

Terms of Reference for Committees of the Governing Body

- A. Composition and Operation
- B. Building and Finance Committee
- C. Education Committee (formerly known as Curriculum and Staffing Committee)
- D. Remuneration Committee
- E. Audit Committee
- F. Admissions Committee
- G. Sandfield Park Campus Committee
- H. Behaviour and Attitudes Committee



**ST EDWARD'S
COLLEGE**
LIVERPOOL

A. Composition and Operation

1. The terms of reference and membership (including appointment of the Committee Chair) of each Committee must be reviewed and approved by the Full Governing Body at the first meeting of the academic year.
2. Each Committee will be composed by a majority of Foundation Governors and at least one Governor from the Parent and/or Staff categories.
3. The Principal is an ex-officio member of each Committee.
4. No Governor employed at the College will act as Chair to the Committee. In the absence of the Chair, the Committee will elect a temporary replacement from among the Governors present at the Committee meeting.
5. The Clerk of the Full Governing Body will act as Clerk to the Committees, except Remuneration. In the absence of the Clerk, the Committee will elect a replacement for the meeting.
6. The quorum for each Committee is fixed at two Foundation Governors who are members of that Committee.
7. Each Committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
8. Each Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the College staff who are not Governors.
9. Any Governor may attend meetings of Committees.
10. 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.
11. 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 the Governors, in consultation with the Principal and Chair of the Committee, will take appropriate action on behalf of the Committee.
12. The Clerk to the Committee will circulate an Agenda for each meeting and papers at least a week before the Committee meeting.
13. Attendance at each Committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be included on the Agenda and papers of the next meeting of the Full Governing Body.

B. Buildings and Finance Committee

Membership

The Committee shall comprise up to six members of the Governing Body.

Quorum

The quorum for each Committee is fixed at two Foundation Governors who are members of that Committee.

Frequency of Meetings

The Buildings and Finance Committee will meet at least once per term.

Purpose

The Committee will assist the decision making of the Governing Body by enabling more detailed consideration to be given of all Premises and Finance matters, so as to ensure the best means of fulfilling the Governing Body's responsibilities.

The Committee will report to the Governing Body on a regular basis and make recommendations and comments as appropriate.

The Committee will comply with the agreed Terms of Reference of the Finance Committee, the Scheme of Delegation and the generic terms of reference for all Governing Body Committees.

Terms of Reference

Subject to legislative requirements, and the Academy Funding and Side Agreements, the Committee is authorised:

- To consider the Academy's indicative funding, notified annually by the Education Skills Funding Agency (EFSA) , and to assess its implications for the College, 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.
- To consider and recommend acceptance/non-acceptance of the College's budget, at the start of each financial year.
- To contribute to the formulation of the College's Evaluation and 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 College.
- 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 Evaluation and Development Plan.
- To liaise with and receive reports from the Staffing, Remuneration, Curriculum and Health and Safety Committees, as appropriate, and to make recommendations to those Committees about the financial aspects of matters being considered by them.

- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the DfE/EFSA , drawing any matters of concern to the attention of the Governing Body.
- 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.
- To prepare required financial statements and to file in accordance with Companies Act and Charity Commission requirements.
- To receive Internal and External Auditors' Reports and to recommend to the Full Governing Body action as appropriate in response to audit findings.
- To recommend to the Full Governing Body the appointment or reappointment of the Auditors of the College.
- To consider the repair and maintenance needs of the school building, and to monitor and review the short, medium and long term programmes of planned maintenance work.
- To contribute to bids for external funding for capital expenditure.
- To monitor the use of and expenditure against, devolved formula capital allocations made to the College.
- To appoint architects, builders, surveyors, etc.
- To review, adopt and monitor a Health and Safety policy.
- To oversee the Asset Management Plan.

C. Education Committee

Membership

The Committee shall comprise up to six members of the Governing Body.

Quorum

The quorum for each Committee is fixed at two Foundation Governors who are members of that Committee.

Frequency of Meetings

The Curriculum and Staffing Committee will meet at least once per term.

Purpose

- The Committee will assist the decision making of the Governing Body by enabling more detailed consideration to be given of all Curriculum and Staffing matters, so as to ensure the best means of fulfilling the Governing Body's responsibilities.
- The Committee will report to the Governing Body on a regular basis and make recommendations and comments as appropriate.
- The Committee will comply with the Scheme of Delegation and the generic terms of reference for all Governing Body Committees.
- The Committee will report to the Governing Body on a regular basis and make recommendations and comments as appropriate.

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 review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality, gender equality, child protection, attendance and pupil behaviour/discipline.
- To ensure that requirements of pupils with varying levels of ability, from the gifted to those with special educational needs are met.
- To monitor and evaluate the delivery of the curriculum.
- At least annually to receive a report from the Principal on the quality of teaching and the standards of pupil achievement, and to identify any necessary governing body actions.
- To review relevant school policies relating to staffing and curriculum.
- To monitor the impact of Pupil Premium Funding on the achievement and attainment of pupils and to ensure that this is spent appropriately.

