



Turnfurlong Infant School
 Creating a love of learning for a better future

GOVERNING BODY COMMITTEE TERMS OF REFERENCE

PERSON RESPONSIBLE FOR POLICY:	Charotte Austin
APPROVED: FGB	DATE: 14th September 2023
SIGNED: <i>Signed electronically</i>	ROLE: Chair of Governors
TO BE REVIEWED:	Autumn FGB 2024

Governing Body Terms of Reference

Introduction

The Governing Body (GB) at Turnfurlong Infant School carries out much of its business through committees, where a smaller group of people are chosen to represent the Full Governing Body (FGB) to receive information and are empowered through appropriate delegations to make decisions on its behalf and act as a clear channel of communication to inform the wider work of the FGB.

Committees can be a practical and valuable tool for helping governing boards to effectively manage their time and workload, while assisting boards to remain strategic in their approach to overseeing both the educational and financial performance of the school.

The Turnfurlong Infant School GB has the power to delegate certain functions either to individuals or established committees. Where this is enacted, the FGB remains accountable in law, to Ofsted and to the local community for the exercise of their functions and so regular reporting to the full board is crucial to ensure full oversight.

Delegation Powers

The School Governance (Roles, Procedures and Allowances) Regulations 2013 allow governing bodies in maintained schools to delegate certain functions to:

- a committee;
- an individual governor who is not the Head Teacher; or
- where a particular function does not directly concern the Head Teacher, the Head Teacher (whether or not they are a governor).

The GB must review the delegation of functions annually.

There are some restrictions on delegation powers which can be grouped into those functions which cannot be delegated to individuals and those that cannot be delegated at all.

Functions that can be delegated to a committee but cannot be delegated to an individual, include those that relate to:

- the alteration, discontinuance or change of category of maintained schools;
- the approval of the first formal budget plan of the financial year;
- school discipline policies;
- the exclusion of pupils (except in an emergency when the Chair has the power to exercise these functions);
- admissions - where the GB is the admissions authority (foundation and voluntary aided schools) - see the [School Admissions Code](#) for requirements; or
- the suspension of governors.

The GB **cannot** delegate any functions relating to:

- the constitution of the GB (unless otherwise provided by the Constitution Regulations 2012);
- the appointment or removal of the chair and vice-chair;
- the delegation of functions;

- the establishment of committees;
- staffing matters unless otherwise provided by the School Staffing (England) Regulations 2009; or
- making and reviewing a written statement of principles which the Head Teacher must have regard to when determining the behaviour policy.

The GB can still perform functions it has delegated, enabling it to make decisions on matters that may usually be dealt with by a specific committee.

Chair's Actions

The chair – or vice-chair if the chair is unavailable or the position is vacant – can make decisions on the GB's behalf using the power of 'chair's action' (Regulation 8 of the Role, Procedures and Allowances Regulations).

Decisions taken under the power of 'chair's action' must be reported to the GB at the first available opportunity.

While there is no specified restriction on which functions the chair may exercise under 'chair's action', the power should only be used where any delay would be likely to be seriously detrimental to the interests of:

- the school.
- any pupil at the school or his/her parent.
- a person who works at the school.

Clerking

Each committee established by the GB must have an appointed clerk who must not be the head of the school. Turnfurlong Infant School has appointed an independent clerk, who is employed as a sole trader.

Sub-Committees

There are many tasks that need undertaking and to operate efficiently we have established committees to whom some of our responsibilities are delegated. We currently operate the following sub-committees:

- Finance & Premises (F&P) Committee (Terms of reference (TORs) at p7).
- Personnel & Curriculum (P&C) Committee (TORs at p10).
- Pay Review Committee (TORs at p13).
- Head Teacher's Performance Management Committee (TORs at p15).

These committees meet up independently of the FGB. The members of each Committee are elected at the first annual FGB meeting in September. A vital part of this delegation by the FGB is to strictly define what a committee should and shouldn't be doing. Each Committee will have their own ToRs (see below); at the start of the academic year each committee will review and monitor these to ensure that they are accomplishing what they were intended to do.

F&P and P&C Committees usually meets once a term, or more frequently if required, at a mutually-agreed time at school. What follows are ToRs for each of the Turnfurlong Infant School committees.

Statutory Panels

As well as the four sub-committees there are several statutory panels that the GB is required to have in place. At Turnfurlong Infant School, governors are assigned to be on these panels at the first meeting in the year in September but often volunteer to be on these as and when a statutory committee is required to convene depending on availability. These statutory committees often do not need to meet but when they are, each governor will be notified promptly, and a suitable date and time will be arranged. Each panel will consist of at least 3 governors, although staff governors are not allowed to serve on these due to the nature of the discussions.

