



**CAPA College Governor Committees**

**Production Committee (Finance, Personnel and Staffing, Premises and Health and Safety)**

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| **Membership** | **Proposed Meeting Dates for 2021/2022** |
| Poonam Kaur (Chair)Jemma O’NeillNigel Cowell-ClarkClaire NicholsonLou O’BrienAdam SheardAngie Barral | 21.10.2110.02.2205.05.22 |

**Terms of reference**

**General Terms**

* To act on matters delegated by the full Local Governing Board.
* To liaise and consult with other committees where necessary.
* To contribute to the Academy Improvement Plan.
* To consider safeguarding and equalities implications when undertaking all committee functions.

**Quorum**

* The Resources Committee are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

**Meetings**

* The Local Governing Board is free to determine how often the committee meets (the Trust’s recommendation is once per term) - this may be left to the discretion of the individual committees and may depend on the circumstances of the Academy at any given time
* The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
* In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
* In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
* The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Local Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
* Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

**Financial policy and planning**

* To review and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
* To review and monitor all additional financial policies, including a charging and remissions policy.
* To establish and maintain a five-year financial plan, taking into the account priorities of the Academy Improvement Plan, roll projection and signals from central government regarding future years’ budgets, within the constraints of available information.
* To draft and propose to the Local Governing Board for agreement an annual school budget taking into account the priorities of the Academy Improvement Plan. (All budgets are approved by the Board of Trustees)
* To make decisions in respect of individual service level agreements (subject to agreements that are part of MAT contracts..
* To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

**Financial monitoring**

* To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
* To receive at least termly budget monitoring reports from the Headteacher.
* To report back to each meeting of the full Local Governing Board and to alert them of potential problems or significant anomalies at an early date.
* To meet with other committees and provide them with the information they need to perform their duties.
* Subject to the scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
* To receive internal auditors’ reports and to recommend the Local Governing Board action as appropriate in response to audit findings.

**Premises**

* To provide support and guidance for the Local Governing Board and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
* To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
* To inform the Local Governing Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Local Governing Board.
* To arrange professional surveys and emergency work as necessary.
* To create a project committee where necessary to oversee any major developments.
* To establish and keep under review an Accessibility Plan and a Building Maintenance/Development Plan
* To review and monitor the Health and Safety policy.
* To ensure that the Local Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

**Staffing**

* To ensure that the school is staffed sufficiently for the fulfilment of the Academy Development Plan and the effective operation of the Academy.
* To oversee the operation of the Academy Appraisal Policy.
* To be responsible for the administration and review of the Pay Policy.
* To ensure that staffing procedures (including recruitment procedures) follow equalities legislation and safer recruitment guidelines.
* To review procedures for dealing with staff discipline and grievances and make recommendations to the Local Governing Board for approval.
* To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
* To recommend to the Local Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
* In consultation with staff, to oversee any process leading to staff reductions.
* To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

**Performance Committee**

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| **Membership** | **Proposed Meeting Dates for 2021/2022** |
| Jo Butterworth (Chair)Fiona McMahonJanet MilneClaire NicholsonLou O’BrienPat Thompson | 14.10.21 20.01.2219.05.22 |

**General Terms**

* To act on matters delegated by the full Local Governing Board.
* To liaise and consult with other committees where necessary.
* To contribute to the School/Academy Improvement Plan.
* To consider safeguarding and equalities implications when undertaking all committee functions.

**Quorum**

* Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

**Meetings**

* Local Governing Boards are free to determine how often their committees meet (the Trust’s recommendation is once per term) – this may be left to the discretion of the individual committees and may depend on the circumstances of the Academy at any given time.
* Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
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* In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
* The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Local Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
* Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

**Curriculum planning and delivery**

* To review, monitor and evaluate the curriculum offer.
* To recommend for approval to the full Local Governing Board the:
	+ Self-evaluation Form
	+ Academy Improvement Plan
	+ Targets for academy improvement to the Local Governing Board
* To develop and review policies identified within the school’s policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
* To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN governor (where appointed).

**Assessment and improvement**

* To monitor and evaluate the effectiveness of leadership and management
* To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
* To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
* To monitor and evaluate the impact of continuing professional development on improving staff performance
* To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee’s area of operation.
* To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
* To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
* To consider recommendations from reviews of the school (e.g. Ofsted, Trust Educational Improvement Professionals or External Consultants), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
* To ensure that all children have equal opportunities.
* To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

**Engagement**

* To monitor the school’s publicity, public presentation and relationships with the wider community.
* To identify and celebrate pupil achievements
* To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
* To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

**Principal’s Performance Management Committee**

**Purpose statement:**

To review and evaluate the performance of the College Principal having due regard to the College development plan priorities.

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| **Membership** | **Proposed Meeting Dates for 2021/2022** |
| Mark Randall (CEO of Enhance Academy Trust)Jo ButterworthLou O’BrienShadowed by Chair Designate | 18th NovemberReview March 2022 |

There may also be the need to establish **ad-hoc Committees or Panels** to deal with other matters such as those listed below and the Local Governing Board has been delegated the responsibility to convene these as required, but must have due regard to the relevant policy/procedure these relate to:-

* Admissions
* Admissions Appeals
* Salary Reviews
* Salary Review Appeals
* Grievance Appeals Panel
* Staff Disciplinary Panel
* Staff Disciplinary Appeal Panel
* Student Disciplinary Panel
* Complaints Panel