

NICOL MERE SCHOOL

GOVERNING BODY
COMMITTEES

STRUCTURE &
TERMS OF REFERENCE

SEPTEMBER 2017/18

Reviewed by Full Governing
Body
October 2017

FULL GOVERNING BODY

There has in law to be at least **one full** Governing Body meeting each term: we have agreed to meet four times in each year. For greater efficiency, the dates for the year's meetings are to be agreed at the first full Governor's meeting of a new academic year.

- The Headteacher's report will normally be presented at the three of the termly meetings.
- The agenda for the meeting, together with any relevant papers and the Headteacher's report (when applicable) are to be sent to every Governor, at least seven clear days before each meeting.
- The minutes of the meeting are to be circulated to governors within seven days of the meeting having taken place.
- Governing Body meetings will not be open to public access except by specific invitation.

Non – attendance at full Governing Body meetings for a period of six months, without the agreement of the Governing Body, could result in disqualification as a Governor.

There is a requirement for Nicol Mere School to establish three statutory committees: these are:-

- the Staff Dismissal Committee and its associated Appeals Committee
- the Pupil Discipline Committee and its associated Appeals Committee
- the Headteacher Performance Review Panel (and Review Officer to hear any complaints about the Headteacher's appraisal).

Committees and Working Groups

Although there is no obligation to create or to delegate additional responsibilities to committees or working parties, for reasons of greater involvement and efficiency, the Nicol Mere Governing Body have agreed to do so and have established the following committees:-

1. ASSET MANAGEMENT - FINANCE/STAFFING/PREMISES/
HEALTH & SAFETY
2. PAY & PERSONNEL
3. CURRICULUM & MONITORING

together with

4. COMPLAINTS/DISCIPLINARY/APPEALS (related to Staff). This would be sub-sumed within the Staffing Committee and would meet the requirements of Statutory Committees 47 and 48 of the Educational (School Government) (England) Regulations 1999.

Definition of Terms

Committees are defined as those groups of governors which have delegated powers as agreed by a meeting of at least two thirds of the full governing body.

Working groups are groups of governors who focus in depth upon specific issues and make recommendations and reports to the governing body as well as submitting their own proposed budget to the Finance Committee.

The composition of committees and associated rules for the conduct of their meetings are defined in the next section, with the attributes being common to each committee. The relevant terms of reference are included within the designated Committees section.

COMPOSITION

- Committees will normally consist of at least 5 members of the governing body and meet at least once per term.
- Three members will represent quorum
- People who are not governors may be co – opted onto the committees but they may not vote.
- The Headteacher and Chair of governors are entitled to attend meetings of any of the above committees.
- All committees must elect a chairperson who cannot be an employee of the school
- Agendas are to be drawn up by the chair of each Committee and circulated, along with any relevant papers, to each member of the group, giving at least seven days notification.
- Minutes must be kept of each meeting for distribution to the full Governing Body: they should include a list of those in attendance together with a record of any decisions reached: they should be circulated to all group members within seven days of the meeting and a copy passed to the governing body clerk; they should be signed by the chair, after approval, at the next meeting of the group.
- The Chairperson of each committee is responsible for summarising the outcomes of their associated committee meeting(s) at the next full governor’s meeting: this will provide the opportunity for further discussion or clarification.
- Any committee member who has a pecuniary interest in a matter under discussion must withdraw from discussion of that item.

Teacher appointments are made by a committee which is drawn up before the short listing process begins; Appendix A lists the terms of reference for such a committee.

STAFF DISMISSAL AND STAFF DISMISSAL APPEALS

MEMBERSHIP

- Each committee will normally consist of three governors but in emergencies this may be restricted to two (this will be the quorum): in such events any Associated Appeal committee will consist of the same number.
- Non – governors may be members of the Committee but do not have voting rights.
- The Headteacher cannot sit as a member of these committees: all other Governors are eligible but
 - there should be no conflict of interest between an individual and the interests of the governing body:
 - there should be no reasonable doubt about the individual's ability to act impartially;
 - governors should withdraw from any meeting in which they have direct or indirect pecuniary interest:
- The Chief Education Officer (or appointed representative) has the right to attend: the same person should not attend an appeal hearing.

REMIT

- To consider and to make decisions about matters that could result in the termination of employment of a member of staff whether on the grounds of misconduct performance capability, ill health capability or redundancy.
- To consider and make decisions about matters that could result in the termination of employment of a member of staff who has appealed against a decision of the staff Dismissal Committee, whether on the grounds of misconduct, performance capability, ill health capability or redundancy.

PUPIL DISCIPLINE AND APPEALS

MEMBERSHIP

- Each committee shall consist of 3 governors, this being the quorum.
- The Headteacher is excluded from being a member.
- All members should be seen to be able to act in an impartial manner in relation to the pupil/s under consideration.