The Statutory Panels at Turnfurlong Infant School are:

- Appeals Committee (TORs on p16).
- Complaints Committee (TORs on p16).
- Disciplinary and Dismissal Committee (TORs on p17).
- Grievance Committee (TORs on p17).
- Staffing Review Committee (TORs on p18).
- Student Discipline Committee (TORs on p18).

Terms of Reference for the Full Governing Body (FGB)

Purpose

Our board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders/Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The main responsibilities to be managed by the board are outlined below.

Membership

All governors. A chair and vice-chair will be elected, and a clerk will be appointed.

Quorum

One half of the membership of the governing board. Any 3 members of the GB may ask for an extra meeting to be held. **Although decisions may be delegated, the GB as a whole remains responsible for any decision made under delegation.**

Meetings

The board will meet 4 times a year. Minutes of the meetings will be shared with the board and made available to the public.

Policies and Compliance

The FGB will review and ratify the following specific policies:

- Child Protection Policy and Procedures.
- Governor's Code of Conduct.
- Instrument of Government.
- Register of Business Interests or Head Teacher and Governors.
- Special Education Needs (SEN) Information report and SEN policy.

Rationale

- To receive reports and recommendations from sub-committees where full discussion of issues will take place.
- To make decisions and ratify recommendations.
- To receive the Head teacher's written report on a termly basis, covering:
 - Pupil achievement and progress.
 - Performance data.
 - Progress against the School Improvement Plan.
 - Effectiveness of the Performance Management Policy.
 - School self-evaluation.
 - Fulfilment of statutory responsibilities.
- To review correspondence.
- To provide an overview of the work of the school and its sub-committees.

- To make decisions on those matters which cannot be delegated and are reserved for the FGB.

Matters Reserved for the FGB

- To determine the strategic direction of the school.
- To monitor and evaluate the performance of the school by receiving reports from the Head Teacher.
- To agree constitutional matters, including procedures where the GB has discretion.
- To consider whether or not to exercise delegation of functions to individuals or committees and to establish the committee's terms of reference.
- To receive reports and ratify recommendations from committees or from individual Governors.
- To consider business provided by the LA.
- To investigate financial irregularities (if head suspected).
- To agree selection panel for Head Teacher and deputy head appointments.
- To suspend or end suspension of head teacher.
- To draw up the instrument of government and any amendments thereafter.
- To appoint or remove the chair and vice chair.
- To appoint or dismiss the clerk.
- To hold at least 3 GB meetings a year.
- To set up a register of governor's business interests.
- To recruit and appoint new governors where appropriate.
- To appoint the chair of any committee (if not delegated to the committee itself).
- To suspend a governor.
- To manage the school budget & consider proposed revisions to the budget.
- Decide whether to delegate power to spend the delegated budget to the head teacher and if so, establish financial limits of delegated authority (see scheme of delegation).
- To ensure a policy review cycle is in place.

Terms of Reference FGB – F (Finance & Premises)

General Terms

- To act on matters delegated by the FGB.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must not be less than three governor members of the committee.

Meetings

- The GB is free to determine how often the committee meets and may delegate this to the committee.
- The Committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the Head Teacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the FGB and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Policies and Compliance

The F&P Committee is delegated the task of reviewing and ratifying the following policies, reporting to FGB as required:

- Accessibility Plan.
- Charging and Remissions Policy.
- Data Protection.
- Equality Information and Objectives.
- Freedom of Information Publication Scheme.
- Governor's Allowances.
- Health and Safety.
- Premises Management Policies.
- ICT Acceptable Use Policy.
- GDPR and related policies.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Head Teacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- Ensure a recovery plan is submitted to the LA, should the projected budget deficit exceed 5%, and this be required.
- To draft and propose to the FGB for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Head Teacher.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Head Teacher.
- To report back to each meeting of the FGB and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- Ensure that details of related party transactions are appended to the SFVS
- To receive and act upon any issues identified by a local authority audit.
- Ensure that financial information is published on the school website in line with guidance on financial transparency for maintained schools. To include:
 - the number of individuals (if any) earning over £100k in £10k bandings.
 - A link to the schools financial benchmarking website.

Premises

- To provide support and guidance for the GB and the Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety, Property Condition Survey, Asset Management Plan, Advice of the Local Authority (LA), The SDP, the school climate change and sustainability action plan and updated guidance on the identification and reporting of Reinforced Autoclaved Aerated Concrete
 - To ensure that an annual inspection of the premises and grounds takes place, and a report is received identifying any issues.
 - To inform the GB of the report and set out a proposed order of priorities for maintenance and development, for the approval of the GB.
 - To review and monitor the School Improvement Plan and develop a rolling programme of repairs and maintenance. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.

