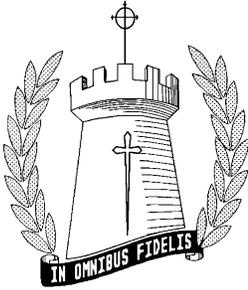


# ST. DAMIAN'S R.C. SCIENCE COLLEGE

Governing Body of St Damian's RC Science College

## Terms of Reference of Committees

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## ST. DAMIAN'S R.C. SCIENCE COLLEGE

### Governing Body of St Damian's RC Science College Terms of Reference of the Finance and HR Committee

<b>Membership</b>	To consist of at least 3 Governors, none of whom will have a pecuniary interest in the decisions being made. If pay related matters/decisions are being dealt with employees of the school will be deemed to have a pecuniary interest. One member will act as Chair. The Head Teacher, if a member, cannot be the Clerk to the Committee.
<b>Chair</b>	Elected by the Committee at autumn meeting. The Governing Body can remove the Chair at any time.
<b>Quorum</b>	To consist of 3 members (subject to the above conditions).
<b>Meetings</b>	At least once a term, or before each full Governing Body meeting, and otherwise as required.
<b>Agendas</b>	To be circulated to all Governors as soon as possible after the date of the meeting, or with the agenda papers for the next full Governing Body meeting. Minutes to include a brief summary of items discussed and clear reasons for all decisions taken.
<b>Review</b>	Membership and terms of reference to be reviewed annually at the Autumn Term Governing Body meeting.
<b>Pecuniary Interest</b>	If the Committee contributes to decisions about the Head Teacher's salary the Head Teacher will withdraw from the meeting. S/he may be invited to make a presentation to the Committee prior to withdrawal.

#### **Key Responsibilities:**

Responsibilities would include setting and monitoring of the school budget, financial management policies and procedures including SFVS, staffing issues and policies relating to staff. The chair and vice chair of the governing body would sit on the committee to ensure proper representation and strategic direction. The committee would meet a minimum of three times per year.

The Finance Committee is responsible for;

- recommending the school budget to the Governing Body.
- ensuring the control and monitoring of the school budget.

**Specifically**, the terms of reference of the Committee are:

Section 1: FINANCE

- To advise on financial implications of adopting certain policies
- To make recommendations (or if delegated, to take decisions) on all financial matters of school.
- To provide reliable information and make appropriate recommendations (or if delegated, make decisions) to enable Governing Body to comply with required financial regulations.
- To prepare and recommend a budget each year.
- To monitor regularly and effectively against that budget and report to Governing Body as required.
- To prepare a Lettings policy for the approval of the Governing Body.
- To review the policy on Charging and Remissions.
- To approve the costs and arrangements for maintenance, repairs and redecoration with the budget allocation, giving due consideration to advice provided by the Diocese and TMBC.
- To oversee the preparation and implementation of contracts, with due consideration to the guidance and advice available in documentation provided by Salford Diocese and Tameside Council.
- To be aware of the specific responsibilities of Governors in regard to premises and to ensure that the LA is informed of any matters for which it has responsibility.
- To consider and make recommendations of risk management and insurance arrangements in regard to vandalism and other matters relating to the security of the premises.
- To ensure that the school has an Educational Visits Policy and to monitor the implementation of this policy in liaison with the Curriculum and Staffing Committee, and Health and Safety Committee.
- To authorise expenditure on large items (in terms of cost) above £5000. Between £2-5000 authorised by the Chair of Governors and sanctioned at next Finance Committee meeting. This value to be reviewed as recommended at audit.

- To authorise tendering arrangements and quotations on large items in accord with Diocesan Procedures.
- To consider any other matters on request of GB.
- To contribute to the College Improvement Plan.

**Associated Documents:**

Keeping Your Balance (Ofsted and Audit Commission)

Model Financial Guidelines (Tameside MBC)

Auditors Report

[www.governornet](http://www.governornet)

**Section 1: HR**

- To review the changes in pay and conditions arrangements for all staff.
- To receive from the Headteacher and the Council such recommendations as are appropriately related to this function.
- To prepare recommendations, or reports, for the full Governing Body in respect of changes to the school pay policy. In undertaking this responsibility the Pay Committee will consult with the teaching staff, school representatives and secretaries of the recognised teacher associations.
- To undertake pay assessment for all staff and prepare their annual pay To consider (following withdrawal of the head teacher from the meeting), the payment of the Headteacher in the forthcoming year.
- To liaise as necessary with the Council for example in relation to newly appointed staff.
- To send a copy of the annual pay statement to each member of staff and the Council for payroll purposes.
- To undertake pay assessment for all staff and prepare their annual pay statements.
- To consider (following withdrawal of the head teacher from the meeting), the payment of the Headteacher in the forthcoming year.
- To liaise as necessary with the Council for example in relation to newly appointed staff.
- To contribute to the School Improvement Plan.