REMIT

- To consider and deals with any pupil exclusion paying particular attention to the DFES Circular 10/99 Social Inclusion: Pupil Support
- To review the use of exclusion within the school, including considering the view of the parent of an excluded pupil.
- Decide whether or not to confirm every permanent exclusion and fixed term exclusions of more than five days or those where a pupil would miss an opportunity to take a public examination.

HEADTEACHER PERFORMANCE REVIEW PANEL AND REVIEW OFFICER.

MEMBERSHIP

- The panel will normally consist of three governors with two being a quorum.
- Teachers or other employees at the school may not be members of the panel.
- The Review Officer to hear complaints about the Headteacher's appraisal statement should not be a member of the Review Panel.

REMIT

- To set objectives for the Headteacher on an annual basis in respect of the priorities of the school.
- To monitor the progressing of the objectives and to collect evidence which will enable a judgement to be made in respect of the achievement/progressing of the objectives.
- To make a recommendation to the Pay and Personnel committee in respect of the discretionary award of an incremental pay point for the Headteacher.

Appendix A: Teacher Appointments

This note is intended to help the governors of Nicol Mere School in making all teacher appointments and does not claim to be embracing or unambiguous.

In addition it must not be considered as a replacement for chapter 14 of "School Governors: A Guide to the Law" Instead it provides a number of guidelines that will help to resolve some problems and difficulties that have previously been encountered.

1. For the purposes of this note an external vacancy is considered to be one that is open to someone not permanently employed as a teacher in Nicol Mere School: thus if an existing member of staff at Nicol Mere applies for a vacancy that is open to others, that vacancy will still be considered to be external. An internal vacancy is one that is open to existing permanent members of staff only.
2. For external appointments, an interview panel of six (five of whom may need to vote) will conduct the interview. This panel should normally be made up of the Headteacher and chairperson (or vice – chairperson) together with three representatives from the following four groups.
 - Parent governor
 - Co - opted governor
 - LA governor
 - Staff governor

In addition, the Chief Education Officer (or his/her representative) may be present at interviews to offer advice.

If possible, the exact makeup of the interview panel will be decided at full Governors' meeting. Otherwise, it will be formed by the Chairperson and the Headteacher.

For the appointment of a head or deputy Headteacher, the governing body reserves the right to increase the size of the panel. The Headteacher cannot take part in the appointment of his/her successor.

3. For internal appointments the governing body shall appoint an interview panel of four (three of whom may need to vote) which will conduct the interview. This panel shall be made up of the Headteacher and chairperson (or vice – chairperson) together with one other governor. In addition, a member of the school's senior management team may attend as an observer.

In addition, the Chief Education Officer (or his/her representative) will be

present at interviews but will not vote.

If possible, the exact makeup of the interview panel will be decided at a full governors meeting. Otherwise, it will be formed by the Chairperson and the Headteacher.

4. Where possible, members of an interview panel should have some previous experience of interviewing. However, the governing body needs to be mindful of the fact that new governors do need the opportunity to acquire experience. To this end, governors who have little or no experience of interviewing, but who are keen to participate may be co-opted on to the interview panel.
5. If any member of the panel is unable to attend an interview then, where possible, (s)he should be replaced with another governor from the same group, chosen by the chairperson of the governors and the headteacher.
6. Vacancies will be advertised locally and/or nationally. Vacancies for a Headteacher or Deputy – Headteacher will always be advertised nationally.
7. If the number of suitable applications exceeds the number of candidates who can be interviewed then a shortlist must be created. The shortlisting should be carried out by the panel about one week before interview date.
8. The headteacher shall draw up a job description for each vacancy. This shall be made available to all applicants and to all members of the interview panel and will assist the panel in assessing the merits of interviewees.
9. Appropriate paperwork, including application forms, CVs and accompanying letters should be given to the interview panel several days before the interview date or before shortlisting meeting (whichever is appropriate).
10. References for all short listed candidates should be provided to the interview panel by the interview date. Referees will also be provided with a copy of the job description and will be asked to write their assessments against the criteria therein.
11. All interview attendees must be asked to provide proof of identity (e.g. a passport or birth certificate) and to bring original copies of degree certificates and teaching qualifications with them.
12. The interview panel shall appoint the candidate whose ability and experience match the requirements most closely.

13. The interview panel should consider the merits of teachers seeking redeployment sympathetically. This must not however, compromise the necessity of making the best appointment.
14. The chairperson of the interview panel shall make job offers on behalf of the governing body. Any such offer is, however, conditional on LA approval.
15. When a temporary vacancy, of not more than one terms duration exists then the Headteacher shall be permitted to appoint a suitably qualified teacher without holding a formal interview. He/she should then notify the governing body of this decision at the earliest opportunity.