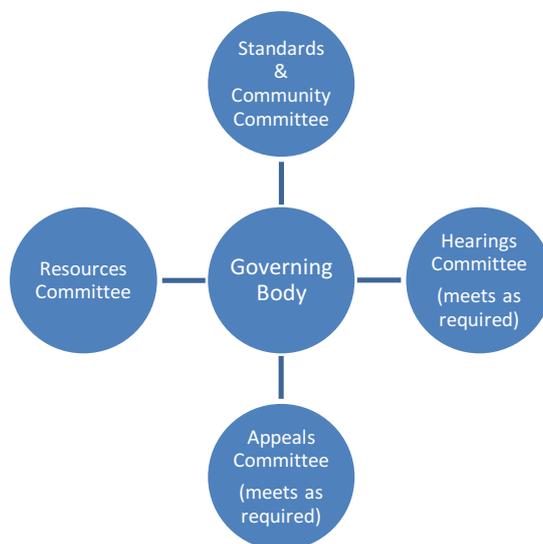




**TIDEMILL**  
ACADEMY

**COMMITTEE STRUCTURES  
AND  
TERMS OF REFERENCE  
2018-2019 v.2**

## The Committee Structure



### 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 REACH2 Academy Trust's 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 – the 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 a Committee

- 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

*Disqualification – none*

### The Role of the Clerk to 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 – the Headteacher*

# The Governing Body

## Purpose

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 within the remit of the Scheme of Delegation.

## 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 submit the budget plan to the Regional/Trust Board for approval
- 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**

Membership – As per the Instrument of Government & Articles of Association

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

These terms of reference agreed by the Governing Body	September 2018
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Name of Governor	Appointment Date	Role	Current Term of Office
Lorraine Stewart		Ex-officio/Headteacher	
David Mason	September 2012	Chair of Governors (Trust)	Sept 2016-Sept 2020
Emma Jones	September 2012	Vice Chair (Parent)	Sept 2016-Sept 2020
Sharleen Baxter	July 2017	Parent Governor	July 2017-July 2021
Abi Coman-Walker*	March 2014	Trust Governor	March 2018-March 2022
Christopher Acheson	March 2018	Trust Governor	March 2018- March 2022
Lisa Turner	September 2012	Support Staff Governor	Sept 2016-Sept 2020
Kellie Sou	September 2017	Teaching Staff Governor	Sept 2017-Sept 2021
Helier Cheung	July 2018	Co-Opted Community Governor	July 2018-July 2022

\*Now at end of term of office / resigned

Chair of the Governing Body	D Mason
Vice-Chair of the Governing Body	E Jones
Clerk (s) to the Governing Body	John Plant

Quorum:	One half of the number of Governors in post
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## TERMS OF REFERENCE FOR COMMITTEES

The terms of reference of each committee of the governing body must be approved by the full governing body and reviewed each year. They provide the sole, agreed framework within which each committee operates.

- 1 Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body i.e. parents, teachers and community/co-opted governor. The Headteacher is an ex-officio member of each committee. At least three other governors shall be a member of each committee.
- 2 The membership of each committee will be agreed on an annual basis at the first meeting of the whole governing body in the autumn term.
- 3 The chair of each committee is elected by the whole governing body on an annual basis at the first meeting of the whole governing body in the autumn term. No governor employed at the academy 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.
- 4 The clerk of the committee is elected by the committee.
- 5 In the absence of the committee chair/vice chair or clerk the committee will elect a replacement for the meeting.
- 6 The quorum for each committee is fixed at two governors who are members of each committee.
- 7 Each committee will meet as often as is necessary to fulfil its responsibilities which will usually be once every half term but not less than once each term.
- 8 The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
- 9 Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk to the Chair of the committee for checking and then to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
- 10 The chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.
- 11 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 academy staff who are not governors.
- 12 Any governor may attend meetings of committees.
- 13 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.
- 14 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 Headteacher and 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.
- 15 The committee chairs will meet with the chair of governors and Headteacher at the beginning of each term to plan the work of each committee in relation to the Academy's development plan and other issues.

# Terms of Reference for Resources Committee

## Purpose

- To assist the decision making of the governing body by enabling more detailed consideration to be given to the sound management of the academy's finances, staffing and resources, including planning, monitoring and probity.
- To make appropriate comments and recommendations on such matters to the governing body on a regular basis.
- Major issues will be referred to the full governing body and/or Regional Board for ratification.

