

# Committee Structure, Terms of Reference, Membership and Roles and Responsibilities

2017/2018

<b>Reviewed and approved by</b>	<b>Date of next review</b>
Governing Board 20 October 2015	October 2016
Governing Board 18 October 2016	October 2017
Governing Board 31 October 2017	October 2018
Governing Board 20 March 2018	October 2018
Governing Board 3 July 2018	October 2018

## **General Terms of Reference for the Assets and the Standards Committees**

The terms of reference of the Assets and the Standards Committees of the Governing Board must be approved by the full Governing Board and reviewed each year. They provide the sole, agreed framework within which each Committee operates.

- 1 Each Committee will be composed, where at all possible, of at least three Governors. The Principal is an ex-officio member of each Committee.
- 2 The membership of each Committee will be agreed on an annual basis at the first meeting of the whole Governing Board in the autumn term.
- 3 The Chair of each Committee is elected by the Governing Board, or the Committee, on an annual basis at its first meeting of the autumn term. No governor employed at the Academy will act as Chair to either Committee. In the absence of the Chair, the Committee will elect a temporary replacement from among the Governors present at the Committee meeting.
- 4 The Committees shall elect the Clerk of the Committees.
- 5 In the absence of the Chair or Clerk the Committee will elect a replacement for the meeting.
- 6 The quorum for each Committee is as shown by individual Committee.
- 7 Each Committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
- 8 The Clerks to the Committees will circulate an agenda for each meeting and papers one week before the Committee meetings in accordance with the Articles of the Academy Trust.
- 9 Attendance at each Committee meeting, issues discussed together with recommendations and decisions will be recorded. The Clerk will forward the written record to the Clerk of the Governing Board in sufficient time for its inclusion with papers of the next meeting of the whole Governing Board. This is to meet statutory requirements; provide information to the whole Governing Board and to seek ratification of decisions and recommendations.
- 10 The Chairs of the Committees will be responsible for giving an oral summary of the Committee's deliberations, if necessary, at meetings of the whole Governing Board.
- 11 Each Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not Governors.
- 12 Any Governor may attend meetings of the Committees.
- 13 Only Governors who are members of the Committee may vote at Committee meetings. Where necessary, the elected Chair of the Committee may have a casting vote. However, if the elected Chair abstained in the first round of voting the casting vote will not apply. A second vote must then be undertaken.
- 14 In the event of a need to make genuinely urgent decisions between Committee meetings on matters falling under the remit of either of the two Committees, the Chair of the Governors, in consultation with the Principal and Chair of the relevant Committee, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for the urgency will be explained fully at the next meeting of the whole Governing Board.

# ASSETS COMMITTEE

**Members:** Mr Terence Linden, Mr Marc Crossland, Mrs Caroline Preece, Mr Timothy Mitchell, Mr Stuart Ford

**Chair:** To be appointed by the Governing Board (or by the Committee at its first meeting)

**Quorum:** At least 2 Governors plus the Principal

**Clerk:** To be appointed by the Governing Board or by the Committee

**Remit:** The Assets Committee's remit includes all matters to do with finance, staffing, health and safety and premises.

**Purpose:** To assist in the decision making process of the Governing Board by enabling more detailed consideration to be given to the best means of fulfilling the Governing Board's responsibility to ensure sound management of the Academy's finances, resources and health and safety including proper planning, monitoring and probity.

To make appropriate recommendations and advise the Governing Board on such matters on a regular basis. Major issues will be referred to the full Governing Board for approval.

## Finance

Subject to the requirements of the Companies Act 2006 and the Charities Act 2009 the Committee is authorised:

- 1 To consider the Academy's indicative funding, notified annually by the DfE and to assess its implications for the Academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Board.
- 2 To consider and recommend acceptance/non-acceptance of the Academy's budget, prior to the start of each financial year.
- 3 To contribute to the formulation of the Academy's improvement plan/raising attainment plan through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the Academy.
- 4 To 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/raising attainment plan.
- 5 To liaise with and receive reports from the Standards Committee and the PPRG, as appropriate, and to make recommendations to those Committees about the financial aspects of matters being considered by them.
- 6 To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Governing Board.