- To determine any complaints from parents referred to the governing body in accordance with the provisions of the Complaints Procedure.
- To determine issues regarding grievance or discipline.
- To keep under review the staffing structure and make recommendations on staffing expenditure to the Finance Committee.
- To establish and review a performance management policy for all staff.

D. Remuneration Committee

Membership

- The Remuneration Committee shall comprise four members of the Governing Body plus the Principal (except when his/her pay and level is considered).
- The Chair of the Remuneration Committee is the Deputy Chair of the Governing Body and members are the Chairs of the following committees – Building, Curriculum, Finance and Staffing. (Should these committees cease to exist, then the lead Governor for that area to be a member of the Remuneration Committee).
- Staff Governors and Co-opted Governors are not eligible to serve on the Remuneration Committee or the Appeal Committee.
- The HR Manager will serve as the Clerk of the Committee.

Quorum

- Three Governors (not including the Principal).

Remit

- To receive an annual report from the Principal on the operational effectiveness of the Performance Management Policy(ies).
- To review annually the Performance Management policy(ies) and report to the Full Governing Body.
- To agree the ISR (Individual Salary Range) and salary progression for the Principal on the recommendation of the Governing Body Performance Review Panel of the Principal. (The Annual Performance Review of the Principal will be carried out by the Deputy Chair and the Chairs of the Staffing and Curriculum Committees).
- To agree the ISR and salary progression for leadership spine posts, other than the Principal, on the recommendation of the Principal (or Line manager if appropriate).
- To agree salary progression for all teaching staff in accordance with the Pay Policy and the Performance Management Policy for Teachers.
- To agree salary progression for all support staff in accordance with the Pay Policy and the Performance Management Policy for Support Staff.

An Appeal Committee, to be chaired by the Chair of Governors, with three other Governors, none of whom serve on the Remuneration Committee. Staff and Co-opted Governors are not eligible to serve on the Appeal Committee.

E. Audit Committee

Constitution

1. The Governing Body hereby resolves to establish a committee of the Governing Body to be known as the Audit Committee.

Membership and Attendance

2. The chair and members of the Audit Committee shall be Governors and shall be appointed by the Governing Body. The Chair shall be a Governor who is not a member of staff and not the Chair of the Governing Body. The Clerk of the Governing Body shall act as the Secretary to the Committee.
3. Governors who are not members of the Audit Committee should have the right of attendance. The secretary will circulate minutes of meetings of the Audit Committee to all members of the Governing Body.
4. The Principal in his role as accounting officer, the Head of Finance and the Responsible Officer will normally attend meetings of the Committee.
5. The Committee will report to the Governing Body on a regular basis and make recommendations and comments as appropriate.

Quorum

6. The quorum for each Committee is fixed at two Foundation Governors who are members of that Committee.

Frequency of Meetings

7. The Committee shall meet at least termly or more frequently as determined by the Governing Body. The external auditor may request a meeting if he considers one necessary.

Authority

8. The Audit Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff who are requested to cooperate with the Committee in the conduct of its inquiries. Requests for work, and reports received, from internal audit will be channelled through the Principal (the accounting officer), to whom the Responsible Officer reports.
9. The Audit Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties

10. The specific duties of the Committee shall be to:
 - Review the Governing Body's internal and external financial statements and reports to ensure that they reflect best practice;

- Discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest cooperation of staff;
- Consider all relevant reports by the appropriate bodies including the Department for Education (DfE), the Young People's Learning Agency (YPLA) or the appointed external auditor, including reports on the Governing Body's accounts, achievement of value for money and the response to any management letters;
- Review the effectiveness of the Governing Body'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;
- Ensure that the Governing Body's internal audit meets, or exceeds, the standards specified in the Government Audit Manual and/or standards specified by the DfE, complies in all respects with these guidelines and meets agreed levels of service;
- Consider and advise the Governing Body on the its annual and long term audit programme;
- Consider internal audit reports, including value for money reports and the arrangements for their implementation;
- Review the operation of the Governing Body's code of practice for governors and code of conduct for staff;
- Consider any other matters where requested to do so by the Governing Body; and
- Report at least once a year to the Governing Body on the discharge of the above duties.

- Review risk management processes

F. Admissions Committee

Membership

The membership of the Admissions Committee shall comprise three members of the Governing Body plus the Principal.

Quorum

The quorum shall be three governors.

