



# Tatworth

Primary School

## TERMS OF REFERENCE 2020 - 2021

These Terms of Reference, for The Full Board, Headteachers Performance Management, Pay, and Audit Committees were agreed at the meeting of the Full Board on 18 June 2020.

### FULL BOARD OF DIRECTORS

#### **Members Quorum (Article 23)**

No business shall be transacted at any meeting unless a quorum is present.

A Member counts towards the quorum by being present either in person or by proxy.

Two persons entitled to vote upon the business to be transacted, each being a Member or a proxy of a Member or a duly authorised representative of a Member organisation shall constitute a quorum.

#### **Full Board of Directors Quorum (Article 114)**

Subject to Article 116 the quorum for a meeting of the Directors, and any vote on any matter thereat, shall be any three directors, or, where greater, any one third (rounded up to a whole number) of the total number of directors holding office at the date of the meeting.

#### **Article 116**

The quorum for the purpose of: -

- a. Appointing a parent director under Article 57
- b. Any vote on the removal of a director in accordance with Article 67
- c. Any vote on the removal of the Chair of Directors in accordance with Article 91

Shall be any two-thirds (rounded up to a whole number) of the persons who are at the time directors entitled to vote on those respective matters.

#### **Meetings (Article 106)**

The Governors shall hold at least three meetings in every school year.

**Terms of Reference:**

- To contribute to the School Development Plan
- To monitor the School Development Plan termly
- To review statutory policies

**Premises**

- To ensure that statutory directions given on Health and Safety issues by the Local Authority and/or other appointed professionals are carried out, including regular Health and Safety checks.
- To monitor the state of the school's property, any necessary repairs, maintenance or cleaning of premises, and keep monitor the Security Policy for the school covering the personal safety of pupils, staff, parents and visitors and measures to protect the security of the building and school equipment.
- To ensure that adequate insurance is provided for premises and contents after liaising with the Local Authority and/or other appropriate professionals.
- To ensure that maximum energy conservation is achieved.
- To draw up a Lettings Policy covering the use of the premises by outside users.
- To review lettings charges annually.
- To agree service level agreements for grounds maintenance and cleaning

**Curriculum**

- To review the school's curriculum statement as required in the light of the Local Authority curriculum statement and statutory obligations regarding the National Curriculum.
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced; to review the policy and provision for sex and relationships education and to make recommendations where necessary.
- To review the policy and provision for collective worship and RE and make recommendations where necessary.
- To monitor and review information about school performance and reporting to parents according to statutory requirements and national testing.
- To consider complaints made by parents on curriculum matters, provision of information and the operation of the Charging Policy with respect to curriculum needs.
- To determine appeals from parents regarding temporary withdrawal of a pupil from part of the National Curriculum.

**Finance**

- to provide guidance and assistance to the Head and Senior Management Team in all matters relating to budgeting and finance, ensuring that the school adheres to the Academies financial regulations;
- to review financial policy statements, including consideration of long-term planning and resourcing;
- to consider each year's annual development plan, identifying the priorities and agreeing an annual budget;
- to receive and monitor regular reports on the school's income and expenditure, showing a comparison of these against the budget estimates and to take remedial action where necessary;
- to monitor staff appointments and meet once a year with the Pay Committee to receive its recommendations on staff salaries and wages

- to check on Governors' travelling and subsistence expenses;
- to oversee the school's finances in line with the guidelines as set out in 'Academies Financial Handbook';
- to review 'benchmarking' information annually.
- to monitor the adequacy and effectiveness of the School's systems of internal control.
- to appointment, re-appointment, dismissal and remuneration of the External Auditor.
- to ensure that all allegations of fraud and irregularity are properly followed up.

### ***Personnel***

- to ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation;
- to check that arrangements for staff appraisal are in place and being implemented in line with the school's Performance Management Policy;
- to check that the policy for Health and Safety is followed;
- to determine a Pay Policy for all staff within the approved budget and in accordance with current pay and conditions agreements;
- to review the salary of the Headteacher annually;
- to receive reports from the Headteacher on job descriptions and staff changes;
- to ensure that the Staff Handbook is in place and all staff are informed of the grievance and disciplinary procedures of the school;
- to monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff;
- to ensure that full consideration is given to 'Safeguarding'/Child protection issues when appointing staff including ensuring adequate governor training on 'Safeguarding';
- to ensure that staffing policies support the School Development Plan and to contribute to its annual review.

The Board of Directors will decide, in consultation with the Headteacher, which and how many governors are to take part in the selection of staff, the responsibilities of the Head and the degree of delegation of powers to this Committee. The governors, in consultation with the Headteacher, will decide the level of governor involvement in making appointments throughout the school.

## HEADTEACHERS PERFORMANCE MANAGEMENT

### Membership and appointment

Any governor (other than those employed to work at the school or who are related/associated to any member of staff) can be a member of the HTPR (headteacher performance review) and Pay Committee. Appointments to the Panel will be reviewed by the Board annually and/or at other times as appropriate.

Any person serving on the Panel will be required to attend training provided by the Governor Services before taking up their role or as soon as practically possible.

