



## **STOPSLEY HIGH SCHOOL & COMMUNITY COLLEGE**

### **FULL GOVERNING BODY AND SUB-COMMITTEES**

#### **Terms of Reference and Code of Conduct 2016/17**

#### **FULL GOVERNING BODY**

##### **General Role of the Governing Body:**

The Governing Body is the regulatory authority of Stopsley High School.

For full Governing Body meetings the quorum is half the number of serving Governors. If a meeting is not quorate, or if Governors leave during the meeting and it loses its quorum, the meeting cannot take further decisions, but it can make recommendations, to be ratified later.

The Governing Body recognises its strategic role and that it would be impractical to undertake all day-to-day activities. It is, therefore, necessary to delegate a number of its functions to its committees and the Headteacher. These delegations are clearly outlined in committee terms of reference or relevant minutes:

- Personnel & Curriculum
- Finance, Buildings & General Purposes
- Strategic Development

The Governing Body must review the delegation of functions annually and remains accountable for any decisions taken, including those delegated to committees or individuals.

The Governors understand the corporate nature of the Governing Body.

The Governing Body will keep under review its financial management arrangements and make amendments as necessary, in accordance with the requirements and needs of the school.

The Governing Body recognises the need to ensure compliance with the Financial Memoranda, Financial Reporting and Annual Accounts Requirements and Guidelines on Financial Systems and Controls as issued by Luton Borough Council and amended from time to time (including the Financial Standard in Schools).

Where any committee proposes a new policy (or a variation to an existing policy) that affects or may affect the schools finances, it will submit a report to the Full Governing Body at its next meeting.

The Governors will respect the confidential nature of the school's business.

Governors may be disqualified if they have failed to attend meetings for six months if apologies have not been received, or have not been accepted, following a resolution proposing disqualification made to the full Governing Body. If Governors know that they will be absent from a committee or full Governing body meeting, they must notify the Clerk to the Governors in advance giving a valid reason. Apologies for absence must be *approved or not approved* at every meeting.

If a Governor misses three consecutive meetings within a six-month period, they shall be contacted in writing and asked to consider their future availability. Failure to provide a reasonable explanation will place Governors at great risk of being disqualified from the Governing Body for non-attendance.

The Governing Body will strive to create a safe and challenging environment, where individuals are encouraged, supported and recognised. The Governing body expects that every member will participate, will be listened to and will respect the views of others. It further expects that Governors will have read the paperwork distributed with the Agenda in advance of the meetings and have any questions or comments ready and that meetings will start on time. Mobile phones should be switched to silent mode or turned off at the start of each meeting.

In seeking its goals, the Governing Body will conduct itself in a responsible and professional manner towards the staff, pupils, parents/guardians and the community.

The Governing Body expects that Governors will attend relevant training.

Signed and accepted by \_\_\_\_\_

Dated \_\_\_\_\_

## **BUILDINGS, FINANCE AND GENERAL PURPOSES SUB-COMMITTEE**

### **Membership**

- (a) The Committee shall consist of not less than 6 members of which 3 should be Governors. Membership shall include the members of School Senior Management responsible for finance and school buildings.
- (b) The Headteacher shall be entitled to attend each meeting of the Committee but may not take part in any discussion or decision in which he/she has a pecuniary interest.
- (c) The senior member of the support staff responsible for financial matters and the Site Manager, shall be required to attend the meetings as non voting participants unless they are members of the Governing Body.
- (d) The Committee shall have the power to co-opt members subject to Ratification by the Governing Body.
- (e) The Chair shall not be an employee of the school and will be elected annually by the Committee.

### **Quorum**

Quorum shall be at least 3 Governors, one of which is a non-staff Governor.

### **Meetings**

The Committee shall meet at least once every term and otherwise as requested by the Headteacher or the Chair of the Committee. The Chair of the Committee shall report such matters as are relevant to the next full Governing Body. The timings of these meetings, wherever possible, to be at least 14 days prior to any Governors meeting.

### **Terms of Reference**

- i. The Committee shall deal with all Finance issues appertaining to the School.
- ii. The Committee shall be responsible for making recommendations to the Governing Body for all matters concerning finance in accordance with the financial regulations of the School.
- iii. The Chair of Governors shall liaise with the appointed auditors.
- iv. The Committee shall be responsible for providing the Governing Body with professional advice and services in all matters relating to finance, and buildings, grounds and maintenance thereof that the Governing Body has or seeks to have responsibility for whether as owner or lessee.

- v. The Committee shall be responsible for monitoring the School's Objectives, activities and budgets in all matters relating to the finance, and buildings, grounds and maintenance thereof that the Governing Body has or seeks to have responsibility for whether as owner or lessee.
- vi. The Committee shall be responsible for reporting on the School's compliance with the appropriate sections of the School Strategic Plan, OfSTED inspection action plans and all legislation relating to finance, buildings and grounds including use and maintenance thereof.
- vii. The Committee shall make decisions as delegated by the Governing Body in accordance with financial regulations of the School.
- viii. The Committee shall be responsible for dealing with any issue or matter not covered by any other committee.
- ix. The Agenda and supporting papers shall, whenever possible, be circulated to members at least one week prior to the meeting.
- x. The Clerk to the Governing Body shall take minutes of all meetings and in his/her absence the Committee shall nominate such person as necessary for the occasion.
- xi. The Chair of the Committee may take such decisions as are necessary by reason of urgency between meetings and shall consult as appropriate with Chairs of other standing committees. Such decisions shall be ratified at the next Committee meeting or the next meeting of the full Governing Body.

