

# Park Lane Learning Trust

## The Governing Body

### Terms of Reference

#### **Operation of the Governing Body \***

- To agree constitutional matters, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- To hold at least three Governing Body meetings a year
- To appoint or remove the Chair and Vice Chair
- To appoint or remove a Clerk to the Governing Body
- To establish the committees of the Governing Body and their terms of reference
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee
- To suspend a governor
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- To review the delegation arrangements annually
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To set up a register of Governors Interests
- To consider whether to set up a Governors Expenses Scheme, and if one is set up to monitor it
- When required to form an appointment panel for Headteacher / Deputy Headteacher

**\*these matters cannot be delegated to either a committee or an individual**

**Decisions \***

- To approve the first formal budget plan of the financial year
- To set and publish targets following recommendations from the Curriculum & Progress Committee
- To consider recommendations from the Admissions Committee with regard to the current admissions policy and make changes if required
- To review the policy and provision for collective worship, including the right to be consulted by the headteacher about arrangements for collective worship
- To consider and approve the School Improvement Plan
- To consider plans that include provision for a reduction in staffing. Should this be carried forward, to convene a special working party, avoiding the Governors named in the Appeals Committee
- To publish proposals to change the category of the school
- To set the times of school sessions and the dates of school terms, ensuring that the school meets for 380 sessions in the school year

**\*these matters cannot be delegated to either a committee or an individual**

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| <b>Quorum:</b> | <b>One half of the number of Governors in post</b> |
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| <b>Terms of reference agreed by the Governing Body</b> | 25/9/17 |
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# Park Lane Learning Trust

## Finance and General Purpose Committee

### Terms of reference:

### General Purposes:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance & GP Committee
- To establish the following policies & procedures for all categories of staff and to be responsible for its administration and review
  - Pay Policy
  - Performance Management Policy
  - Disciplinary / capability procedures
  - Attendance Management Policy & Procedures
  - Local Government Pension Discretions
- To oversee the appointment procedure for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well being-including the monitoring of absence
- To consider requests for early retirement
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises including the establishment and review of the Health and Safety Policy
- To oversee arrangements for repairs and maintenance
- To make recommendations on premises-related expenditure
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- To ensure that the relevant insurances are in place as per the School's Financial Handbook

### **Financial Responsibilities:**

- In consultation with the Headteacher, review the first formal budget plan of the financial year and make recommendations to full governors
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To approve financial policy statements including:
  - charges and remissions policies
  - charges for School Lettings
  - the price of school meals
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees, ensuring as far as is practical, that Health and Safety issues are appropriately prioritised
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body including a review of the audit report of such funds

In addition to provide guidance to the Governing Body along with the Headteacher on all matters relating to the financial operation of the school including:

- ensuring that the school operates within the Financial Regulations as outlined in the Financial Handbook
- receiving all reports from the Auditors and recommending responses to the Governing Body
- monitoring compliance via the Schools Financial Value Standard (SFVS)

# Park Lane Learning Trust

## Curriculum and Progress Committee

### Terms of reference:

- To consider matters relating to the school's curriculum, including statutory requirements and establish the relevant policies including:
  - A Curriculum Policy
  - Sex Education Policy
  - Special Needs Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To comment on or help prepare the curriculum sections of the School Improvement Plan for approval by the Full Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To review annually the GCSE and other public examination results of the school
- To recommend targets to the Full Governing Body after receiving advice from the SIP and Headteacher
- To review and agree the behaviour policy of the school
- Adoption and review of The Home / School Agreement
- To review and report to the full governing body at least annually the use of exclusion within school
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- To carry out the functions required by section 52 of the *Education Act 2002* and *The Education (Pupil Exclusions and Appeals) (Maintained Schools) (England) Regulations 2002*, and in accordance with the guidance given in *DfEE Circular 10/99* (excluding section 6 and Annex D) and *DfES/0087/2003*.

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| <b>These terms of reference agreed by the Governing Body</b> | 25 / 09 / 2017 |
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|-----------------------------------|-----|
| <b>Date Committee established</b> | / / |
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# Park Lane Learning Trust

## Staff Hearings Committee

**Terms of reference:**

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\*
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)

\*cannot be delegated to an individual

**Membership** – not less than 3 members of the Governing Body  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification from membership** – The Headteacher

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| <b>These terms of reference agreed by the Governing Body</b> | 25 / 09 / 2017 |
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| Name of Governor | Date Appointed to the Committee |
|------------------|---------------------------------|
| Any 3 members    |                                 |
|                  |                                 |
| (reserve)        |                                 |

|   |   |
|---|---|
| <b>Quorum (minimum of 3, committee can determine higher number)</b> | 3 |
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|                                   |             |
|-----------------------------------|-------------|
| <b>Date Committee established</b> | As required |
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# Park Lane Learning Trust

## Appeals Committee

**Terms of reference:**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee, The Executive Headteacher or The Headteacher\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*

