

## RANGE HIGH SCHOOL

### TERMS OF REFERENCE FOR SAFEGUARDING AND LEADERSHIP COMMITTEE

**Membership:** at least seven named governors, plus non voting Associate members

**Quorum:** five governors

**Meetings:** at least once a term

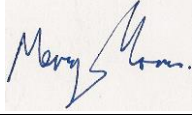
**Areas to address:**

- consistency of implementation of good plans
- effectiveness of monitoring and evaluation
- improving teaching
- implementing an appropriate and effective curriculum
- developing the capacity for continuous improvement
- engagement with parents
- safeguarding
- attitudes, to learning and to other people
- review school data on exclusions, behaviour, bullying, racial incidents, attendance
- pupil understanding of risk

#### RESPONSIBILITIES

The committee will:

- a) Appoint its own Chair and Vice Chair
- b) Provide minutes of the meeting for distribution to all governors
- c) Advise the Governing Body on their legal obligations regarding school leadership
- d) Agree and monitor targets for raising standards of behaviour
- e) Ensure that the Headteacher has made appropriate arrangements for assessment, reporting to parents and the provision of information to parents/DfE
- f) Ensure that the requirements of children with special educational needs are met
- g) Ensure that the Headteacher has made appropriate arrangements for Safeguarding
- h) Contribute towards, and monitor, the School Improvement Plan
- i) Consider complaints relating to behaviour and advise the Governing Body
- j) Monitor arrangements for pupils to be released for work experience
- k) Approve off-site visits and activities of more than 24 hours
- l) Prepare and review plans relating to personnel, in the light of long, medium and short term planning
- m) Monitor the appointment of teachers, below the grade of Assistant Headteacher and non-teaching posts at equivalent level (delegated to the Headteacher)
- n) Determine whether a vacancy should be filled and form a staff selection committee to shortlist and interview teachers at or above the grade of Assistant Headteacher and non teaching posts at equivalent level
- o) Ensure that the Governing Body forms a staff selection committee to shortlist and interview teachers at or above the grade of Assistant Headteacher and non-teaching posts at equivalent level
- p) Ensure that all staff appointments are conducted in accordance with procedures of fair selection
- q) Review the staffing structure at least annually in relation to the School Improvement Plan and curricular requirements
- r) Deal with any other matters referred to it by the Governing Body



Signed: \_\_\_\_\_  
For Full Governing Body

Date: 20 September 2018

2018-19 Documents

**TERMS OF REFERENCE FOR  
TEACHING AND LEARNING COMMITTEE**

**Membership:** at least seven named governors, plus non voting Associate members

**Quorum:** five governors

**Meetings:** at least once a term

**Areas to address:**

- the quality of teaching and learning, and progress over time
- use of support staff
- ensuring ALL pupils are challenged and supported - how evidenced
- monitoring pupil progress
  - individually through KS3-KS4-KS5
  - collectively over the past three years
  - attainment in relation to national standards

**RESPONSIBILITIES**

The committee will:

- a) Appoint its own Chair and Vice Chair
- b) Provide minutes of the meeting for distribution to all governors
- c) Advise the Governing Body on their legal obligations regarding the Curriculum
- d) Make recommendations to the full Governing Body on curriculum policy matters
- e) Agree and monitor targets for raising standards of teaching and learning
- f) Ensure that the Headteacher has made appropriate arrangements for assessment, reporting to parents and the provision of information to parents/DfE
- g) Ensure that the requirements of children with special educational needs are met
- h) Contribute towards, and monitor, the School Improvement Plan
- i) Consider complaints relating to the curriculum and advise the Governing Body
- j) Prepare and review plans relating to personnel, in the light of long, medium and short term planning
- k) Approve off-site visits and activities of more than 24 hours
- l) Deal with any other matters referred to it by the Governing Body

**Signed:**   
For Full Governing Body

**Date:** 20 September 2018

## RANGE HIGH SCHOOL

### TERMS OF REFERENCE FOR RESOURCES COMMITTEE (Incorporating the functions and responsibilities of an Audit Committee)

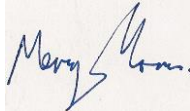
<b>Membership:</b>	at least seven named governors plus non voting Associate Members
<b>Quorum:</b>	five governors
<b>Meetings:</b>	at least once a term

#### RESPONSIBILITIES

The committee will:

