

# Sidestrand Hall School



## Committee Structure and Terms of Reference

Date: September 2023

Date of Review: September 2024

## Roles within the Governing Body

### The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Norfolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

*Disqualification - Headteacher, Staff Governors, Pupils, Staff Members*

### The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

*Disqualification – Governors, Associate Members, the Headteacher*

### The Role of the Chair of Committees

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To ensure Clerking of the committee is carried out. The Chair may also be the Clerk

*Disqualification – none*

### The Role of the Clerk to the Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

*Disqualification – Head Teacher*

## The Governing Body [FGB]

*The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities*

### Terms of reference:

- **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 a Clerk to the Governing Body\***
  - **To establish the committees of the Governing Body and their terms of reference\***
  - To appoint the Chair of any committee (*if not delegated to the committee itself*)
  - **To appoint or remove a Clerk to each committee\***
  - **To suspend a governor\***
  - **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
  - **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 approve the first formal budget plan of the financial year
  - To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
  - **To review the delegation arrangements annually\***
  - *Any items which individual governing bodies may wish to include*
- \*these matters cannot be delegated to either a committee or an individual**

## Members

## Date of End of Office

Roger Billings [co opted]	4/11/25
Angela Wrighton [Foundation]	1/09/24
Shelley Taylor [Head]	
Peter Godfrey [Foundation]	16/9/27
Vivien Harrington [associate]	24/09/26
Lloyd Johnson [Parent]	14/1/25
Marie Greer [Co opted]	6/7/25
Harvey Barrington [Staff]	22/3/26
Duncan Mackenzie [Co opted]	9/6/26
Clare Male [Parent]	4/12/26
John Bull {co opted}	21/3/27
Eva Stone [Parent]	3/4/27
Jen Lawrence [LA]	31/8/27

**Membership** – *As per the Instrument of Government*

**Disqualification** – *as per Regulation 20 and Schedule 6 of the Constitution Regulations*

**Chair of Governors** Angela Wrighton

**Vice Chair of Governors** Marie Greer

**Clerk to the Governing Body** Katy Keyworth

**Quorum** One half of the number of Governors in post

**These Terms of Reference: Sept 23**

## Finance, Premises and Personnel Committee [FPP]

### Terms of reference:

- In consultation with Headteacher and SBM, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Gov Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

### Additional terms:

- Review the costs that included in the School Development plan (up to 3 years) and ensure they are included in the 3 year budget plan.
- Ensure completion of Statement of Internal Controls (SIC) and implement any resulting action plan.
- Ensure preparation is made for Financial Management Standards in Schools visit.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To oversee the process leading to staff reductions

- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards
- To carry out General Risk Assessments
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations on premises-related expenditure
- In consultation with Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Premises Development Plan and Accessibility plan
- To establish and keep under review an Asset management plan
- To ensure full compliance with any Health and Safety Audit of the premises, within required timescales
- To review Policies eg Admissions, Complaints, Confidentiality, Dignity at work, data security, Exclusions, Employee discipline procedure, Grievance, First aid, Minibus use, Safer workforce, Transport, Staff leave of absence, Whistleblowing
- Additional items which individual Governing Bodies may wish to include

**Disqualification** –*Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school*

### Members

Angela Wrighton Shelley Taylor Lloyd Johnson Roger Billings Peter Godfrey  
Duncan Mackenzie Clare Male John Bull

**Chair of Committee** Duncan Mackenzie

**Clerk to the Committee**

**Quorum (Min 3)**

**Terms of Reference Reviewed** Sept 23

## School Improvement and Standards Committee [SIS]

### Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to be lead governor for specific areas of provision, eg Literacy, Numeracy, and report back to the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator and policy review
- To monitor the school SEF
- To monitor the Vision, Ethos and Strategic Direction of the school
- To monitor use of additional funding and policies eg Pupil Premium, Sports funding, catch up funding
- To ensure that the school has identified priorities as the School Improvement Development Plan and there is regular review
- To review such policies as are deemed appropriate to this committee, e.g Literacy, Numeracy, Exams Policies, subject policies, assessment, marking, etc.
- To ensure that the school complies with relevant legislation relating to Performance Management, including the Headteacher
- To establish and review a Performance Management policy for all staff\*
- \* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training
- To monitor standards of Teaching and Learning and review Policies
- To monitor Assessment , Pupil Progress and Achievement [SOLAR], to ensure appropriate targets set, and there is regular reporting to parents/carers
- To oversee the 6<sup>th</sup> form provision
- To monitor provision of Academic and Vocational qualifications

### Members

Angela Wrighton  
Shelley Taylor  
Peter Godfrey  
Marie Greer  
Harvey Barrington  
John Bull  
Eva Stone  
Jen Lawrence

**Chair of Committee** Angela Wrighton

**Clerk to the Committee**

**Quorum (Min 3)**

**Terms of Reference Reviewed** Sept 23

## Personal Development, Behaviour and Welfare Committee

### Terms of reference:

- To oversee arrangements for individual governors to be lead governor for specific areas of provision, eg SEN, LAC, Single Equality, Behaviour and Attitudes, Attendance and Punctuality, SMSC, and to report back to the Governing Body.
- To oversee arrangements for the Residential Provision, and to ensure that the school complies with National Care Standards and carry out Inspections as required.
- To review residential provision and ensure that identified priorities inform the School Improvement Development Plan
- To review such policies as are deemed appropriate to this committee, e.g. Residential Policies, Single equality, SEN provision, Sex Education, Safeguarding, Healthy lifestyle/relationships, Self-harm, Anti-bullying, e-safety, Photos and videos, PSHE, Medication, Intimate care, Attendance, Drugs, Behaviour, etc.
- To ensure that the school complies with relevant legislation relating to equality and diversity, e.g. Disability, Gender, Community Cohesion, Single Equality, SMSC, British Values, Citizenship, Careers guidance
- To ensure views of all stakeholders are taken into account staff/pupils/parents/carers /LA

### Members

Angela Wrighton  
Shelley Taylor  
Lloyd Johnson  
Marie Greer  
Duncan Mackenzie  
Clare Male  
John Bull  
Eva Stone

**Chair of Committee** Marie Greer

**Clerk to the Committee**

**Quorum (Min 3)**

**Terms of Reference Reviewed** Sept 23

## Hearings Committee

### Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the headteacher)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (unless delegated to the Headteacher)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- Additional items which individual Governing Bodies may wish to include  
*\*cannot be delegated to an individual*

### Membership – not less than 3 members of the Governing Body

*(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)*

### Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

## Members

## Date Appointed to Committee

**Chair of Committee**

**Clerk to the Committee**

**Quorum (see membership)**

3

**Committee Established**

**Terms of Reference Agreed**

**Terms of Reference Reviewed**

Sept 23

## Appeals Committee

### Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- Any items which individual governing bodies may wish to include

**\*cannot be delegated to an individual**

**Membership** – *no fewer members than the Hearings Committee*

**Disqualification** – *The Headteacher and any members of the Hearings Committee*

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

## Members

## Date Appointed to Committee

**Chair of Committee**

**Clerk to the Committee**

**Quorum (see membership)**

3

**Committee Established**

**Terms of Reference Agreed**

**Terms of Reference Reviewed**

Sept 23



## Delegation of Responsibility to Individuals

*Any individual to whom responsibility[Link role] has been delegated is expected to work within the following terms of reference.*

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- Any items which individual governing bodies may wish to include

**Disqualification** – *The following functions **CANNOT** be delegated to an **individual**:*

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

**Terms of Reference Reviewed** Sept 23