## Terms of Reference - Finance

The committee is authorised:

- 1 To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body and Regional Board.
- 2 To consider and in early spring propose a draft budget plan to the Governing Body, outlining how it meets the priorities of the School Development Plan, in readiness for submission to the Regional Board.
- 3 To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.
- 4 To monitor income and expenditure of all public funds, including the level and use of any ring-fenced, contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- 5 To receive and consider the monthly finance reports from the SBM and approve in-year virements between different budgetary headings / spend which is above the powers sub-delegated to the Headteacher
- 6 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, drawing any matters of concern to the attention of the governing body and the Regional Board where appropriate.
- 7 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.
- 8 To review and consider the reports of the Responsible Officer on the effectiveness of the financial procedures and controls and to recommend to the Regional Board and full governing body action as appropriate in response to audit findings.
- 9 To review with the external auditors, the findings of their work, including, any major issues that arose during the course of the audit and have subsequently been resolved and those issues that have been left unresolved; key accounting and audit judgments; levels of errors identified during the audit, obtaining explanations from management and, where necessary the external auditors, as to why certain errors might remain unadjusted;
- 10 To review and monitor the content of the external auditor's management letter, in order to assess whether it is based on a good understanding of the Academy's business and establish whether recommendations have been acted upon and, if not, the reasons why they have not been acted upon.
- 11 To review the Academy's procedures for detecting fraud and whistle blowing and ensure that arrangements are in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, financial control or any other matters;
- 12 To review management's reports on the effectiveness of the systems for internal financial control, financial reporting and risk management;
- 13 To monitor the integrity of the Academy's internal financial controls;
- 14 To review the statement in the annual report and accounts on the Academy's internal controls and risk management framework;
- 15 To assess the scope and effectiveness of the systems established by management to identify, assess, manage, monitor and address financial and non-financial risks.

## Terms of Reference – Risk

- 16 To review the effectiveness of risk management systems within key areas of Academy operations, monitoring the risk profile of the business against the Board's desired risk appetite and the effectiveness and output of the annual risk management process.
- 17 To ensure ensuring that risk management is appropriately embedded within line management and that this process is monitored
- 18 Assessment of the overall population of risk within the risk registers, including any changes during the period
- 19 Monitoring the effectiveness of Academy wide policies
- 20 Review the implementation of the GDPR legislation / investigate any GDPR breaches

### Terms of Reference – Staffing

The committee is authorised to:

- 21 Consider the academy's funding in respect of staffing, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- 22 Contribute to the formulation of the academy's development plan, through the consideration of staffing proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.
- 23 Liaise with and receive reports in respect of staffing including significant absence issues, employee relations issues and considerations for employee reward and recognition as appropriate, and to make recommendations to the full governing body action as appropriate in response to these reports.
- 24 Ensure sound implementation of agreed personnel policy and procedures, monitor the performance management and appraisal process
- 25 Agree membership and procedures for staff appointment panels where the remit extends beyond the delegated powers of the Headteacher
- 26 Monitor and report on the use made of the schools CPD budget for staff training

### Terms of Reference – Premises

The committee is authorised to:

- 27 Review Health & Safety Policy and procedures on an annual basis including training needs of all constituent groups
- 28 Oversee Risk Assessment Policy and Procedures and consider the wider risk management issues
- 29 Review and ensure compliance with current fire safety legislation & regulations via production of policy and procedures
- 30 Receive reports/audits from Health & Safety representatives for consideration
- 31 Maintain accident statistics and trends so that reports can be made to the Governing Body
- 32 Establish & review the Academy's Accessibility Plan
- 33 Consider any item referred by the full Governing Body

### Terms of Reference – Business Continuity

- 34 To work with the Headteacher and SBM to develop and monitor the effectiveness of a contingency and business continuity plan and to periodically test the underlying assumptions of the plan.
- 35 The Committee has the authority to conduct or authorise investigations into any matters within its scope of responsibility.

It is empowered to:

- a) investigate any activity within its terms of reference
- b) seek any information that it requires from any employee and all employees are directed to cooperate with any requests made by the committee
- c) obtain outside legal or independent professional advice and such advisors may attend meetings as necessary

These terms of reference agreed by the Governing Body	September 2018
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Name of Governor	Date Appointed to Committee
Abi Coman-Walker*	March '14
Emma Jones	October '13
David Mason	October '13
Lorraine Stewart	October '13
Christopher Acheson	March '18

\*Now at end of term of office / resigned

Chair of the Committee	To be elected
Vice-Chair of the Resources Committee	To be elected
Clerk (s) to the Committee	John Plant

Quorum:	Two governors
Date Committee Established:	October 2013
Date of Review:	September 2018

# Terms of Reference for Standards and Community Committee

## Purpose

- To assist the decision making of the governing body by enabling more detailed consideration of 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 oversee arrangements for individual governors to take a leading role in specific areas of provision, eg Safeguarding, SEN, Pupil Premium, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To make any decisions required under the Governing Body's Admissions Policy and to review admissions arrangements and to make recommendations for changes to the governing body.
- To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

Major issues will be referred to the full governing body and/or Regional Board for ratification.