- a. appoint its own Chair and Vice Chair
- b. provide minutes of the meeting for distribution to all Governors
- c. consider the school's indicative funding, notified annually by the ESFA and to assess its implications for the school, in consultation with the headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body
- d. consider the School Improvement Plan
- e. receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the improvement plan
- f. recommend a budget for the year to the full Governing Body
- g. recommend the level of delegation to the Headteacher for the day-to-day financial management of the school - £30,000
- h. make decisions on spending up to the value of £50,000
- i. approve contracts up to the value of £50,000
- j. authorise the write-off of bad debts of £500 or over and to receive reports from the Headteacher of those, if any, of less than £500
- k. determine charges for lettings
- l. monitor and review all expenditure and income on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the ESFA, drawing any matters of concern to the attention of the governing body
- m. prepare the financial statement for filing in accordance with Companies Act and Charity Commission requirements
- n. ensure the school complies with the legal and financial requirements as specified in the Academies Financial Handbook and the School's Funding Agreement
- o. to consider and advise the Governing Body on the adequacy and effectiveness of the School's internal control systems, including controls for securing economy and efficiency
- p. to ensure that all significant losses have been properly investigated and that the external auditor and DfE have been informed if appropriate
- q. to monitor the School's policy on anti-fraud and corruption and if necessary commission investigations into any complaints into malpractice
- r. To approve the School's Risk Assessment and Internal Controls Statement
- s. provide support and guidance for the Headteacher on all matters relating to the school premises, grounds and security
- t. ensure necessary work is carried out in a proper manner and within the financial limits of the school
- u. approve arrangements for repairs, maintenance and re-decoration
- v. review, for approval by the full governing body, a health and safety policy statement for the school
- w. approve the disposal of school assets

- x. recommend the appointment or re-appointment of the Responsible Officer/Internal Audit Service
- y. receive the Responsible Officer/Internal Audit reports and ensure that recommendations, if accepted, are fully implemented and to monitor the effectiveness of this service
- z. receive the annual accounts and auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings including the audit management letter
- aa. carry out other finance and premises related tasks as delegated by the full Governing Body
- bb. Approve off-site visits and activities of more than 24 hours



Signed: \_\_\_\_\_

Date: 20 September 2018

For Full Governing Body

2018-19 Documents

**Range High School**

**Terms of Reference**

**General Complaints Committee**

**Membership:** Three governors from all eligible governors. The Committee members must be governors who have had no prior involvement with the complaint. The Chair of the Committee will be appointed by the Committee. The Headteacher and Chair of Governors must not be a member of this Committee

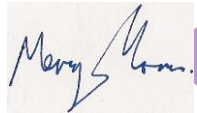
**Quorum:** three governors

**Meetings:** when necessary

**RESPONSIBILITIES**

**The Committee will:**

- a) hear an appeal against the decision of the Headteacher/Chair of Governors
- b) make decisions in accordance with adopted procedures

**Signed:**  \_\_\_\_\_

**Date:** 20 September 2018

**For Full Governing Body**

## RANGE HIGH SCHOOL

### TERMS OF REFERENCE FOR PAY & PERFORMANCE COMMITTEE

- Membership:** four named governors plus Headteacher as adviser but excluding any member of staff
- Quorum:** three governors
- Meetings:** at least once a year with additional meetings as necessary
- Requirements:** a Clerk must take Minutes. The Clerk does not need to be the Governing Body Clerk. (The Clerk cannot be a governor, an associate staff member or the Headteacher.)  
The Chair will be appointed by the Committee.

### RESPONSIBILITIES

The committee will:

- a) appoint its own Chair
- b) make decisions within the School Pay Policy, and monitor the policy
- c) achieve the aims of the policy in a fair and equal manner
- d) ensure all statutory and contractual obligations
- e) apply the criteria set in determining the pay of each member of staff at annual review
- f) Minute clearly any decisions and report back to the full Governing Body
- g) advise when policy needs revision
- h) monitor and review terms of reference of this Committee
- i) carry out other pay and performance related tasks as delegated by the full Governing Body

Signed: \_\_\_\_\_

Date: 20 September 2018 \_\_\_\_\_

**For Full Governing Body**

**Range High School**

**Terms of Reference**

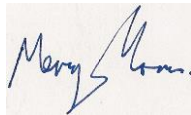
**Staff Pay Appeals Committee**

- Membership:** three named Governors plus a named reserve but excluding the Headteacher, any member of staff and anyone on the Pay and Performance Committee
- Quorum:** three named governors
- Meetings:** as and when necessary
- Requirements:** a Clerk must take Minutes. The Clerk does not need to be the Governing Body Clerk. (The Clerk cannot be a governor, an associate staff member or the Headteacher.)  
The Chair will be appointed by the Committee

**RESPONSIBILITIES**

**The Committee will:**

- a) hear any appeal against decisions made by the Pay and Performance Committee
- b) monitor and review terms of reference of this Committee
- c) make all decisions in accordance with adopted procedures.