- 7 To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, to make recommendations for improvement.
- 8 To prepare the Financial Statement for filing in accordance with Companies Act and Charity Commission requirements.
- 9 To undertake the duties of an Audit Committee by agreeing a programme of internal scrutiny which delivers objective and independent assurance to the Governing Board that risks are being adequately identified and managed within the Academy. This is to be achieved in 2015/16 through continuation of Internal Audit services delivered by Haines Watts and the appointment of an Audit Governor.
- 10 The Audit Governor will receive Auditors' reports and recommend to the full Governing Board action as appropriate in response to Audit findings.
- 11 To recommend to the full Governing Board the appointment or reappointment of the Auditors of the Academy.

### **Staffing**

1. To consider and recommend to the Governing Board and review as appropriate from time to time, policies relating to management of staff, including the Academy Pay and Performance Management Policies.
2. To determine the Staffing Structure in relation to the Academy Strategic Plan/Raising Attainment Plan and curriculum requirements and in the light of resources available.
3. To monitor and evaluate the CPD programme in relation to curriculum and professional development needs as identified through Performance Management procedures and within the context of the Academy Strategic Plan\Raising Attainment Plan.
4. To exercise delegated powers in the appointment and management of staff (e.g. grievance, discipline, dismissal, capability, competency, employment) including pay reviews, within the Academy policies/procedures adopted by the Governing Board, and taking into account the resources available. If members of the Assets Committee are unavailable other members of the Governing Board excluding Staff Governors could be called to participate in these procedures.
5. To liaise with and receive reports from the Standards Committee, as appropriate, and to make recommendations to those Committees about the financial aspects of staffing being considered by them.

### **Health & Safety and Premises**

1. To monitor the Academy's compliance with health and safety regulations and to promote the value of so doing.
2. To provide guidance and assistance to the Principal and Governing Board in all matters relating to premises and physical resources.
3. To ensure inspection of the premises and grounds, and prepare a statement of priorities for maintenance and development, taking account of any commissioned surveys and the Building Condition Survey report.

4. To approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts.
5. To receive and consider audits of the buildings and fabric and recommend remedial action if required.
6. To monitor and review services from external providers and, where necessary, procure new services.
7. To prepare, implement and review from time-to-time, a Lettings Policy and a Charges and Remissions Policy for the approval of the Governing Board.
8. The Principal is authorised to incur expenditure on day-to-day repairs and maintenance, equipment and materials within the approved spending plan.

# STANDARDS COMMITTEE

**Members:** Mrs Brenda Simpson, Mrs Caroline Preece, Mr Terence Linden, Mrs Julie Hollis  
Mr Stuart Ford

**Chair:** To be appointed by the Governing Board (or by the Committee at its first meeting)

**Quorum:** At least 3 Governors plus the Principal

**Clerk:** To be appointed by the Governing Board or by the Committee

**Remit:** The Standards Committee's remit includes all matters to do with students, standards and the curriculum.

**Purpose:** To assist in the decision making of the Governing Board by enabling more detailed consideration to be given to the best means of fulfilling the Governing Board's responsibility for: sustainable improvement in students' well-being and performance; the curriculum and parent and community involvement and cohesion, including proper planning, monitoring and evaluation.

To make recommendations and advise the Governing Board on such matters on a regular basis. Major issues will be referred to the full Governing Board for ratification.

## **Students, Standards and Curriculum**

1. To consider and advise the Governing Board on standards and student well-being drawing any matters of significance or concern to the attention of the Governing Board.
2. To consider and recommend acceptance/non-acceptance of the Academy's Strategic Plan/Raising Attainment Plan, in line with the stated and agreed aims and objectives of the Academy at the start of each academic year.
3. To consider and recommend the acceptance/non-acceptance of the Academy's curriculum, including statutory requirements, and the Academy's policies and procedures, as appropriate.
4. To monitor and evaluate the impact of the Academy's curriculum and policies drawing any matters of concern to the Governing Board.
5. To liaise with and receive reports from the Assets Committee and the PPRG, as appropriate, and to make recommendations to them about the aspects of matters being considered by them that have a bearing on the remit of the Committee.
6. To receive Ofsted monitoring and inspection reports and SIAS Section 48 reports and recommend to the full Governing Board action, as appropriate, in response to inspection findings.
7. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

# INVESTMENT COMMITTEE

- Members:** Mr Marc Crossland, Mr Terence Linden, Mrs Caroline Preece, Mr Timothy Mitchell
- Chair:** To be appointed by the Governing Board (or by the Committee at its first meeting)
- Quorum:** 2 Governors
- Clerk:** To be appointed by the Governing Board or by the Committee
- Remit:** The Investment Committee's remit includes all matters to do with the Academy Endowment Fund.