## **PERSONNEL AND CURRICULUM SUB-COMMITTEE**

### **Membership**

- (a) The Committee shall consist of at least 5 Governors.
- (b) The Headteacher shall be entitled to attend each meeting of the Committee but may not take part in any discussion or decision in which he/she has a pecuniary interest.
- (c) The Committee shall have the power to co-opt members subject to Ratification by the Governing Body.
- (d) The Chair shall not be an employee of the school and will be elected annually by the Committee.

### **Quorum**

The Quorum shall be 3 governors, but may not include the Headteacher if he/she has a pecuniary interest in any item under discussion.

### **Meetings**

The Committee shall meet at least once every term and otherwise as requested by the Headteacher or the Chair of the Committee. The Chair of the Committee shall report such matters as are relevant to next full Governing Body.

### **Duties of the Committee**

- i. The Committee shall be deal with all Personnel aspects appertaining to the School with the exception of dealing with the pay decisions of the Executive Management Team, such matters being the province of the Pay Committee.
- ii. The Committee shall review annually the Pay Policy.
- iii. The Committee shall periodically review the Disciplinary, Grievance and Security of Employment policies.
- iv. The Committee shall review annually the staffing structure of the School in accordance with the Strategic Plan.
- v. The Committee shall decide on any matters relating to restructuring including staffing levels in accordance with the Security of Employment Agreement.
- vi. The Committee shall monitor governor and staff training in order to ensure that those involved in recruitment and selection are aware of their responsibility particularly in respect of equal opportunities and safeguarding.

- vii. The Committee shall act as the Disciplinary Committee in respect of those levels of the Disciplinary Procedure that requires Governors' involvement.
- viii. The Committee shall be responsible for ensuring compliance with the regulations and guidance issued from time to time by the DfES, particularly with those relating to the National Curriculum, collective worship, sex education and religious education.
- ix. The Committee shall be responsible for considering curriculum developments and making recommendations to the Governing Body on all major changes to the Curriculum.
- x. The Committee shall be responsible for ensuring that the Governing Body is aware of all major curriculum developments undertaken by the School as a whole and by individual departments.
- xi. The Committee shall be responsible for reviewing the curriculum content and its delivery in individual departments.
- xii. The Committee shall be responsible for monitoring and evaluating the relevant sections of the School Development Plan and assist, advise and contribute to the school targets implicitly and explicitly included in it.
- xiii. The Committee shall be responsible for, in consultation with the standing committee, reviewing the staffing and resourcing needs of individual departments.
- xiv. The Committee shall be responsible for scrutinising, evaluating and reporting on school and public examination results.
- xv. The Committee shall be responsible for reviewing the curriculum content of the school prospectus as and when required.
- xvi. The Committee shall be involved in the formulation of policies and keeping them under review.
- xvii. The Committee shall be responsible for making spending decisions within the delegated powers conferred by the Governing Body.

## **STRATEGIC DEVELOPMENT COMMITTEE**

### **Membership**

- (a) The Committee shall consist of the Chair of Governors, Vice Chair of Governors and chairs of all the sub committees.
- (b) The Headteacher shall be entitled to attend each meeting of the Committee but may not take part in any discussion or decision in which he/she has a pecuniary interest.
- (c) The Committee shall have the power to co-opt members subject to Ratification by the Governing Body.
- (d) The Chair shall not be an employee of the school.

### **Quorum**

The Quorum shall be 3 governors, which may include the Headteacher.

### **Meetings**

The Committee shall meet at least once every term and otherwise as requested by the Headteacher or the Chair of the Committee. The Chair of the Committee shall report such matters as are relevant to the next Full Governing Body Meeting.

### **Terms of Reference**

- i. The Committee shall deal with all matters relating to the schools strategic direction.
- ii. The Committee shall review annually the SIP & SEF.
- iii. The Committee shall periodically review the school profile and Policies.
- iv. The Committee shall review annually the staffing structure of the School in accordance with the Strategic Plan.
- v. The Committee shall decide on any matters relating to restructuring.
- vi. The Agenda and supporting papers shall, whenever possible, be circulated to members at least one week prior to the meeting.
- vii. The Clerk to the Governing Body shall take minutes of all meetings and in his/her absence the Committee shall nominate such person as necessary for the occasion. In the absence of the Chair, the Vice Chair will run the meeting
- vii. The Chair of the Committee may take such decisions as are necessary by reason of urgency between meetings and shall consult as appropriate with Chairs of other standing committees. Such decisions shall be ratified at the next Committee meeting or the next meeting of the Full Governing Body.