**Signed:** \_\_\_\_\_

**Date:** 20 September 2018

**For Full Governing Body**



## RANGE HIGH SCHOOL

### Pupil Pastoral Support Committee

**Membership:** At least one governor from a pool of all eligible Governors

**Role:** To offer support to school, parents and the pupil concerned if a pupil is deemed by the Headteacher to be exhibiting signs of behavioural difficulties which may lead ultimately to permanent exclusion.

#### Terms of Reference

- a) At least one governor from those eligible to form part of the Support Committee for an individual pupil;
- b) The Governor(s) supporting such a pupil may not then be part of any disciplinary Committee convened regarding that pupil;
- c) To meet with the Headteacher and Assistant Headteacher (Wellbeing), Head of House, parents and pupil (other professionals may join if appropriate, e.g. Learning Mentor, EWO);
- d) To review and make recommendations regarding programmes of support offered to such a pupil by the school;
- e) To discuss with parents and pupil their needs;
- f) To review periodically (as designated by the Committee on a needs basis for each case) whether appropriate progress is being made;
- g) To have the power to forward a pupil to the Pupil Discipline Committee if deemed necessary.

#### Advantages

The Pastoral Support Governor(s):

- i) supports school by making pupils aware of role of Governors and the processes involved if a case was referred to the Pupil Discipline Committee;
- ii) supports parents by allowing them an opportunity to review school's support informally;
- iii) supports the child as above and by giving clear focus and time scale for improvements;
- iv) supports the Pupil Discipline Committee, because informal involvement prior to the need for that Committee ensures that quality support has been consistently offered and applied.

Signed: \_\_\_\_\_



Date: 20 September 2018

## RANGE HIGH SCHOOL

### TERMS OF REFERENCE FOR PUPIL DISCIPLINE COMMITTEE

**Membership:** At least three untainted (i.e. have not been involved previously in any discussion or interview concerning the matter in question or know personally the parents or pupils involved) governors from all eligible governors. The Headteacher shall not be a member of this Committee.

This Committee will meet when necessary and Minutes must be taken by a Clerk appointed by the governing body. The Clerk does not need to be the governing body Clerk. (The Clerk cannot be a governor, an associate member or the Headteacher.) The Chair of the Committee will be appointed by the Governing Body/Committee.

**Quorum:** Three governors

**Meetings:** When necessary

#### RESPONSIBILITIES

##### The Committee will:

- a) have delegated responsibility for considering and making decisions on appeals from pupils and parents on permanent or temporary exclusions.
- b) ensure proceedings are in accordance with applicable School Governance procedures.
- c) Ensure any decisions are made in accordance with adopted procedures.



**Signed:** \_\_\_\_\_

**Date:** 20 September 2018

For Full Governing Body

**Range High School**

**Terms of Reference**

**Personnel Committee**

**Membership:** Three untainted governors from a pool of named governors, excluding the Headteacher and any member of staff

**Quorum:** three named governors

**Meetings:** as and when necessary

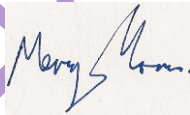
**Requirements:** a Clerk must take Minutes. The Clerk does not need to be the Governing Body Clerk. (The Clerk cannot be a governor, an associate staff member or the Headteacher.)

The Chair will be appointed by the Committee

**RESPONSIBILITIES**

**The Committee will:**

- a) Make decisions on disciplinary action, including dismissal, relating to the Headteacher
- b) Make decision on staff disciplinary action which may lead to dismissal
- c) The power to make decisions on staff disciplinary action, up to but not including dismissal, has been delegated to the Headteacher
- d) Make decisions on selection for redundancy
- e) Resolve any grievance which cannot be resolved by the SLT



**Signed:** \_\_\_\_\_

**Date:** 20 September 2018

**For Full Governing Body**

**Range High School**

**Terms of Reference**

**Personnel Appeals Committee**

**Membership:** Three untainted governors from a pool of named governors, excluding the Headteacher and any member of staff

**Quorum:** three named governors

**Meetings:** as and when necessary

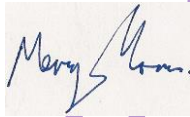
**Requirements:** a Clerk must take Minutes. The Clerk does not need to be the Governing Body Clerk. (The Clerk cannot be a governor, an associate staff member or the Headteacher.)

The Chair will be appointed by the Committee

**RESPONSIBILITIES**

**The Committee will:**

- a) hear any appeal against disciplinary action related to a member of staff, including dismissal
- b) consider any appeal against selection for redundancy



**Signed:** \_\_\_\_\_

**Date:** 20 September 2018

**For Full Governing Body**