\*cannot be delegated to an individual

**Membership** – no fewer members than the Hearings Committee

**Disqualification from membership** – The Headteacher  
Any members of the Hearings Committee

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| <b>These terms of reference agreed by the Governing Body</b> | 25 / 09 / 2017 |
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| Name of Governor                | Date Appointed to the Committee |
|---------------------------------|---------------------------------|
| Any 3 members not used in Panel |                                 |
| Previously.                     |                                 |
|                                 |                                 |
| (reserve)                       |                                 |

|   |   |
|---|---|
| <b>Quorum (minimum of 3, committee can determine higher number)</b> | 3 |
|---|---|

|                                   |             |
|-----------------------------------|-------------|
| <b>Date Committee established</b> | As required |
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# Park Lane Learning Trust

## Hearings Committee – Parental Complaints

**Terms of reference:**

- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:

**Membership** – not less than 3 members of the Governing Body – taken in the first instance from the Curriculum and Progress Committee  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification from membership** – The Headteacher

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| <b>These terms of reference agreed by the Governing Body</b> | 25 / 09 / 2017 |
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| <b>Name of Governor</b> | <b>Date Appointed to the Committee</b> |
|-------------------------|--|
| Any 3 members for C&P.  |  |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> | 3 |
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|                                   |             |
|-----------------------------------|-------------|
| <b>Date Committee established</b> | As required |
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# Park Lane Learning Trust

## Admissions Committee

**Terms of reference:**

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school
- To review admissions arrangements and the oversubscription criteria and to make recommendations for changes to the governing body\*

**\*cannot be delegated to an individual**

**Membership** – not less than 3 members of the Governing Body – taken in the first instance from the Finance and General Purposes Committee and to include the Headteacher

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| <b>These terms of reference agreed by the Governing Body</b> | 25 / 09 / 2017 |
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| <b>Name of Governor</b>      | <b>Date Appointed to the Committee</b> |
|------------------------------|--|
| George Paterson              |  |
| Plus any 2 members from F&GP |  |
|                              |  |
|                              |  |

|                               |                 |
|-------------------------------|-----------------|
| <b>Chair of the Committee</b> | George Paterson |
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|                               |               |
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| <b>Clerk to the Committee</b> | Debby Simpson |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> | 3 |
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|-----------------------------------|-------------|
| <b>Date Committee established</b> | As required |
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# Park Lane Learning Trust

## Pupil Discipline Committee

### Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.

**Membership** – 3 or 5, members of the Governing Body – taken in the first instance from the Curriculum and Progress Committee.

If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

**Disqualification from membership** – The Headteacher  
Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that staff governors, due to probable prior knowledge, should not be a member of this committee)

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| <b>These terms of reference agreed by the Governing Body</b> | 25/ 09 / 2017 |
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| Name of Governor | Date Appointed to the Committee |
|------------------|---------------------------------|
| See above        |                                 |
|                  |                                 |

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|----------------|----------|
| <b>Quorum:</b> | <b>3</b> |
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| <b>Date Committee established</b> | As required |
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# Park Lane Learning Trust

## Pay Committee

### Terms of reference:

- To consider the recommendations from the Headteacher's Performance Review Group
- To consider the recommendations from the Headteacher with regard to Pay reviews for staff in the school
- To consider requests from individual members of staff for pay reviews

### Membership – 3 or 5

### Disqualification –

The Headteacher and Staff Governors

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| <b>These terms of reference agreed by the Governing Body</b> | 25 / 09 / 2017 |
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| <b>Name of Governor</b> | <b>Date Appointed to the Group</b> |
|-------------------------|------------------------------------|
| Amanda Blackett         | 25 / 09 / 2017                     |
| George Paterson         | 25 / 09 / 2017                     |
| Pat Hill                | 25 / 09 / 2017                     |

|                           |                 |
|---------------------------|-----------------|
| <b>Chair of the Group</b> | Amanda Blackett |
|---------------------------|-----------------|

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| <b>Quorum (minimum of 2 suggested)</b> | 2 |
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| <b>Date Group established</b> | / / |
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# Park Lane Learning Trust

## Delegation of Responsibility to The Headteacher

### **Terms of reference:**

The headteacher is responsible for the internal organisation, management and control of the school, the implementation of all policies approved by the governing body and for the direction of teaching and the curriculum. This also includes

- Ensuring the National Curriculum is taught to all students and to consider any disapplication for student(s)
- To maintain a waiting list for students where there is oversubscription other than during the transition period for Yr 6 – Yr7, when the list is maintained by the LA as per the Common Admissions Scheme
- To ensure the provision of free school meals to those students who meet the criteria
- To prepare and publish the school prospectus

With regard to staffing, as per the Guidance on School Staffing (England) Regulations 2009 the governing body delegates functions relating to staff appointments outside of the leadership group and all dismissals to the headteacher.