

SIPS

EDUCATION



Management Committee Membership and Terms of Reference

Reviewed and Adopted: FGB 16 Oct 2019

Management Committee meetings (Wednesday @ 4:30pm)
12 February 2020
29 April
1 July

Management Committee Membership – 2019/20 Academic Year

Chair: Mary Parkes

Vice Chair: Mike Wilkes

**SMARTER
SPECIALIST
SUPPORT**

Clerk to Governors: SLA Clerk – Trudi Gagliarde

Name	Member Type	End Date
Tom Daly	Authority Governor	23 Jan 2022
Daniel Bailey	Co-Opted	23 Oct 2022
Nick Hamilton	Co-Opted	15 Oct 2023
Mary Parkes	Co-Opted	10 Oct 2021
Mike Wilkes	Co-Opted	14 May 2022
Tony Downey	Co-opted	11 Feb 2024
Kate Hazelwood	Head	~
Helen Pearson	Parent	15 Oct 2023
Rachel Kelly	Staff	10 Feb 2021

Term of office due to end this year.

As per the Instrument of Government – May 2013:

9--place with 1 AG/5 COP/1 Head/1 PAR/1 STA.

RESPONSIBILITY GOVERNORS:

Chair/Child Protection/**Safeguarding	-	Mary Parkes
Health & Safety	-	Rachel Kelly
SEND	-	Vacancy
Head's Performance Management	-	M Parkes/M Wilkes <i>K Yates [SIA] – as approved by MC 16 Oct 2019</i>
Safer Recruitment Governors	-	Kate Hazelwood, Mike Wilkes & Mary Parkes

Additional responsibilities:

Attendance	-	Mike Wilkes
Careers	-	Daniel Bailey
Curriculum	-	Mike Wilkes <i>(to be confirmed)</i>
Mental Health/Pupil Premium	-	Tom Daly
Home/Hospital Tuition	-	Tony Downey

[These could be reviewed as necessary, based on the SDPlan]

***In accordance with Keeping Children Safe in Education 2019 and Working together to safeguard children 'Governing boards and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the Head or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Governors Statutory Responsibilities and Functions

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a) **Ensuring clarity of vision, ethos and strategic direction,**
- b) **Holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and**
- c) **Overseeing the financial performance of the organisation and making sure its money is well spent.**

(Extract from Governance Handbook March 2019)

Governance Handbook/Competency Framework for Governance

Please refer to the Governance Handbook and Competency Framework for Governance published by the Department for Education. The latest versions are available online below:

[Governance Handbook March 2019](#)

[Competency Framework for Governance January 2017](#)

Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. For academies and free schools refer to their articles of association for the quorum. In the event of equal votes the chair has the casting vote.

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will only include associate members where a voting right has been granted by the governing board.

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government (*Extracted from Governance Handbook March 2019 – Page 53, paragraph 45*).

NB: Associate members are not governors and therefore do not have a vote in full governing board decisions, but may be given a vote on decisions made by committees to which they are appointed.

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing board.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing board/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

The governing board cannot delegate any functions relating to:

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the head teacher/principal & deputy/vice principal.

NOTE: Where referring to the Governing Board, this would be the Management Committee.

Appeals/Complaints/Pupil Discipline Committee

The committee has responsibility delegated by the Management Committee to:	
<p>Appeals:</p> <ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence – if appropriate ➤ Staff dismissal <p><i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</i></p> <p>Complaints:</p> <ul style="list-style-type: none"> ➤ At the relevant stage hear any complaint made under the school's agreed complaints procedures <p>Pupil Discipline:</p> <ul style="list-style-type: none"> ➤ Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam ➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently ➤ Comply with exclusion procedures in accordance with the LA & DfE guidance <p><i>In each case, any item referred by the Management Committee</i></p>	
Membership (quorum of 3)	
<ol style="list-style-type: none"> 1. All Members 2. A Panel would be made up of members who had no awareness/previous knowledge of the issue/original incident and who are not known personally to the Appellant/Complainant/Pupil(s) or Parents. 	
Chair of Committee	<i>To be elected at each meeting</i>
Clerk	T Gagliarde

