strategic development.

2. The minutes of the Committee meetings and copies of audit/inspection reports will be circulated to the full Governing Body. In addition copies will be displayed on the main staff room notice board.

**Voting Rights**

Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.

**Review Period**

The Committee membership and responsibilities will be reviewed annually.
STUDENT PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE
COMMITTEE
TERMS OF REFERENCE

The committee will report and make recommendations to the Governing Body on all matters relating to student behaviour and welfare as these relate to student progress, achievement and aspiration. Individual students will not be named.

The committee will review and monitor the Academy’s plans including the relevant sections of the Academy Development Plan, namely, The Raising Attainment Plan (RAP) and The Post 16 Action Plan.

The committee may review and monitor the Academy’s performance with reference to:

- Pupil premium
- The Personal Development programme
- Admissions and student numbers
- Attendance rates
- The use of Alternative Education providers
- Formal exclusions
- Ofsted reports
- Quality Assurance Measures
- Self Evaluation (Form)
- The use of assessment information

Quorum

The quorum is 3 members – one of which must be a member of the Governing Body.

Meetings

The committee shall meet as a minimum of 3 times per year and in addition undertake 3 audit/inspections. Other meetings may be scheduled as required.

The committee will provide advice to the Governing Body as appropriate, on:
• Strategic management of student numbers
• Attendance and exclusion information
• Actions to meet any Ofsted concerns and recommendations
• Policies and procedures falling within the remit of the Committee

Additional the committee may:
• Provide members to sit on student discipline panels
• Provide members to sit on Attendance panels
• Provide members that will form the Admissions committee
• Provide feedback or advice to the Academy from the committee
• Undertake any other matters relating to student behaviour and welfare as either the Principal or Governing Body may request

Membership shall include:
• A member of the Governing Body as Chair
• The Vice Principal with responsibility for personal development and well-being
• Up to a further three members of the Governing Body

The committee shall be able to co-opt no more than three further members to assist it in its work, reporting such co-options to the Governing Body.

Other relevant members of the executive may be invited to meetings whenever relevant. These might include:
• Members of the Academy Leadership Group with relevant responsibilities
• The Governor with responsibility for Safeguarding.
• Representative(s) of the Academy Student Council

Voting Rights

Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.

Accountability

The committee will keep the full Governing Body informed at all times about its activities.

The minutes of the committee meetings and copies of audit/inspection reports will be circulated to the full Governing Body.
1. **DELEGATION**

   The Governing Body has established an Admissions Committee to discharge the functions conferred on it by relevant Education Acts and Regulations in relation to the number of students to be admitted to the Academy and the area served by the Academy.

2. **MEMBERSHIP**

   The Admissions Committee shall exist of not less than three Governors one of whom shall be the Principal. No member of the Committee can be an Associate Member of the Governing Body.

3. **QUORUM**

   The quorum of the Committee shall be three Governors. The Governing Body must nominate a Clerk to the Committee. Meetings must be clerked by any person nominated by the full Governing Body, except for the Principal.

4. **PURPOSE**

   - To be responsible for complying with the terms, conditions and timeline of the agreed Local Authority Scheme for Co-ordination of Admissions.

   - To be responsible for administering the Governing Body’s Admissions Policy, including applying the admissions criteria where the Academy is over-subscribed with parental requests for admission.

   - To be responsible for preparing and presenting the Academy’s case in response to any parental appeals against the refusal of admission to the Academy.

   - To be responsible for raising any issues that arise from the Academy’s Admissions Policy with the full governing body, for their consideration.

5. **PROCEDURE**

   - The Principal will have delegated responsibility to admit students from the Academy’s priority admission area in accordance with the arrangements on admissions agreed by the Governing Body.

   - The Committee will annually review the Academy’s Admission Policy, including the published admission number and the area served by the Academy.
• The Committee will consider any application for admission that the Principal cannot determine in accordance with the Academy’s Admission Policy.

• Where the Committee refuse a request from a parent for admission of their child the Committee will ensure that the parent is informed of their right of appeal against that decision and how that appeal may be made.

• The Committee will have full regard to the School Admissions Code and comply with all of the mandatory provisions of the Code.

6. **MEETINGS**

Meetings will be held on an as and when needed basis.

Decisions will be reported to the Full Governing Body.
GOVERNORS’ DISCIPLINE COMMITTEE
TERMS OF REFERENCE

The Governors’ Committee which meets to review exclusions is known as the Governors’ Discipline Committee and consists of at least 3 Governors.

The following people will attend the meeting:

- The Governors, one of whom will act as Chair of the Committee. The Committee must be quorate (there must be a minimum of 3 Governors).
- A Clerk to take notes and can advise on procedure.
- A Local Authority representative will attend for most exclusions of 16 days or more and all permanent exclusions.
- The Principal and/or Senior Member of Staff.
- The Parents/Carers – who can invite a friend or advocate/adviser to the meeting to support them.
- The Child – unless they are very young or there are strong reasons against them attending. It is important the child is given every opportunity to have his/her say.
- Witnesses may be called to give evidence but do not normally remain for the full meeting.

