

THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 19 – APPROVED 23/03/2021

CONSTITUTION OF STANDING COMMITTEES

Vision Statement

*We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.*

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

1. INTRODUCTION

The Committees set out below are established by the Trustees with the membership, quorum and delegated powers indicated and subject to the following general provisions:

- (a) references to the Chair shall include the Vice-Chair(s) if the Chair 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 Trustee, 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 Trustees;
- (d) each Committee shall comply with any general directions and policies approved by the Trustees; and
- (e) action taken under delegated powers shall be reported as soon as practicable to the Trustees.

2. The Chair of the Personnel, Performance and Curriculum Committee and Finance and Premises Committee will be appointed by the Academy Trust.

3. The Chair of the Trustees is authorised to discharge any function of the Trustees 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 Trustees 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 Chair, or the link trustee or another Trustee not being a Staff Trustee (or Associate Staff Governor) who shall be selected from a list to be maintained by the Trustees.

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 (PUPILS)

Members: The Chair and four other Trustees not being either the Headteacher, or a Staff Trustee or any other Trustee 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 Chair 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 Trustees not being either the Chair, the Headteacher or a Staff Trustee, or Associate Staff Governor or any Trustee concerned in the matter to be considered in a capacity other than that of a Trustee 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 Chair and five other Trustees not being either the Headteacher, a Staff Trustee, a member of the Committee whose decision is under appeal or any Trustee concerned in the matter to be considered in a capacity other than that of a Trustee, or, if a parent of a pupil at the School, than that of such parents generally. No trustee 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: Two Trustees and an Independent Panel Member (in line with Academy Complaints Procedure) 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 Chair and 10 other Trustees and Associate Staff Governors, together with the Headteacher, Deputy Head and the Business Manager shall normally be in attendance at meetings.

A Member, who is not also a trustee, will from time to time be in attendance as an observer.

Quorum: Three Trustees.

NB: Because this committee incorporates the audit and risk function, the chair of the trust cannot chair this committee, or any working group associated with audit and risk functions.

Finance powers:

- (i) To consider and make recommendations to the Trustees on all financial and budgetary matters not delegated to the Headteacher, 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 Trustees:
 - (a) in line with finance policies, approval of procedures for competitive tendering decisions on expenditure items over a specified amount;
 - (b) in line with finance policies, authorising contracts;
 - (c) in line with finance policies, acceptance of tenders for goods, services or works above the threshold value;

- (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 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.

Audit and Risk Powers:

Audit and Risk functions:

- (a) Direct the Trust's programme of internal scrutiny and to consider the results and quality of external audit (which includes Responsible Officer reports, Audit Completion Documents as well as accounts).
- (b) The Committee will work with Members who appoint the external auditors and receive the audited annual reports and accounts.
- (c) Ensure that risks are being addressed appropriately through internal scrutiny.
- (d) Report to the Academy Trust Board the adequacy of Trust's internal control framework, including financial and non-financial controls and management of risks.
- (e) Have access to the external auditor as well as those carrying out internal scrutiny and consider their quality.
- (f) Ensure that information completed by the Trust and submitted to the DfE And ESFA that affects funding, is accurate and in compliance with funding criteria.
- (g) Ensure that the Trust complies with the Academies Financial Handbook.

- (h) The Committee has authority to investigate any activity that it deems relevant to its inquiries and to seek information from staff that it requires.
- (i) The Committee shall promote a climate of financial discipline and control to help ensure the highest standards of probity and efficiency.

From time to time, particularly around the presentation of the Audit and Annual Report, other trustees and members may join a meeting. Also, from time to time, a separate working group will look at specific issues (e.g. risk management) and report back to the committee. In line with ESFA direction, employees should not participate as members when audit matters are discussed.

12. PERSONNEL, PERFORMANCE & CURRICULUM COMMITTEE

Members: The Chair, the Headteacher and 10 trustees, including Associate Staff Governors.

Quorum: Three members

Powers:

- (a) To monitor and report to the Academy Trust on the performance of the school and the working of the School Evaluation and Development Plans.
- (b) To recommend to the Academy Trust GCSE performance targets for each Year 11 and to monitor progress towards them.
- (c) To consider and recommend to the Trustees 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 Trustees.
- (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 trustee 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 Academy Trust) 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.