**Associated Documents:**

Keeping Your Balance (OFSTED and Audit Commission)

Model Financial Guidelines (Tameside)

National and Local Pay and Conditions Documents and Policies

Performance Management for Governors DFES booklet.

[www.governnet.gov.uk/salary](http://www.governnet.gov.uk/salary) calculation

National and Local Pay and conditions Documents and Policies

Health and Safety of Pupils on Educational Visits (DfEE)

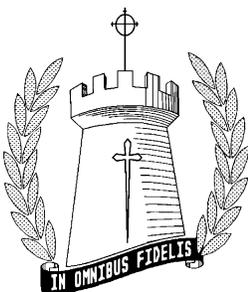
Arranging educational visits – Guidelines for Schools (Tameside MBC)

The Tameside School Repair and Maintenance/Service Schedule Procurement

Many HMG and TMBC publications on BSF

This list is not exhaustive.

**Reviewed by the Finance Committee and recommended for adoption – Nov 2015**



**ST. DAMIAN'S R.C. SCIENCE COLLEGE**

**Governing Body of St Damian's RC Science College  
Terms of Reference of the Head Teacher Performance Review Panel**

<b>Membership</b>	To consist of 3 Governors only, none of whom will have a pecuniary interest or be an employee of the school. One member will act as Chair. The Head Teacher cannot be a member of this Panel although will be asked to attend meetings as appropriate to discuss the details of the review. It is strongly recommended that members of the Panel should have undertaken the relevant training provided by the local authority.
<b>Quorum</b>	To consist of at least 2 members.
<b>Meetings</b>	At least once a term, or before the full Governing Body meeting and otherwise as required.
<b>Agendas</b>	To be circulated to all Governors one week before the meeting by the Chair of the Panel. Accompanying papers to be circulated to members of the Committee only.
<b>Minutes</b>	To be circulated to all Governors on the Panel as soon as possible after the date of the meeting. Minutes to include a brief summary of items discussed and clear reasons for all decisions taken. A record of any proposals/recommendations should be provided for the Governing Body to consider.
<b>Review</b>	Membership and terms of reference to be reviewed annually at the Autumn Term Governing Body meeting.
<b>Advice</b>	The Head Teacher performance review will be supported by a DFES accredited External Adviser who will be appointed by the Panel.
<b>Pecuniary Interest</b>	When the Panel makes decisions about the Head Teacher's salary the Head Teacher will withdraw from the meeting. S/he may be invited to make a presentation to the Panel prior to withdrawal.

The Head Teacher Performance Review Panel is responsible for reviewing the performance of the Head Teacher

Specifically, the terms of reference of the Head Teacher Performance Review Panel are:

- To agree Head Teacher performance objectives annually.
- To carry out a performance review with respect to previously agreed objectives.

- To regularly monitor progress towards performance objectives termly and revise objectives if necessary.
- To carry out a performance review with respect to previously agreed objectives.
- To regularly monitor progress towards performance objectives each term and revise objectives if necessary.
- To contribute to the School Improvement Plan

**Associated Documents:**

School Teachers Pay and Conditions Documents

[www.governornet.gov.uk](http://www.governornet.gov.uk)

**Further Advice for Governors appointed to undertake the  
Head Teacher's Performance Review**

**(This may be used in conjunction with the Model Terms of Reference)**

Governors are appointed, by the full Governing Body, to undertake the Head Teacher's Performance Review do not form a statutory Committee under the Governance Regulations. The rules governing Committees therefore do not apply. However a **minimum of two Governors makes up a quorum** on this group, although of course there may be three present if all are in attendance.