## Terms of Reference – Standards and Curriculum

- 1 Support the Headteacher and the Senior Leadership Team to maintain and improve standards and performance, thus improving outcomes for learners.
- 2 Ensure the effective delivery of a broad and balanced curriculum, and that National Curriculum requirements are met.
- 3 Review and monitor curriculum policies concerning Teaching & Learning, inclusion, pupil behaviour and discipline, child protection, healthy eating, intimate care, foundation stage, educational visits, anti-bullying, positive handling and ICT and agree any specific involvement by individual governors in curriculum areas.
- 4 Ensure that the curriculum meets the needs of its learners and ensures pupil progression.
- 5 Ensure that pupils receive a lively and engaging curriculum offer, which includes educational visits and out of school experiences.
- 6 Act as a critical friend to the Senior Leadership Team in addressing any areas of challenge or weakness.
- 7 To ensure that the requirements of children with special educational needs (SEN) are met, as laid out in the Code of Practice, through establishing and monitoring a SEN policy & the SEN Information Report
- 8 To ensure the needs of looked after children are met through the agreement and review of the relevant policy
- 9 To ensure that the school meets the statutory requirements relating to equality legislation
- 10 To monitor pupil attendance, pupil discipline and behaviour statistics and consider appeals against any decision to exclude students from attendance
- 11 To oversee Offsite Educational visits policy and procedures including the appointment of a named co-ordinator.
- 12 To contribute towards the Academy Development Plan and School Evaluation Summary (SES).

## Terms of Reference – Admissions

- 13 To review admissions arrangements and to make recommendations for changes to the governing body
- 14 To review admission appeals and applications on grounds of social or medical need
- 15 To make any decisions required under the Governing Body's Admissions Policy

## Terms of Reference – Pupils and Parents

- 16 To monitor and evaluate the race, gender, equality and disability equality policies.
- 17 To keep under review reports to parents on pupil progress and to ensure that statutory requirements are met.
- 18 To seek the views of parents about the school, to present these views to the governing body for comment and action and to report back to parents.
- 19 To consider ways in which home - school links can be further developed (including communication) and improved and to make appropriate recommendations including the home-school agreement
- 20 To draw up and keep under review a policy on attendance and to monitor the implementation and outcomes of the policy
- 21 To keep under review the extended school offer, including after school clubs , school performances and school journeys

These terms of reference agreed by the Governing Body	September 2018
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Name of Governor	Date Appointed to Committee
Emma Jones	October '13
David Mason	October '13
Sharleen Baxter	July '17
Name of Governor	Date Appointed to Committee
Lorraine Stewart	October '13
Lisa Turner	September '12

Chair of the Committee	E Jones
Clerk (s) to the Committee	John Plant

Quorum:	Two governors
Date Committee Established:	October 2013
Date of Review:	September 2018

# Terms of Reference for Hearings Committee

## Purpose

The Hearings Committee is convened as and when required but must report the level of activity to the Governing Body at least once a term

## Terms of Reference

- 1 To make any determination to dismiss any member of staff (unless delegated to the Headteacher)
- 2 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\*
- 3 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)
- 4 To make any determination or decision under the Governing Body's General Complaints Procedure for parents and others
- 5 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

The number appointed to this committee directly affects the number required for an Appeal Committee. Those Governors hearing a case should be aware that they should not sit on a subsequent appeal. It is suggested that some experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member.

## Disqualification – The Headteacher

These terms of reference agreed by the Governing Body	September 2018
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Name of Governor	Date Appointed to Committee

Chair of the Committee	
Vice-Chair of the Committee	
Clerk (s) to the Committee	

Quorum:	Two governors
Date Committee Established:	October 2013
Date of Review:	September 2018

# Terms of Reference for Appeals Committee

## Purpose

The Appeals Committee is convened as and when required but must report the level of activity to the Governing Body at least once a term.

## Terms of Reference

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

*\*cannot be delegated to an individual*

## Membership – no fewer members than the Hearings Committee

It is suggested that experienced governors be appointed to this committee.

## Disqualification – The Headteacher

These terms of reference agreed by the Governing Body	September 2018
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Name of Governor	Date Appointed to Committee

Chair of the Committee	
Vice-Chair of the Committee	
Clerk (s) to the Committee	

Quorum:	Two governors
Date Committee Established:	October 2013
Date of Review:	September 2018

# Special Interest Link Governors

## Remit

Special interest governors are expected to work within the following terms of reference. Governors at Tidemill Academy do not have individual or delegated decision-making powers. All activity and/or recommendations should be made to the appropriate committee or directly to the full Governing Body meeting.

## Terms of Reference

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

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

- 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

Area Of Responsibility	Name of Governor/s	Liaising with	Reporting to
Safeguarding/Looked After Children	David Mason	David Petty	Standards & Community / GB
SEN & Inclusion	Sharleen Baxter	Helen Pettengell	Standards & Community / GB
Literacy	Emma Jones	Laurence Hazel & Jessica Barnett	Standards & Community / GB
Numeracy	Chris Acheson	Colleen Scotland	Standards & Community / GB
Computing	David Mason	Anna Fisher	Standards & Community / GB
Science	Helier Cheung	Jonathan Shannon	Standards & Community / GB
The Arts (Music, Art)	Vacant	Syeda Rahman (Music) & Michelle Manning (liaises with Kelly Frost) (Art)	Standards & Community / GB
EYFS	Sharleen Baxter	Charlotte Marr	Standards & Community / GB
Pupil Premium	Emma Jones	Kellie Sou	Standards & Community / GB
Health & Safety	Chris Acheson	Rachel Delacy-Hancock	Resources Committee / GB
PE	Vacant	Rachael Smith	Standards & Community / GB

These terms of reference agreed by the Governing Body	September 2018
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Date Delegation Agreed:	20 <sup>th</sup> September 2018
Date of Review:	September 2019