THESE MEETINGS WOULD BE CALLED AS/WHEN REQUIRED

Curriculum & Welfare Committee

The committee has responsibility delegated by the Management Committee to:	
<ul style="list-style-type: none"> ➤ Review/approve all policies relevant to the curriculum and roles of the committee 	
Child Protection and Safeguarding	
<ul style="list-style-type: none"> ➤ Monitor all Safeguarding procedures. 	
Achievement:	
<ul style="list-style-type: none"> ➤ Review information on school performance to include ASP & OFSTED data dashboard. ➤ Monitor and review school targets. ➤ Monitor and review in year progress for all year groups and all groups of pupils. ➤ Compare school performance against national data. ➤ Reporting to parents according to statutory requirements. ➤ Monitor achievement for all groups of pupils (inc. pupil premium). ➤ Monitor pupils work and carry out pupil conversations. ➤ Monitor school target setting systems and how this is reported to parents. 	
Teaching and Learning:	
<ul style="list-style-type: none"> ➤ Review data published by DfE ensuring the school is meeting standards. ➤ Ensure support & action plans are in place for all teachers who are not at least good. ➤ Monitor and review quality of teaching across the school. ➤ Monitor teaching for groups of pupils (inc. pupil premium). ➤ Monitor intervention groups for all groups of pupils. ➤ Monitor homework arrangements. 	
Curriculum:	
<ul style="list-style-type: none"> ➤ Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupils' needs. ➤ Monitor and review the curriculum with a focus on basic skills. ➤ Monitor skills coverage of curriculum in all subjects. ➤ Parental engagement. ➤ Review and update SEF (self-evaluation form). ➤ Monitor and review school improvement plan. ➤ Monitor how school are developing pupils' spiritual, moral, social and cultural development. 	
Behaviour and attendance:	
<ul style="list-style-type: none"> ➤ Review behaviour and attendance polices. ➤ Monitor school behaviour ➤ Review and monitor attendance data against school and national targets. 	
Any item referred by the Management Committee	
Membership (quorum of 3)	
<ol style="list-style-type: none"> 1. Kate Hazelwood (<i>Head</i>) 2. Daniel Bailey 3. Tony Downey 4. Helen Pearson 5. Mike Wilkes <p><i>In attendance:</i> R Kelly - D/Hd advisory</p>	
Chair of committee	Mike Wilkes
Clerk	Clerked in-house: Gail Lockett

Committee meetings	<i>Further dates to be agreed</i>
24 Sept	3 Mar 28 Apr
12 Nov 7 Jan 2020	

Resources and Staffing Committee

(includes the remit for Pay/Appraisal)

The committee has responsibility delegated by the Management Committee for:

Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£10,000** (*reviewed 16 Oct*), sums below that amount are delegated to the Head Teacher.
- Conform to the Schools Financial Value Standards in Schools as a maintained school – complete the SFVS and present to the FGB for comment/ratification.
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures.
- Ensure LA financial procedures are complied with and this would include:
 - A Cost Centre Group Report or Account Summary Report (or equivalent)
 - A Virement Report
 - Review the Fair Funding document
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold. The tender limit for the European Threshold currently being £181,302 for supplies and services, and £4,551,413 for works.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc).
- Ensure all personnel records are held securely.
- Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD.
- Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Staff capability/management of absence

Premises Health & Safety:

*** items that should be considered termly*

- Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.

Pr.H&S cont

- Review e-safety policy and procedures.
- Receive Health and safety audit, and monitor any action plans that come out of the audit.

- **Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations: Sandwell requires that a 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually. Recommendations should be transferred to an Action Plan and monitored by this committee for completion.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- **Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- **Ensure fire log book is maintained and updated.
- **Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit). The inspection to be documented any actions monitored.
- **Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
 - Electronic testing – PAT testing
 - Asbestos (where applicable)
 - Annual gas service
 - Glassing risk assessment (GRA)
 - Ladder log
 - Playground equipment and gym inspection
 - Lifting equipment
 - Local exhaust ventilation (where applicable)
 - Legionella risk assessment and relevant checks
- **Ensure premise log book is being maintained and the premise manager and deputy have attended relevant health and safety training.
- **Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- **Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- **Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- **Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- **Monitor all safeguarding procedures.
- **Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.
- Receive minutes of Sandwell school central safety committee if available.

Pay:

- Review Staff pay progression in accordance with the agreed Appraisal Cycle and Pay Policy.