Details of Panel membership for the 2020/21 academic year are as follows:

Gary Bowditch Taylor  
Heather Byron  
Tony Parfoot

### Chairing

The Panel will determine its Chair and Vice Chair annually in preparation for the new academic year and/or at other times as required

This committee will be supported by the SIP

### Frequency of meetings and quorum

The Committee will meet at least three times in the academic year.

1. The first meeting will be the HTPM review and will take place in July (dependent upon the availability of data); if not it will take place during early September.
2. The second meeting will take place following 31 October when the teacher's performance appraisal will have been completed by the headteacher who will then recommend pay progression to the committee.
3. The third meeting will be during the second half of the spring term to receive updates from the headteacher on teachers' progress and to review progress in regard to the headteachers objectives and targets.

The quorum for any meeting will be 3 governors who are members of the committee; although with agreement from the headteacher at least 2 governors with relevant training can undertake the HTPR with the external advisor in attendance at the initial meeting.

### Attendance at meetings

Attendance at meetings will be limited to the Headteacher, members of the committee and the External Advisor to the governors at the HTPR meeting.

## **Records of meetings**

The External Adviser will take notes of the first HTPR meeting (July or September) and will make these available to the Headteacher and to committee members. The clerk to the governors or a member of the committee will take notes of subsequent meetings for distribution to the committee members and headteacher.

## **Functions and delegated responsibility of the Committee**

- To appoint and work with the external adviser in carrying out the HTPR.
- Ensure the professional and timely completion of the HTPR process.
- Ensure assessment is based on evidence.
- Inform the board of governors that the HTPR has been undertaken and where appropriate share objectives linked to the school's development
- Make recommendations to the Board of Directors in regard to any pay progression for the headteacher
- Minute clearly the reasons for all decisions.

The Panel will review its terms of reference in the summer term and will recommend them for approval by the full board at its final meeting of the academic year.

## **PAY COMMITTEE**

### **Membership and appointment**

Any governor (other than those employed to work at the school or who are related/associated to any member of staff) can be a member of the Pay Committee. Appointments to the Panel will be reviewed by the Board annually and/or at other times as appropriate.

Details of Panel membership for the 2020/21 academic year are as follows:

Gary Bowditch Taylor

Heather Byron

Tony Parfoot

### **Chairing**

The Panel will determine its Chair and Vice Chair annually in preparation for the new academic year and/or at other times as required

This committee will be supported by a professional clerk.

### **Frequency of meetings and quorum**

The Committee will meet a minimum of once in the academic year.

The quorum for any meeting will be 3 governors who are members of the committee;

**Records of meetings**

The clerk to the governors will take notes of meetings.

**Functions and delegated responsibility of the Committee**

- Receive recommendations from the Headteacher in regard to pay progression and apply the criteria set by the school/academy's pay policy in approving the pay progression of each member of the teaching staff rewarding those who contribute to improving the education of pupils and that assessment is based on evidence consistently applied to all staff
- Evidence the Board of Directors commitment to recognising and appropriately rewarding staff who contribute to improving the education of pupils.
- To achieve the aims of the Academy Pay Policy in a fair and equal manner.
- Ensure assessment is based on evidence.
- Minute clearly the reasons for all decisions.
- Approve the pay policy, appraisal policy and capability policy and review when required.

The Panel will review its terms of reference in the summer term and will recommend them for approval by the full board at its final meeting of the academic year.

## AUDIT COMMITTEE

### **Purpose of Committee:**

The Audit Committee (AC) is established by the Board of Directors to advise them on matters relating to the Trust's audit arrangements and systems of internal control and to aid the Board's responsibility to ensure sound management of the Trust's finance and resources. In establishing the Committee, the Directors will adhere to the principles of the Academies Financial Handbook (AFH) published by the Education and Skills Funding Agency (ESFA).

**Membership:** at least four governors appointed by the Board.

Members 2020/21

Peter Denning  
Vyv Gundry  
Pam Macfarlane  
Tony Parfoot  
Clare Rodway

Employees cannot be members of the Committee, but the accounting officer and other staff may routinely attend to provide information and participate in discussions.

A Chair will be appointed at the first meeting of the Committee from amongst the membership.

**Quorum:** at least three governors present.

**Meetings:** a minimum of one meeting per term.

**Minutes:** will be taken and circulated to the full Board once approved in draft by the Chair of the Committee.

**Authority:** The Committee is authorised by the Board to carry out any activity authorised by these terms of reference (TOR) and to seek any appropriate information that it requires from any officer of the Trust, who should comply with any request.

**Duties of the Audit Committee are to:**

- Advise the Board on the adequacy and effectiveness of the Trust's governance, risk management, and internal control systems and processes.
- Advise the Board on the appointment, re-appointment, dismissal and remuneration of the external auditor.
- Review the external auditor's annual planning document and approve the planning approach.
- Advise the Board on the appointment, re-appointment, dismissal and remuneration of an internal auditor or other assurance provider.
- Advise the Board on an appropriate programme of work to be delivered by the internal assurance provider. This work should be derived from the AC's review of the key risks faced by the Trust and agreed by the Board.
- Receive reports from the internal and external auditors, consider issues raised and recommend responses and actions to the Board.
- Meet with the external auditor and internal assurance provider, at least once per year without management present.
- The AC will self-assess its performance against this TOR and agree any changes with the Board.