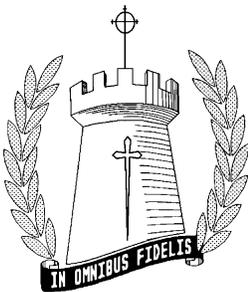
The roles of the Governors appointed to this group are noted below for guidance and advice

**The Governors responsible for reviewing the performance of the Head Teacher must:**

- Seek advice from the appointed External Adviser when setting objectives and reviewing the performance of the Head Teacher.
- Meet with the Head Teacher and Adviser at the start of the performance review cycle to plan and prepare for the performance review, and set and record Head Teacher objectives relating to school leadership and management and pupil progress.
- Meet with the Head Teacher and Adviser at the end of the performance review cycle to review the Head's performance and identify achievements, including assessment of achievements against objectives, and to discuss and identify professional development needs/activities.
- Write a performance review statement and give a copy to the Head Teacher within 10 days of the review meeting, and allow 10 days for the Head Teacher to add written comments.

- Provide the Head Teacher and Chair of the governing body with a copy of the Head Teacher's performance review statement.
- On request, provide a copy of the Head Teacher's statement to those Governors who are responsible for taking decisions in relation to promotion and pay, who should take account of this when making such decisions.

- taken from 'Performance Management in Schools (Model Performance Management Policy) published by the DFES (September 2000).



## **ST. DAMIAN'S R.C. SCIENCE COLLEGE**

**Governing Body of St Damian's RC Science College  
Terms of Reference of the Premises, Health and Safety Committee**

**Membership:** To consist of one Governor, who will act as Chair, the college H&S officer, a governor, Business Manager, a representative from Carillion plc (FM) and Capita (ICT).

**Chair:** The GB can remove the Chair at any time.

**Quorum:** To consist of 3 members.

**Meetings:** At least once a term, or before each full Governing Body meeting, and otherwise as required.

**Agendas:** To be circulated to all Governors one week before the meeting by the Chair of the Committee. Accompanying papers to be circulated to members of the Committee only.

**Minutes:** To be circulated to all Governors as soon as possible after the date of the meeting, or with the Agenda papers for the next full Governing Body meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Body to consider, and clear reasons for decisions taken.

**Review:** Membership, terms of reference and working procedures to be reviewed annually at the Autumn Term Governing Body meeting.

**Key Responsibilities:**

The Health and Safety Committee is responsible for ensuring that the school premises remain fit for purpose and would consider the school environment and the wider school community.

Specifically, the terms of reference of the Health and Safety Committee are:

- To prepare a report for consideration by the Committee, and/or the full Governing Body, on their condition, with a proposed order of priority for maintenance and development.
- To provide support and guidance to the Headteacher on all matters relating to Health and Safety on the school premises and grounds (in consultation with Carillion plc) Pupils, Staff and Visitors. Site security, and health and safety.
- To review annually the school's safety policy and make any necessary decisions and/pr recommendations to the Governing Body.
- To inspect the premises and grounds at least annually, ideally more frequently, (in consultation with Carillion plc), and
- To consider the receipt of regular Health and Safety updates from the Head Teacher and/or the member of staff with responsibility for Health and Safety.

- To undertake an annual health and safety audit of the school premises (in consultation with Carillion plc) and report on the same to the Governing Body.
- To ensure that the school complies with the Health and Safety at Work Act (1974), and associated regulations, including the Control of Asbestos at Work Regulations, (2002) by consultation with Carillion plc.
- To ensure that Governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990 by consultation with Carillion plc.
- To review the Health and Safety Policy, and monitor the implementation of Health and Safety provisions/policies for school journeys, visits and residential activities, and if necessary liaise with Finance and Premises Committee on such matters.
- To review the policy and provision for Sex Education and make appropriate recommendations.
- To consider such matters as the GB may refer to the Health and Safety Committee/Health Education Working Group.
- To contribute to the School Improvement Plan.

**NB: The safety of staff/pupils and visitors to school during normal school activities is primarily the responsibility of the Head Teacher.**

**Associated Documents:**

Health and Safety at Work Act etc. (1974) its amendments, and resultant regulations.

Environmental Protection Act 1990.

Health and Safety of Pupils on Educational Visits (DFES)

Arranging educational Visits – Guidelines for Schools (Tameside MBC)

The Tameside School Repair and Maintenance/Service Schedule.