- To arrange professional surveys and emergency work as necessary.
 - *The Head Teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head Teacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan, Building Development Plan, Emergency Plan, Personal Emergency evacuation plans for those with limited mobility or special needs in the event of an evacuation, Lockdown procedure and any health and safety related actions identified by risk assessments
- To recommend to the FGB proposals for the delegation of authority to the Head Teacher to take action on minor items of repair and maintenance work subject to a specified financial limit.
- To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the Head Teacher for taking appropriate action on behalf of the GB in the event of an emergency.
- To monitor the work of contractors and visitors, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance in line with the financial procedures agreed by the GB and any other Premises, Health and Safety matters detailed within risk assessments in line with plans for full re-opening of schools in September 2020
- To ensure that the school complies with Health and Safety regulations and to regularly review the health and safety policy. Complete an annual Health & Safety self-audit / compliance check and create an action plan based upon the findings.
- Ensure that a fire risk assessment is in place. To be carried out by a member of the Institute of Fire Safety Engineers <http://www.ife.org.uk/Fire-Risk-Assessors-Register> and reviewed by a competent person.
- To monitor proposals for lettings and other use of school premises to ensure due consideration of Health and Safety and related buildings usage issues and costs. Ensure that appropriate procedures are in place for monitoring of lettings of the school, including measures outlined in guidance for full re-opening of schools in September 2020.
- To ensure that governors' responsibilities are discharged regarding litter and refuse under the Environmental Protection Act.
- To liaise with the LA about any matters concerning the school premises and grounds.
- To ensure that the GB's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Consider completing an energy audit to aid in developing an energy efficiency policy / plan in line with government guidance, focusing on use of heating, hot water, lighting, technology and equipment.

Financial Delegations

- Have authority to vire between headings within the following limits agreed by the FGB:
 - Head teacher's limit £2,500.
 - Finance and Premises Committee limit £5,000.
 - FGB over £5,000.
- Recommend to the FGB the level of financial delegations:
 - Head Teacher's limit, for one transaction, £5,000.
 - Finance and Premises Committee, £10,000.
 - FGB over £10,000.
- Write off debts or inventory items under £1,000 (amounts above this to be approved by the LA, Section 151 Officer).
- Contract Award: Authority to sign off where whole life costs are as follows:

- Head Teacher - under £5,000.
- Finance and Premises Committee - between £5,000 and £15,000.
- FGB - over £15,000.

Terms of Reference for the Personnel and Curriculum (P&C) Committee

General Terms

- To act on matters delegated by the FGB.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must not be less than three governor members of the committee.

Meetings

- Governing bodies are free to determine how often their committees meet – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time. Committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Head Teacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the FGB and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Policies and Compliance

The P&C Committee is delegated the task of reviewing and ratifying the following policies, reporting to FGB as required:

- Admissions Arrangements.
- Behaviour Principles written Statement.
- Complaints Procedure Statement.
- Early Years Foundation Stage Policies and Procedures.
- Remote Learning Policy
- Register of Pupil's Admissions to School.
- Register of Pupil's Attendance.
- School Information Published on the School's Website.
- Staff Capability.
- Staff Discipline, Conduct and Grievance.
- Statement of Procedures for dealing with Allegations of Abuse Against Staff.
- Supporting Pupils with Medical Conditions.
- Whistleblowing Procedures.

Curriculum planning and delivery

- To review, monitor and evaluate the intent, implementation and impact of the curriculum offer.
- To recommend for approval to the FGB the:
 - Self-Evaluation Form.
 - School Improvement Plan.
 - Targets for school improvement to the GB.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Head Teacher/SENCO and an annual report from the SEN governor (where appointed).
- Identify priorities for Covid-19 catch up funding and monitor the impact of this spend.
- Identify priorities for funding available via the National Tutoring Programme and monitor the impact of this spend.
- Understand pupil development through consideration of the following:
 - Curriculum extends beyond the academic, technical or vocational – to include sufficient PE / sport provision and food education, including practical cooking, in line with government guidance
 - Curriculum prioritises pupil wellbeing
 - Teaches pupils how to stay safe, including on-line
 - Prepares learners for next steps including careers guidance in secondary schools to ensure pupils are aware of the full range of opportunities available
 - Prepares them for life in modern Britain – British values

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- Aim to ensure all learners finish school: Avoid off-rolling
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the Finance & Premises Committee on the relative funding priorities necessary to deliver the curriculum.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.

- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Head Teacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the GB for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the GB staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- Ensure policies minimise impact on teacher workload Monitor and support Headteacher's workload / wellbeing. Receive and determine applications for flexible working taking advice from HR provider.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Terms of Reference for the Pay Review Committee

General Terms

- To act on matters delegated by the FGB.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To moderate performance management targets set for staff to ensure consistency and to consider incremental pay progression recommendations, in accordance with the current Pay Policy.

Quorum

- Membership of this committee should consist of 2 governors and members must have undergone training or be professionally experienced in performance-related pay and be familiar with the school's Pay Review Policies.

Policies and Compliance

The Pay Review Committee is delegated the task of reviewing and ratifying the following policies, reporting to FGB as required:

- Pay Review Policy.
- Teacher Appraisal Policy.

Delegated Responsibilities

- To moderate the performance management targets set for staff to ensure consistency.
- To review and consider the recommendations of the Head Teacher and Senior Leadership Team in respect of incremental pay progression for teaching staff, based on the outcomes of their appraisal.
- approve leadership pay *following recommendation from the Headteacher Performance Review Panel*;
- To endorse, reject or seek further evidence in respect of the pay related recommendations above.
- To ensure that Performance-Related Pay decisions are communicated to staff in accordance with the Pay Review Policy.
- To seek guidance from the F&P Committee in the exceptional circumstance that performance related pay decisions will exceed provisions made in the School's budget.
- To ensure that the Performance Related Pay decisions are actioned in accordance with the Pay Policy.
- To review the aspects of the Pay Review Policy that are the responsibility of this committee and advise the FGB of the outcome.
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place.
- Each year, to review the salaries of all staff up to and including the Deputy Head Teacher, with effect from 1st September, in accordance with existing arrangements and the School Teachers' Pay and Conditions Document, and after taking the advice of the Head Teacher in relation to the meeting of performance objectives where appropriate.

- consider the award of additional points of responsibility/management points to teachers. To review the Head Teacher's salary annually, and to award performance points where appropriate, and as prescribed in the School Teachers' Pay and Conditions Document.
- Following the above action, to inform the FGB Committee of approved salaries, for inclusion in the budget.
- Ensure policies minimise the impact on workload;

Terms of Reference for the Head Teacher's Performance Management Committee

General Terms

- To act on matters delegated by the FGB.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To set, monitor and evaluate performance management targets for the Head Teacher.

Quorum

- The Chair of Governors will normally be the Chair of this committee and the Chair of the F&P Committee should also be considered as a member; no staff governor may be a member of this committee. The school should employ the services of a School Improvement Partner/External Advisor for the purposes of assisting in the setting and review of the Head Teacher's performance objectives.

Delegated Responsibilities

- To procure external advice, usually from the appointed School Improvement Partner, and/or such other individuals as are deemed appropriate.
- To set SMART targets that take account of the vision for the School, the current Ofsted grading, the School Development Plan and the personal professional development of the Head Teacher.
- To monitor the Head Teacher's performance towards these targets on at least one occasion during the year.
- To evaluate the Head Teacher's performance against the targets set.
- To make a recommendation in respect of incremental progression.

Statutory Panels

Appeals Committee

The main purpose of this committee is to hear any appeals that may arise from decisions taken by any other secondary or ad hoc committee. Membership will usually consist of three members who were not involved in the original decision and who do not have prior knowledge of the situation. However, in the case of an appeal by a staff member against dismissal the committee will be constituted from all other non staff members who do not have knowledge of the situation or personal knowledge of the member of staff that may compromise their objectivity.

The delegated responsibilities of this committee include:

- convening an appeal hearing;
- ensuring that an Agenda and any relevant papers are circulated in an appropriate timescale prior to the hearing;
- procuring any further internal or external information or advice that is deemed appropriate to enable the decision to be reviewed;
- reviewing evidence presented at the hearing by both parties;
- evaluating the conclusion reached by the initial committee and determining whether the action taken was appropriate or what action is deemed appropriate; and
- ensuring that the person appealing is notified within a reasonable timescale of the outcome of the appeal.

Complaints Committee

The main purpose of this committee is to consider formal complaints made against the School by parents or other third parties in accordance with the School's Complaints Procedure. Membership will consist of three members who have no or little prior knowledge of the circumstances. As the Chair of Governors will have been involved in an informal response to the complaint they will not usually be a member of this committee. Staff governors will not be eligible for membership of this committee.

