

COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Proposed Governing Body and Committee Structure

1. Purpose of Structure

- a) To ensure that the Governing Body has a strategic overview of the college and meets all of its statutory duties
- b) To allow for school-specific business to be fully considered
- c) To minimise travel to and from meetings.

2. Format

- a) The Governing Body will normally meet six times in each academic year – twice in the autumn term, once in the spring and three times in the summer terms.
- b) There will be an established Pay Committee
 - The Pay Committee focus is on setting and ensuring the effective operation of the Pay Policy.
 - Other Committees (Staff Discipline, Staff Discipline Appeals, Pupil Discipline and Complaints) will be established as necessary and will be given full delegated authority in respect of the matters detailed in their Terms of Reference.

3. Committees

Staff Discipline Committee

Note: The Head Teacher and the Corporate Director – Children and Young People's Service (or a representative) (in the case of potential dismissals) have a right to attend the meeting and offer advice.

- a) Membership – 3 governors as available; excluding the Head Teacher, staff governors and Chair. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors
- d) Terms of reference:
 - To consider matters relating to staff discipline
 - To determine whether an employee should cease to work at the college
 - Should the need arise, and in consultation with staff, to draft and review policies for redundancy and other terminations for approval by the Governing Body and to establish the criteria for selection
 - To apply the agreed criteria in the selection of staff for redundancy or other terminations.



Staff Discipline Appeals Committee

Note: (The Head Teacher and the Corporate Director – Children and Young People's Service (or a representative) (in the case of potential dismissals) have a right to attend the meeting and offer advice.

- a) Membership – 3 governors as available but excluding any governor who had been involved previously in matters to be determined by the Staff Discipline Committee, the Head Teacher, staff governors and the Chair. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors
- d) Terms of reference:
 - To hear appeals against initial decisions of the Staff Discipline Committee or the Head Teacher about matters relating to the discipline of staff, dismissal of staff, other terminations or staff redundancy in accordance with the adopted policies and procedures
 - To uphold or dismiss an appeal.

Pupil Discipline Committee

- a) Membership – 3 governors as available but excluding the Head Teacher and staff governors. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors
- d) Terms of reference:

For any exclusion, either fixed term of more than five days or ten lunchtimes in any one term or permanent or where exclusion would result in the loss of an opportunity to take any public examination:

 - To consider the actions of the Head Teacher in excluding a student
 - To consider representations made by parents and the LA
 - To determine whether the student should be re-instated immediately, re-instated by a particular date or not re-instated
 - In the case of a fixed term exclusion which would result in the student being excluded from the college for a total of 5 days or less in any one term, to consider representations made by the parent(s).

Complaints Committee

- a) Membership - 3 governors as available, excluding the Head Teacher, staff governors and the Chair. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors



d) Terms of reference:

- To determine an appeal of any formal complaint made pursuant to the college's formal complaints procedure
- To consider and review the college's formal complaints procedure.

Pay Review Committee

a) Membership – 3 governors (excluding staff governors) appointed at the first meeting in the autumn term of the Governing Body. Chair of the Committee to be appointed by this Committee.

b) Meetings – The Pay Committee will meet twice in the autumn term, more frequently if necessary.

c) Quorum – 3 governors

d) Terms of reference:

- To prepare, adopt and review the college's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions
- To achieve the aims/objectives of the college's Pay Policy in an open and transparent manner
- To review the performance of the Senior Leadership Team and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from;
- To take account of the annual and long-term salary budgets when taking decisions on pay
- To determine the salary of each staff taking account of any recommendations made by the Head Teacher/performance management reviewer, in accordance with the Pay Policy.
- To observe all contractual and statutory obligations
- To conduct the Head Teacher's annual appraisal
- To quality assure the staff appraisal process
- To keep abreast of any developments that may affect the pay policy and to make arrangements for an annual review of the policy, including regard for any changes in legislation, or change to the conditions or terms of employment of any group/s of staff.
- To work with the Head Teacher to ensure that the Governing Body complies with appraisal regulations 2012 (teachers)
- Minute clearly giving reasons for all decisions. All records to be kept secure and confidential. Minutes are not circulated to the Full Governing Body to protect the appeal procedure
- Decisions on pay to be communicated, in writing, to each individual by the Head Teacher on behalf of the committee. In the case of the Head Teacher, the Chair of the Governing Body will communicate, in writing, to the Head Teacher, any decision affecting pay
- Facilitate an appeals process if any staff member challenges a decision of the Pay Committee.