Procurement of Services and Contracts (Tameside MBC)

The Schools Asbestos Register

Asbestos Management Guidelines (Tameside MBC)

Model Schools Health and Safety Policy (Tameside MBC)

Policy for Sex Education

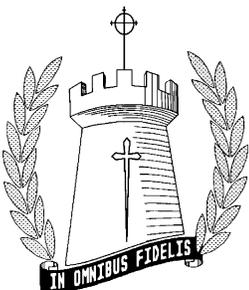
School Development Plan

School Action Plan [www.teachernet.gov.uk](http://www.teachernet.gov.uk) (search for – 'Health and Safety on Educational Visits')

**This list is not exhaustive.**

**ST. DAMIAN'S R.C. SCIENCE COLLEGE**

**Governing Body of St Damian's RC Science College  
Terms of Reference of the Staff Capability, Grievance and Disciplinary  
(including Suspensions and Pay) Appeals Committee**



Please note that this ToR should be referred to/considered in conjunction with the most recent Staffing Regulations – Please refer to your school’s HR Adviser for details.

<b>Membership</b>	To consist of at least 3 Governors, one of whom will act as Chair. The Chair of the Governing Body, the Headteacher and members of the Staff Grievance and Disciplinary (including Suspensions) and Pay Committees are excluded from membership of this committee.
<b>Chair</b>	Elected by the Committee. The GB can remove the Chair at any time.
<b>Quorum</b>	To consist of 3 eligible members.
<b>Meetings</b>	As required
<b>Agendas</b>	To be circulated only to Governors on the Committee in accordance with the required timescales within the procedure being used. Accompanying papers also only to be circulated to members of the Committee.
<b>Confidential Minutes</b>	To be circulated to Governors on the Committee in accordance with the required timescales within the procedure being used. Confidential Minutes to include a brief summary of items discussed, and a record of any proposals/recommendations for the Governing Body to consider.
<b>Advice</b>	The Executive Director, Services for Children and Young People, or his appointed Officer, and Diocesan Officer, have the right too, and will, offer advice as appropriate.
<b>Review</b>	Membership and terms of reference to be reviewed annually at the Autumn Term Governing Body Meeting.

The Staff Capability, Grievance and Disciplinary (including Suspensions and Pay) Appeals Committee is responsible for considering appeals from staff members (except the Head Teacher) against any decisions made during the process of implementing the school’s Capability, Grievance and Discipline and Pay Policy Procedures.

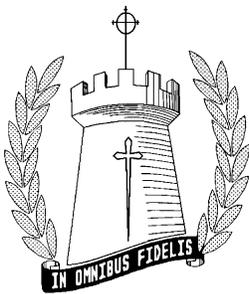
Specifically, the terms of reference of the Staff Grievance and Disciplinary (including Suspensions and Pay) Appeals Committee are:

- To work within the policies/procedures adopted by the Governing Body or Committee (with delegated Personnel responsibilities).
- In liaison with the Committee and Personnel responsibilities, to ensure that all staff are aware of the relevant procedures.

- To ensure that any actions are administered justly.
- To formally hear any cases related to a member of school staff under the school's adopted procedures.
- To give the matter due consideration and determine an appropriate and reasonable outcome.
- To convey the decision to all the parties involved within the appropriate procedural timescales.
- To contribute to the School Improvement Plan where appropriate.

**Associated Documents:**

Local and National Conditions of Service regulations and policies. All relevant employment legislation and directives (including equalities and discrimination legislation).



**ST. DAMIAN'S R.C. SCIENCE COLLEGE**

**Governing Body of St Damian's RC Science College  
Terms of Reference of the Pupil Discipline Committee  
(Exclusion Committee)**

<b>Membership</b>	To consist of at least 3 Governors, one of whom will act as Chair. The Governing Body to delegate members as required. The chair of the Governing Body, or the Head Teacher, should not be a member of this committee. Any other members of the Governing Body can be included. The DFES strongly recommends that no governor should sit on an exclusion panel without having undertaken training provided by the LEA.
<b>Chair</b>	The Chair is elected by the Committee.
<b>Quorum</b>	To consist of 3 members.
<b>Meetings</b>	As required.
<b>Agendas</b>	A Clerk to the Committee should be appointed. Agendas and relevant papers to be circulated only to Committee members 5 working days before the meeting (or less if agreed by all parties) as arranged by the Chair of the Committee. Accompanying papers to be circulated to members of the Committee only.
<b>Confidential Minutes</b>	To be circulated to Governors attending the meeting as soon as possible after the date of the meeting. Minutes to include a brief summary of items discussed, and a record of any proposals/recommendations for the Governing Body to consider. Pupils and staff should not be identifiable from the minutes. Only the recommendations should be reported to the Governing Body, and at the earliest opportunity. All efforts should be made to keep the names of the parties involved confidential.
<b>Advice</b>	The Executive Director, Services for Children and Young People, or his appointed Officer will offer advice as appropriate.
<b>Review</b>	Membership and terms of reference to be reviewed annually at the Autumn Term Governing Body meeting.

