

## CONSTITUTION OF STANDING COMMITTEES

1. The Committees set out below are established by the Governors with the membership, quorum and delegated powers indicated and subject to the following general provisions:
  - (a) references to the Chairman shall include the Vice-Chairman if the Chairman at the relevant time is disqualified or not available to serve as a member of the Committee;
  - (b) the term of office of each member of a Committee shall expire when he or she resigns, is replaced by a successor or ceases to be a Governor, whichever event occurs first, except in the case of the School Trusts Committee;
  - (c) all authority delegated to a Committee to incur either expenditure or a commitment to expenditure is subject to the condition that provision for that expenditure has been made in a budget approved by the Governors;
  - (d) each Committee shall comply with any general directions and policies approved by the Governors; and
  - (e) action taken under delegated powers shall be reported as soon as practicable to the Governors.
2. The Chairman of the Personnel, Performance and Curriculum Committee and Finance and Premises Committee will be appointed by the Governing Body.
3. The Chairman of the Governors is authorised to discharge any function of the Governors if the delay of calling a meeting would be likely to be seriously detrimental to the School, to a pupil, to a parent or to an employee.
4. The Staff Selection, Discipline, Staff Determinations and Appeals Committees and the Complaints Panel are reconstituted for each specific issue and occasion from amongst those Governors who are eligible and available to attend and (except in the case of the Staff Selection Committee) who are not employees of the Academy Trust. More specific arrangements and requirements are indicated below for each committee.

### 5. STAFF SELECTION COMMITTEE

Members: The Headteacher and either the Chairman, or the link governor or another Governor not being a Staff Governor who shall be selected from a list to be maintained by the Governors.

Quorum: Two members, one of whom shall be the Headteacher and at least one of whom must have completed the Safer Recruitment training.

Powers: To appoint or promote teaching staff (other than a Headteacher or Deputy Headteacher) and any support staff employee in respect of whom the Headteacher may elect not to exercise the power of appointment or promotion delegated to him. In connection with any appointment or promotion, to exercise discretion to award salary scale points in accordance with general policy.

## 6. DISCIPLINE COMMITTEE

Members: The Chairman and four other Governors not being either the Headteacher, or a Staff Governor or any other Governor who is a parent or other relative of any pupil involved in any alleged incident out of which arises the disciplinary action which is to be under consideration. All meetings will be professionally clerked.

Quorum: Three members. The Committee Chairman has a casting vote, if necessary.

### Powers:

- (a) To hear and consider representations made by or for any parent of a pupil who has been excluded from the School in accordance with the procedures and responsibilities detailed in the Behaviour Policy and with regard to Statutory guidance.

## 7. STAFF DETERMINATIONS COMMITTEE

Members: Six Governors not being either the Chairman, the Headteacher or a Staff Governor or any Governor concerned in the matter to be considered in a capacity other than that of a Governor or, if a parent of a pupil at the School than that of such parents generally.

Quorum: Three members.

### Powers:

- (a) Decisions and consultations relating to possible staff reductions, whether by reason of redundancy or reorganisation and including agreed terms for early retirement.
- (b) Hearing and determination of any complaint or report on any matter which might be a reason for dismissal of, or other disciplinary or capability action against, an employee and is not delegated to the Headteacher.
- (c) Any decision that an employee is to cease to work at the School; and any offer of re-employment to be made to such an employee.
- (d) Consideration and, if practicable, resolution of any employee grievance under the Grievance Procedure.

## 8. APPEALS COMMITTEE

Members: The Chairman and five other Governors not being either the Headteacher, a Staff Governor, a member of the Committee whose decision is under appeal or any Governor concerned in the matter to be considered in a capacity other than that of a Governor, or, if a parent of a pupil at the School, than that of such parents generally. No governor may participate in the hearing of the same case in both the Staff Determinations Committee and the Appeals Committee.

Quorum: Three members.

### Powers:

- (a) Hearing and determination of any appeal against a decision of the Staff Determinations Committee under any approved staff procedure; and any decision consequential upon the appeal decision.
- (b) Hearing and determination of appeals relating to salaries of individual teaching and non-teaching staff under the management structure.

## 9. COMPLAINTS PANEL

Members: The Independent Complaints Chair (appointed in accordance with the Academy Complaints Procedure) and two Governors who have not been directly involved in the matters detailed in the particular complaint under consideration.

Quorum: All members of the Panel must be present.

