

## **TBSHS Governor Committees Terms of Reference**

### **Applicable to all committees**

- In the Autumn Term, in consultation with the Chairman of the Governing Body,
  - to confirm committee membership and appoint the committee chairman;
  - to appoint a vice chairman, with the agreement of the committee members;
  - to review, update as necessary and approve the committee's terms of reference.
- The quorum of all committees is 50% of governor membership; a quorum is required for all decisions made by committees.
- The chairman of each committee is to report to each full Governing Body meeting through the Clerk on all aspects of the committee's terms of reference, using the common report format agreed with the Chairman of the Governing Body and liaising with other committee chairmen on possible overlaps. The Chairman of each committee is to respond to questions from governors at the Governing Body meetings.
- All committees are to work in conjunction with the School's Senior Leadership Team. (SLT)
- Committee members are to share best practice and undertake relevant training as required in order to update and enhance their understanding of their responsibilities.

### **Admissions Committee Terms of Reference**

- To review the School's admissions criteria and related documentation for Year 7, Sixth Form and in-year applications annually in line with published timetables; current legislation; the School Admissions Appeals Code and any admissions adjudications;
- To submit the criteria and related documentation to the Governing Body for formal approval;
- To ensure that the admissions process, including the criteria and related documentation, are clear and transparent and are available to the parents and carers of prospective pupils in printed form and in electronic form on the School website.

November 2016

### **Curriculum and Student Progress Committee Terms of Reference**

To monitor and review:

- opportunities provided for all students to learn and achieve;
- the School's curriculum, evaluate its implementation and relevance and ensure that the provision of the National Curriculum is broad and balanced, complies with legislation, provides a wide range of subjects and prepares all students for the opportunities, responsibilities and experiences of later life;
- target setting for students and the review of students' progress, achievement and attainment in order to raise standards in line with the School's Strategic Development Plan;
- examination results, value added and subject areas for concern and related strategies for improvement, including area reviews and related action plans;
- RAISEOnline and Ofsted dashboard data and areas for improvement indicated by the data
- the outcomes related to curriculum and student progress in the School's Development Plan;
- the impact of targeted expenditure on the progress of disadvantaged students, in particular the impact on reading, writing and mathematics;
- the extent to which the School has developed and implemented an effective careers guidance strategy for all pupils in Years 8 to 13, including vulnerable groups of students;
- the following policies related to curriculum and student progress: assessment; collective worship; homework; target setting;
- in addition to:

- share good practice and undertake relevant training as required in order to update the committee's understanding of curriculum and progress-related issues.

September 2016

### **Finance Committee Terms of Reference**

- to monitor the use of the School's delegated budget, having regard to relevant Statutory requirements;
- to overview the preparation of an annual budget, having regard to the School's Development Plan and the need to demonstrate that best value principles have been followed;
- to keep the Full Governing Body advised of the School's financial position by reference to the annual budget;
- to agree and monitor a rolling three year budget;
- to ensure the preparation of annual accounts and the making of all necessary returns to, *inter alia*, the LA and central government;
- to monitor expenditure on the school premises including repairs and maintenance and capital expenditure
- to monitor the raising and expenditure of additional funds through, for example, voluntary contributions from parents (to include the Mitre; PTFA and the PSA) and other stakeholders and/or the renting out of the School premises or any other additional financial activities;
- to review the following statutory policies: Charging and Remissions Policy; Staff Pay Policy and Premises Management Documents;
- to review the following policies: Debt Recovery; Disposals; Financial Delegation Schedule; Lettings;
- to ensure that adequate policies of insurance are maintained;
- to ensure compliance with the requirements of Schools' Financial Value Standard (SFVS).
- to review the school's website to check that it is kept up to date

September 2016

### **The Mitre and Community Links Committee Terms of Reference**

#### Community Links

- To monitor and promote the role of the school within a number of wider communities, for example, local, business, academic, national and international;
- To develop initiatives and sponsor events with the aim of engaging local businesses in support of the school;
- To receive reports and monitor community outreach work;

#### Fundraising

- To co-ordinate fundraising activities undertaken by parents, governors and students at The Bishop's Stortford High School for the purposes of advancing the education of the pupils and providing and assisting in the provision of facilities for education at the school.
- To support the fund raising activities of the following:
  - Parents Sports Association (PSA)
  - Parent Teachers' Friends Association (PTFA)
  - Mitre Fund
  - Governing Body
- To seek the approval of the Mitre Fund Trustees regarding the disbursement of funds provided to support the school.