The Pupil Discipline Committee is responsible for reviewing the Head Teacher's decision to exclude a pupil for any period in excess of 5 days in any one term. Governors must review fixed period exclusions that would result in a pupil being excluded or between 6 and 15 days in total in any one term, but only need to do so if parents wish to make representations.

Specifically, the terms of reference of the Pupil Discipline Committee are:

- To review the working procedure of the committee, and the School's Discipline Policy, annually.

- To review and consider, the evidence leading to the decision to exclude for any fixed term of more than 15 days, permanently, or at the request of a parent if for period between 6 and 15 days, in any one term.
- To convene Pupil Disciplinary Meetings in accordance with, and reference to, guidance and advice published by the DFES (see the ‘Teachernet’ website), to either support or overturn the Head Teacher’s decision regarding any fixed term, or permanent exclusion.
- To contribute to the School Improvement Plan where appropriate.

### **Exclusions and Public Examinations**

If a pupil were to miss a public examination as a result of exclusion the Committee should meet prior to the date of the examination. If this is not possible the Chair of Governors may, exceptionally, use his/her emergency powers, to act and consider the exclusion. These are the only circumstances where the Chair of Governors can alone, with LEA and Clerk’s advice, review exclusion. The parent would, however, in these circumstances, still have the right to make oral representations to the Committee or the Chair of Governors.

In some circumstances, at their discretion, and depending upon the nature and seriousness of the exclusion, the Committee may allow an excluded pupil on the premises for the sole purpose of taking a public examination.

#### **Associated Documents:**

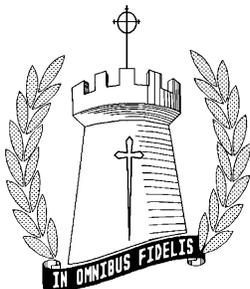
Equal Opportunities Policy

School Behaviour/Discipline Policy

TMBC Guidance Booklet on Exclusion

[www.teachernet.gov.uk](http://www.teachernet.gov.uk) (search for “Exclusions Guidance”)

**This list is not exhaustive**



## **ST. DAMIAN’S R.C. SCIENCE COLLEGE**

**Governing Body of St Damian’s RC Science College  
Terms of Reference of the Complaints Committee**

<b>Membership</b>	To consist of at least 3 named Governors, one of whom will act as Chair. The Chair of the Governing Body, or the Head Teacher, or any Governor with previous knowledge of the case may not be a member of this Committee.
<b>Chair</b>	The Chair is elected by the Committee.
<b>Quorum</b>	To consist of 3 members.
<b>Meetings</b>	As required.
<b>Agendas</b>	A Clerk to the Committee should be appointed upon written receipt of the complaint. Agendas to be circulated (together with any accompanying papers), to the Committee members only, 5 working days before the meeting (less by mutual agreement of all parties), and as arranged by the appointed clerk.
<b>Confidential Minutes</b>	To be circulated to all Governors as soon as possible after the date of the meeting, and in accordance with the adopted Complaints procedures. Minutes to include a brief summary of items discussed, and a record of any proposals/recommendations for the Governing Body to consider. Only the general issues and recommendations should be reported to the Governing Body, and at the earliest opportunity. All efforts should be made to keep the names of the parties involved confidential.
<b>Advice</b>	The Executive Director, Services for Children and Young People, and, or his appointed Officer and Diocesan Officer will offer advice as appropriate.
<b>Review</b>	Membership and terms of reference to be reviewed and adopted annually at the Autumn Term Governing Body meeting.

The Complaints Committee is responsible for hearing and resolving (where possible) complaints, which have not been dealt with to the satisfaction of the complainant at the earlier stages of the adopted complaints procedure.

Specifically, the terms of reference of the Complaints Committee are:

- To arrange for a hearing to take place at the earliest opportunity, or as otherwise specified in the procedures adopted by the Governing Body, following the receipt, in writing, of the details of the complaint.
- To formally hear the case for the complaint against the school, and the case, in response, that is put forward by the school in accordance with the formally adopted Complaints Policy.