Remit

- The Committee will determine and review the Admissions Policy and make recommendations for changes to the Governing Body.
- As the Full Governing Body must determine the Admissions Policy for the year hence by 28 February, the Committee will consider any changes it would like to recommend early in the academic year to allow time for statutory consultation, and approval by full Governing Body in December in order to meet that deadline.
- The Committee will oversee all Admissions Round applications and all in year applications for admission in accordance with the current Admissions Policy.
- The Principal will have delegated responsibility to admit pupils according to the Admissions Policy in accordance with arrangements agreed by Governing Body.
- The Committee will establish a procedure by which admission appeals can be heard.
- The Committee will have full regard to the School Admissions Code and comply with all of the mandatory provisions of the Code.

Frequency of Meetings

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

G. Sandfield Park Campus Committee

Membership

The Committee shall comprise of representatives of both St Edward's College and Runnymede St Edward's Catholic Primary School as follows:

St Edward's College	Runnymede St Edward's Catholic Primary School
Mr John O'Brien (Chair)	Mr John McCabe (Chair)
Mr Stephen Morris (Principal)	Miss Kate Peaston (Headteacher)
Mr Paul McMenamin (Governor)	Mr Wesley Allmark (Governor)
Mr D Byrne (DFO)	

Other professionals will attend the meeting to provide appropriate advice, including:

Mr Jon Moorhouse Constructive Thinking (Architect)	Mr Philip Rees-Roberts Rees-Roberts Solicitors
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The Chair of the Committee will be Mr John O'Brien.

Quorum

The quorum for each Committee is fixed at two representatives from both St Edward's College and Runnymede St Edward's Catholic Primary School.

Frequency of Meetings

The Sandfield Park Campus Committee will meet as required and as agreed by the representatives of St Edward's College and Runnymede St Edward's Catholic Primary School.

Purpose

To consider matters arising in relation to the Sandfield Park campus, their impact on both schools and make recommendations to the Boards of Governors.

Terms of Reference

- Consider the options for the best use of the Sandfield Park campus for the benefit of pupils and students of St Edward's College and Runnymede St Edward's Catholic Primary School.
- Develop a scheme of works in line with advice received from professionals who attend Committee meetings.
- To make recommendations to the Governing Bodies of St Edward's College and Runnymede St Edward's Catholic Primary School.
- To ensure all buildings/planning regulations are adhered to prior to any project proceeding.
- To ensure appropriate risk assessments take place prior to any project proceeding.

- To ensure thorough budgeting is undertaken prior to making any recommendations to the Governing Bodies of St Edward's College or Runnymede St Edward's Catholic Primary School.
- To recommend timescales for any work prior to the commencement of any agreed projects.
- To submit periodic reports/updates to the Governing Bodies of St Edward's College and Runnymede St Edward's Catholic Primary School.

Authority

- The Sandfield Park Campus Committee is an advisory body with no executive powers. However, it is authorised by the Governing Bodies of St Edward's College and Runnymede St Edward's Catholic Primary School to investigate projects within the scope of its terms of reference.
- The Sandfield Park Campus Committee is authorised to obtain independent professional advice if it considers this necessary.

Terms of Reference Behaviour & Attitudes Committee

Membership

The Committee shall comprise up to six members of the Governing Body. The Principal and Deputy Principal (Pastoral) and Assistant Principal (Pupil Welfare) will report in directly to this committee.

Quorum

The quorum for each Committee is fixed at two Governors who are members of that Committee.

Frequency of Meetings

The BA Committee will meet at least once per term.

Purpose

- The Committee will assist the decision making of the Governing Body by enabling more detailed consideration to be given of all Behaviour & Attitudes matters, so as to ensure the best means of fulfilling the Governing Body's responsibilities.
- The Committee will report to the Governing Body on a regular basis and make recommendations and comments as appropriate.
- The Committee will comply with the Scheme of Delegation and the generic terms of reference for all Governing Body Committees.

Terms of Reference

- To consider and advise the governing body on pupil behaviour and attitudes to learning, including statutory requirements and the school's Attendance Policy.
- To review, approve and monitor the implementation of policies for attendance and pupil behaviour/discipline.
- To ensure that all efforts are made to promote good attendance by pupils and positive engagement with their learning when in school.
- To monitor and evaluate the effectiveness of the Behaviour & Sanctions policy, and the Attendance policy.
- To review relevant school policies relating to behaviour and attendance.
- To review the use of external advice and support in matters pertaining to behaviour management and attendance management, and staff training in these areas.

Agendas for Meetings

The agenda will always include;

1. Behavioural incidents, including removal from lessons
 - Class charts points
 - Toilet and Medical visits
 - Frequency of on-call
 - Exclusion from lessons
 - Recording of time in the SLR
 - Repeat offenders
 - Derogatory comments etc
 - Specific cohorts – comparison where possible with national data
2. Attendance, permanent exclusion and suspension
 - Serious sanctions and how handled
 - Attendance data inc strategies around all PA children
 - Attendance of Pupil Premium and SEN children
3. Use of pupil support units, off-site directions and managed moves
4. Incidents of searching, screening and confiscation

5. Staff, pupil and parent voice exercise regarding behaviour

The College will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010.