PURPOSE

To review exclusions made by the Academy.

If the exclusion is between six and fifteen days in a term, and the Parents request a meeting, then the Governors’ Discipline Committee must meet within 50 school days.

The Governors’ Discipline Committee must always meet to consider exclusions greater than fifteen school days in a term and all permanent exclusions.

The meeting must take place between the sixth and the fifteenth school day after the Governing Body has been notified of the exclusion.

The role of the Governors’ Discipline Committee is to act as another ‘set of eyes’ to review the Principal’s decision to exclude. Exclusions are very serious and the Governors will review whether the exclusion has been carried out correctly and takes account of the needs of the child. They are not a rubber stamping body.
The Governors’ Discipline Committee will review the Academy’s Behaviour Policy on an annual basis in regard to statutory guidance for exclusion and best practice.

PROCEDURE

The Clerk to the Committee will write to the Parents confirming the date and time of the meeting and send the paperwork which will be considered at the meeting. The paperwork will include written representation if submitted. Other paperwork may include:

- Witness Statements and the child’s version of events, if appropriate.
- A Behaviour Diary and Academic Reports.
- Information on the child’s special educational needs.
- If there is an Individual Educational Plan this will include the child’s difficulties, the Academy’s strategies, support and reviews and information on other services involved.
- A Pastoral Support Programme which may include the involvement of other agencies for students who have been, or are at risk of being, permanently excluded.
- Attendance Records.
- Any other relevant documentation.

The meeting will follow a clear agenda which gives everyone an opportunity to have their say. The agenda will be as follows:

- Principal’s or nominated Representative’s Presentation.
- Questions by the Parents and Governors.
- Parents’ representation (a friend or representative and the child may also attend).
- Questions by the Principal and Governors.
- Local Authority’s statement (for permanent exclusions).
- Summing up by the Academy.
- Summing up by the Parents.
- All parties will leave the Governors to discuss the information and make a decision. The Parents will be notified of the Governors’ decision within one school day.

The Governors’ Discipline Committee must consider on balance of probability:

- Whether the child did what he/she is alleged to have done and what Behaviour Policies were not followed.
- Whether the correct procedures were used.
- The seriousness of the incident, and the appropriateness of the length of the sanction.
- The likelihood of the incident being repeated if the child was allowed to return.
- The fairness of the exclusion in relation to any other students involved in the same incident.
- Any relevant previous misbehaviour.
- The support provided by the Academy and for how long it was provided.
- Any special educational needs and disabilities the child may have.
- Any mitigating circumstances (e.g. bullied).

The Governors’ Discipline’s Committee will be to:

- **Uphold** the exclusion if it agrees with the Principal’s decision; or
• Allow the child to return to the Academy immediately or on an agreed date (This is officially called reinstatement).
GOVERNORS’ REMUNERATION COMMITTEE
TERMS OF REFERENCE

The Remuneration Committee is responsible for:

- recommending a pay range for the Principal and members of the Academy Leadership group to the Governing Body in accordance with the School Teacher’s Pay and Conditions document (STPCD). On determining the appropriate pay range consideration should be given to the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

- considering decisions regarding the pay and performance related payments of the Senior Vice Principal, Vice Principals, Assistant Principals, classroom teachers and support staff following consideration of the decisions of pay reviewers and the advice of the Principal and making recommendations to the Governing Body;

- considering decisions regarding the pay of the Principal following consideration of the decisions of the governors responsible for the Principal’s performance reviews and making recommendations to the Governing Body;

- providing reports of these decisions and recommendations to the Governing Body;

- ensuring that the Principal is informed of the outcome of the decision and of the right of appeal.

Membership

The committee shall have a minimum of three members and a maximum of five members. The quorum of the committee shall be three.

The committee’s current members are:

1. Adrian Thompson
2. Rick Wylie
3. Michelle Pearse

The committee shall at the first meeting of the academic year elect a member to act as Chair of the committee. The committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.

No person may act as Chair unless they are also a member of the Trust Board.
The Governing Body must nominate a Clerk to the Committee. Meetings must be clerked by any person nominated by the full Governing Body, except for the Principal.

The committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but are not entitled to vote.

The Committee will meet as often as is necessary to fulfil its responsibilities but will meet at least once per year.

**Proceedings of Committee Meetings**

The quorum for the transaction of business of the committee shall be three committee members and no vote on any matter shall be taken unless there are three committee members present.

Each member present shall be entitled to one vote.

Where there is an equal division of votes the Chair shall have the casting vote.

A register of attendance shall be kept for each committee meeting and published annually.

**Reporting Procedures**

The committee will produce and agree the minutes of its meeting and provide a summary document identifying decisions made and recommendations to the Trust Board.