A decision would be needed in the autumn term related to pay progression, but to support there should be termly monitoring of the appraisal cycle

Membership (quorum of 3)	
<ol style="list-style-type: none"> 1. Kate Hazelwood (<i>Head – Advisory in some instances</i>) 2. Tom Daly 3. Nick Hamilton 4. Mary Parkes 5. Vacancy <p>In attendance: <i>Sandwell School Financial Services: Budget Officer – temporary arrangements noted for this role to be covered by SIPs Finance for the remainder of the 2019/20 financial year, with a decision on the provision to follow for the 2020/21 financial year</i></p> <p><i>Due regard would be given to declarations of interest as appropriate relating to business for discussion</i></p>	
Chair of Committee	Mary Parkes
Clerk	Clerked in-house: Gail Lockett

Committee meetings
10 October
14 January 2020
10 Mar – to be rearranged

Further dates to be agreed

Head Teacher Appraisal

(Named Governor Responsibility)

Responsibility as delegated by the Management Committee to:
<ul style="list-style-type: none"> ➤ Meet the external advisor to discuss the Head Teacher's performance targets ➤ Decide whether targets have been met and set new targets annually ➤ Recommend pay progression to the relevant committee and in accordance with the pay policy ➤ Undertake mid-year monitoring of the Head Teacher's performance against targets
Named Members:
<ol style="list-style-type: none"> 1. Mary Parkes (<i>Chair</i>) 2. Mike Wilkes (<i>Vice Chair</i>) 3.
<i>K Yates/SIP – external support as approved by the MC, 16 Oct 2019</i>

Selection Panel

The panel has responsibility delegated by the Management Committee for the:
<ul style="list-style-type: none"> ➤ Selection of the head teacher and deputy head teacher (Guidance on this process will be provided by your school improvement partner)
<i>The appointment must always be ratified by the Management Committee</i>
Membership
<ol style="list-style-type: none"> 1. Nick Hamilton 2. Mary Parkes (<i>Chair</i>) 3. Mike Wilkes (<i>Vice Chair</i>) <p>Head would be included with the appointment of a Deputy Head</p>
<i>All members must be available at all stages of the process and at least one member should be Safer Recruitment trained</i>

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below £10,000 (***confirmed***) be delegated to the Head.

Disposal of surplus stock

Delegated to Head with the approval of the Chair of the governing board.

Delegation of Suspension

This would be delegated to the Chair in instances where the Head is the person in question or involved in the case.

The Chair would be given delegated powers to lift the suspension after taking advice from the agreed School's Human Resources provider/advisory.

Approval for Expenditure

The Chair of governors or Chair of the R&P committee be given approval for expenditure above the set limit prior to the R&P committee meeting – **only in cases of emergency**

Appointment of Staff (ensure that no appointment is carried out by one person alone)

POST	THIS WOULD BE THE MINIMUM NUMBER REQUIRED
Lunchtime / Cleaning / Administration Support Staff/Apprentices/Site Manager	<ul style="list-style-type: none"> ➤ Head Teacher / Principal OR Deputy Head / Vice Principal ➤ Post Line Manager
Educational Support Staff	<ul style="list-style-type: none"> ➤ Head Teacher / Principal ➤ 1 Member
Business Manager	<ul style="list-style-type: none"> ➤ Head Teacher / Principal ➤ 2 Members
Teaching Staff/Counsellor	<ul style="list-style-type: none"> ➤ Head Teacher / Principal ➤ 2 Members
Senior Management Team	<ul style="list-style-type: none"> ➤ Head Teacher / Principal ➤ 2 Members
<ul style="list-style-type: none"> ➤ The responsibility as delegated for appointments would be the least number on the interview panel and good practice would be for this shared across the MC. 	
<p>NOTE: Should it occur at short notice/for whatever reason a Member, independent to the School, is unable to make the arranged interviews as previously agreed, Chair's Action would be required to proceed and/use of a Staff Member, if to delay the process could be detrimental to the continued provision of the curriculum.</p> <p>Subsequently, the Chair's Action would need to be reported at the next MC meeting.</p>	

**ANY CHANGES MID-YEAR,
PLEASE UPDATE YOUR DOCUMENT.**