September 2016

### **The Mitre Trustees Terms of Reference**

(in line with objects on Charity Commission registration)

- To advance the education of the pupils at The Bishop's Stortford High School by providing and assisting in the provision of facilities for education at the school
- To operate in line with the Trust Deed registered with the Charity Commission in December 2013, including:
  - Holding at least two minuted meetings each year
  - Complying with the requirements of the Charities Act 2011 with regard to accounts, annual report and annual return
  - Bank account to be operated by at least two trustees
  - Quorum of one third of trustees or two trustees, whichever is greater
- To liaise with other bodies and parties regarding the use of funds raised for the benefit of the school and to listen to any recommendations made
- To have full discretion over the disbursement of funds provided to support the School.

September 2016

### **Student Welfare Committee Terms of Reference**

- to set and monitor School attendance targets; to ensure the provision of School absence data; to review the school's attendance policy; to submit to the Full Governing Body for ratification the timing of the school day;
- to review and monitor implementation of the following statutory policies: Behaviour / Pupil Discipline (including Home School Agreement); Equality; Health and Safety; Relationships and Sex Education;
- to review and monitor implementation of the following policies: Drugs; E-safety; Internet Acceptable Use and Data Security; Nutritional Standards; Trips and Visits; Visitors' Statement
- to review the School's Special Educational Needs and Disability (SEND) policy and submit to the Governing Body for approval; to monitor implementation of the policy in line with current legislation and report annually to parents on SEND provision;
- to monitor the effective spending of Pupil Premium funding to focus on supporting disadvantaged students to achieve the highest levels possible;
- to monitor and receive reports on safeguarding practice within the school including the following aspects of safeguarding:
  - compliance with legislation (including Keeping Children Safe in Education DfE and Prevent Duty Guidance) policies, procedures and training, including safer recruitment training;
  - review prior to submission to the Governing Body, the annual report on safeguarding and Child Protection Policy
- to receive reports from:
  - the Governor with responsibility for Safeguarding and Child Protection
  - the Designated Senior Person / Designated Safeguarding Lead
  - the governor with responsibility for monitoring the Single Central Record
- to ensure that the student voice is represented and due regard is given to it; to establish effective dialogue between governors and the School and Sixth Form Councils with regular attendance by governors at council meetings;

September 2016

### **Strategic Redevelopment Committee Terms of Reference**

- to consider options for:
  - the relocation of the School to a new site
  - the redevelopment of the school on its existing site;

- to review and lead the School's strategy with regard to the redevelopment and / or relocation of the School;
- to lead communication and negotiation with Hertfordshire County Council (HCC) regarding the School redevelopment / relocation;
- to lead communication with stakeholders, including East Herts District Council (EHDC) regarding the School redevelopment / relocation;

October 2016

#### **Chairmen's Committee**

- to provide a forum for committee chairmen to discuss matters relating to the governance of the school.
- to facilitate information sharing between committee chairmen.
- to discuss Governing Body matters e.g. succession planning; appointment and reappointment of governors.
- to discuss strategic matters eg school redevelopment; governing body self review and monitoring of the School Development Plan (SDP).
- to plan for Strategy Days held from time to time for Governors and the Senior Leadership Team of the school.
- to report to all governors on meetings held (generally once each term) and discussions

November 2016

#### **Other Governor Responsibilities**

##### **Facilities**

- to identify and prioritise the capital development requirements of the School in the light of the School's Strategic Development Plan; to monitor the resultant capital development programme by reference to the needs of the School and the allocated budget
- to oversee the refurbishment, repair and maintenance of the School's buildings, grounds and services;
- to overview the placing of contracts as necessary and within pre-determined budget figures to achieve these objectives, subject to the need to ensure best value;
- to optimise the use of the School's facilities by the School and wider communities.
- to report to the Finance Committee on this remit.

November 2016

##### **Personnel / Human Resources**

- to undertake the Governors' role as employer with responsibility for pay and conditions of service, the implementation of performance management, the review of the TLR structure and the health and safety of all staff;
- to review the following statutory policies: Code of Conduct (staff, governors, volunteers); Data Protection (Fair Process); Staff - Allegations of Abuse against Staff; Staff Appraisal and Performance Management; Staff Disciplinary policy and procedure; Staff Grievance procedure; Staff Lack of Capability procedures;
- to review the following policies: Staff Induction; Staff Health and Attendance; Staff Leave of Absence; Recruitment; Whistleblowing;
- to liaise with Education Personnel Management Consultants as appropriate;
- to lead for the Governing Body on any issue which arise regarding the governors' role as employer e.g. employment tribunals or redundancy.

November 2016