The delegated responsibilities of this committee include:

- convening a meeting to consider the complaint;
- ensuring that an Agenda and any relevant papers are circulated in an appropriate timescale prior to the meeting;
- procuring any further internal or external information or advice that is deemed appropriate to enable the circumstances of the complaint to be considered;
- reviewing evidence presented at the meeting by both the complainant and the Head Teacher;
- determining what, if any, action should be taken by either party to resolve the complaint; and
- ensuring that the complainant is notified within a reasonable timescale of the outcome of the meeting.
- In exceptional circumstances the panel may meet remotely, via videoconference or telephone, subject to agreement by all parties.

Disciplinary and Dismissal Committee

The main purpose of this committee is to consider allegations against staff by the Head Teacher in respect of both conduct and capability for all staff, in accordance with the Disciplinary and Capability Policies. Membership will consist of three members who have no or little prior knowledge of the circumstances and who do not have personal knowledge of the member of staff that may compromise their objectivity. Staff

members are not eligible for membership of this committee. The Chair should be a governor who has professional experience of disciplinary procedures.

The delegated responsibilities of this committee include:

- convening a meeting to consider the allegation(s);
- ensuring that an agenda and any relevant papers are circulated in an appropriate timescale prior to the meeting;
- procuring any further internal or external information or advice that is deemed appropriate to enable the circumstances of the allegation to be considered;
- reviewing evidence presented at the meeting by both the staff member and the Head Teacher;
- determining what, if any, disciplinary sanction should be taken by the academy; and
- ensuring that the staff member is notified within a reasonable timescale of the outcome of the meeting.

Grievance Committee

The main purpose of this committee is to consider grievances raised by staff in accordance with the Grievance Policy. Membership will consist of three members who have no or little prior knowledge of the circumstances and who do not have personal knowledge of the member(s) of staff involved that may compromise their objectivity. Staff members are not eligible for membership of this committee.

The delegated responsibilities of this committee include:

- convening a meeting to consider the grievance;
- ensuring that an agenda and any relevant papers are circulated in an appropriate timescale prior to the meeting;
- procuring any further internal or external information or advice that is deemed appropriate to enable the circumstances of the grievance to be considered;
- reviewing evidence presented at the meeting by all parties;
- determining what, if any, action is required to resolve the grievance; and
- ensuring that the staff member is notified within a reasonable timescale of the outcome of the meeting.

Staffing Review Committee

The main purpose of this committee is to oversee the redundancy process with due regard to the School's Redundancy Policy, the law and ACAS guidance. Membership will consist of three members. Staff members are not eligible for membership of this committee.

The delegated responsibilities of this committee include:

- reviewing the Head Teacher's recommendation of the need for redundancy;
- ensuring that all alternatives to redundancy have been considered;
- implementing the required consultation with employees and recognised trade unions and professional associations;
- giving due consideration to any responses and/or proposals by staff and/or trade unions and professional associations and responding to these accordingly;
- ensuring that measures to consider alternatives to compulsory redundancy are effective;
- reviewing any recommendations by the Head Teacher to refuse an offer of voluntary redundancy or reduced hours or grade;
- implementing fair and just criteria for compulsory redundancy selection; and

- making a final decision in respect of the Head Teacher's recommendation to dismiss for redundancy; and ensuring that measures are in place to mitigate the effects of any redundancies.

Student Discipline Committee

The main purpose of this committee is to consider suspension or permanent exclusion to students, in accordance with current DfE legislation and guidance. Membership will consist of three members who have no or little prior knowledge of the circumstances and who do not have personal knowledge of the student involved that may compromise their objectivity. Staff members are not eligible for membership of this committee.

Statutory Guidance 'Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, Including Pupil Movement' September 2023 can be found [here](#)

The delegated responsibilities of this committee include:

- convening a meeting to consider the permanent exclusion;
- ensuring that an agenda and any relevant papers are circulated in an appropriate timescale prior to the meeting;
- procuring any further internal or external information or advice that is deemed appropriate to enable the circumstances of the permanent exclusion to be considered;
- reviewing evidence presented at the meeting by the Head Teacher and the student and parents;
- evaluating the terms of the permanent exclusion imposed by the Head Teacher and determining whether the action taken was appropriate or what action is deemed appropriate; and
- ensuring that the student and parents are notified within a reasonable timescale of the outcome of the meeting.
- This meeting will not be required if the headteacher cancels the exclusion. Exclusions must be cancelled before the committee has met.
- Governing board reinstatement meetings and IRPs can be held via the use of remote access for suspension and permanent exclusions if requested by the parents, provided certain criteria are satisfied.