Powers:

- (a) To hear all complaints which have been appealed beyond Step 3 of the Academy Complaints Procedure, whether presented in person, by a representative or in writing.
- (b) To make findings and any recommendations on that complaint and communicate them in writing to the complainant and to the Headteacher.

## 10. FINANCE & PREMISES COMMITTEE

Members: The Chairman and 10 other Governors, together with the Headteacher, Deputy Head and the Academy Business Manager shall normally be in attendance at meetings.

Quorum: Three Governors.

Finance powers:

- (i) To consider and make recommendations to the Governors on all financial and budgetary matters not delegated either to the Headteacher or to the Audit Committee, including:
  - (a) the preparation of the annual budget for the School and of any periodic review of budget monitoring reports;
  - (b) all finance policies.
- (ii) To exercise the following delegated functions on behalf of the Governors:
  - (a) approval of procedures for competitive tendering decisions on expenditure items between £5,000 and £49,999;
  - (b) authorising contracts between £5,000 and £49,999;
  - (c) acceptance of tenders for goods, services or works above the value of £50,000;
  - (d) approval of arrangements to secure compliance with financial regulations;
  - (e) ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 1985 and DfE guidance issued to academies;
  - (f) approving the Lettings Charging Guidelines prepared by the Academy Business Manager;
  - (g) with the assistance of the Senior Management Team, keeping the Risk Register up to date.

Premises powers:

- (a) To receive and consider reports from business management staff on all matters relating to the care of the buildings, including insurance, energy, services, health and safety policy, fire risk assessments and the Accessibility Plan.
- (b) To approve the arrangements for all premises related contracts, including catering, cleaning and grounds maintenance.
- (c) To consider and approve the School's long-term plan for building development and refurbishment.
- (d) To consider and make recommendations regarding all significant issues relating to school land, including leasing issues, drainage, access to the Shalom Centre, rights of way and planning permission.
- (e) To consider and recommend approval of all significant projects relating to land and buildings.

11. AUDIT COMMITTEE

Members: Three Governors of which two shall be members of the Finance and Premises Committee not including the Chairman, the Chair of the Finance and Premises Committee, the Headteacher or any staff governor. The Headteacher and the Academy Business Manager shall normally be in attendance at meetings.

Quorum: Three members

Powers:

- (a) In general terms, the Audit Committee is an advisory body without executive powers.
- (b) The Committee has authority to investigate any activity that it deems relevant to its inquiries and to seek any information from staff that it requires.
- (c) The Committee will work with the Responsible Officer and the Auditor, ensure they are accorded full co-operation and receive and consider their reports.
- (d) The Committee will seek to promote a climate of financial discipline and control to help ensure the highest standards of probity and efficiency.
- (e) The Committee shall report on its deliberations to the Governing Body at least once a year.
- (f) The Chair will assess the work of the auditors and make recommendations as to their suitability to the governors.

## 12. PERSONNEL, PERFORMANCE & CURRICULUM COMMITTEE

Members: The Chairman, the Headteacher and 10 governors.

Quorum: Three members

Powers:

- (a) To monitor and report to the Governing Body on the performance of the school and the working of the School Evaluation and Development Plans.
- (b) To recommend to the Governing Body GCSE performance targets for each Year 11 and to monitor progress towards them.
- (c) To consider and recommend to the Governors the school's staffing establishment structure, salary policy and policy for the exercise of discretions relating to salary.
- (d) To undertake the necessary annual review of the performance and salaries of the Headteacher and Deputy Headteachers and to make decisions thereon on behalf of the Governors.
- (e) To receive reports from the Headteacher on the implementation of the performance review process for all staff.
- (f) To monitor the operation and effectiveness of the Disciplinary, Capability, Harassment and Grievance Procedures.
- (g) The Committee has the power to seek independent expert advice to help them in the performance of their duties, subject to any remuneration for these services being authorised in the budget.

## 13. SCHOOL TRUSTS COMMITTEE

Members: Three members, each elected for a term of three years; at least one member must be a governor at the time of their election (in accordance with the governing documents of the Prickett Memorial Awards and Thomas Mills Prizes charities).

Quorum: Three members.

Powers:

- (a) To be the Trustees of the Prickett Memorial Awards and Thomas Mills Prizes charities, with full legal powers.
- (b) To consider (on behalf of the Governing Body) annual reports on the progress of the School Archives and the Stanley Reeve Museum.
- (c) To have the sole power to authorise (by unanimous resolution) the sale or disposal of any item in the School Archives.