## Terms of Reference for the Investment Committee

The Academy as a company limited by guarantee is the Trustee of the Endowment Fund. This is set out in the Deed of Gift between the Academy, the Endowment Fund and the co-sponsors. The Governors, as directors of this company, are responsible for the proper execution of the Academy's responsibilities including its position as Trustee. The Terms of Reference of the Investment Committee must be approved by the full Governing Board and reviewed each year. They provide the sole, agreed framework within which the Committee operates. The income (defined by the Deed of Gift) from the Endowment Fund is available for distribution to the students of the Academy under the categories defined by the Deed of Gift and as agreed by the Governing Board.

## Specific Responsibilities

1. To effect the transfer of funds from the co-sponsors to the Endowment Fund over the investment period, as per the Deed of Gift between the Endowment Fund and the co-sponsors.
2. To understand and recommend on the most appropriate method of management of funds (e.g. managed by Academy personnel or by an external manager), including the cash balances held by the Endowment Fund.
3. To ensure that all monies held by the Endowment Fund are segregated from Academy funds.
4. To make recommendations to the Governing Board as to what the Investment Objectives should be and how these link to the requirements of the Trustee under the Deed of Gift, including preservation and enhancement of capital and identification of income.
5. To formally review the performance of Academy investments and the Academy Investment Policy on an annual basis. To make recommendations to the Governing Board relating to the oversight of the Endowment Fund to ensure the Investment Objectives are being met and review the existing investment management arrangements from time to time.
6. To liaise with the Standards Committee on receipt of applications from Academy students, parents, staff and other stakeholders for the application of the income to specific individual students, or for projects for the benefit of many students, and to ensure those that are presented to the Governing Board, for approval, are the most worthy.
7. To ensure that the regular reporting requirements to stakeholders as set out in the Deed of Gift are adhered to.

# ADDITIONAL PANELS & GROUPS

## ADMISSIONS COMMITTEE

- Members:** Mr Terence Linden, Mr Marc Crossland, Mrs Brenda Simpson, Mrs Caroline Preece, Lisa Grundy
- Chair:** To be appointed by Governing Board or by the Committee
- Quorum:** At least 3 Governors plus the Principal
- Clerk:** To be appointed by the Governing Board or by the Committee
- Remit:** To deal with issues relating to Student Admission Applications referred by the Principal.

### Terms of Reference:

1. To review annually the Admissions Policy.
2. To review all Student Admission Applications referred by the Principal including any application which raises concerns and requires a decision from the Committee regarding acceptance or refusal.
3. To ensure that all procedures regarding the notification to parents of the refusal of a place and the right to appeal are carried out.

### Considerations for the Committee

1. In accordance with the terms of the Schools Admissions Code 2012, Section 3.12, where it is felt that, to admit a particular child would prejudice the education of students already in the Academy, even though places are available, the case will be referred to the Academy Admissions Committee for action under Fair Access Protocol (FAP).
  - a) The Academy will prepare for the Committee's consideration written evidence showing why admission would be prejudicial to existing students.
  - b) Where appropriate, a member of the Strategic Leadership Team will present to the Committee a case outlining the reasons for the referral.
  - c) All factors and evidence will be taken into consideration when reviewing the Application in order to ensure that a transparent, timely, well-managed, and fair process has been undertaken.
  - d) The Committee is required to make a decision within 48 hours.
  - e) In arriving at its decision, the Committee should consider whether the Application will further contribute to a disproportionate number of children with challenging behaviour on roll at the Academy.
  - f) The Principal will be informed immediately of the Committee's decision.
2. The Committee will consider on an individual case by case basis any Student Admission Applications referred by the Principal.



## PERSONNEL & PAY IMPLEMENTATION COMMITTEE

**Members:** At least 3 impartial Governors to be drawn from a panel of available members of the Governing Board, subject to availability

**Quorum:** At least 3 Governors

**Chair**

To be appointed by the Committee.

**Clerk:** To be appointed by the Governing Board or by the Committee

### Overall Purpose of the Committee

The overall purpose of the committee is to implement the personnel and pay policies of the relevant body by making decisions related to individual members of staff; including the annual review of all Teachers' pay.

Relevant bodies must establish a policy for the annual appraisal of the Teaching staff (including the Principal). Although regulations do not apply to Support staff, as a matter of good practice, relevant bodies should have an appraisal mechanism in place for Support staff and can adapt the Teachers' Appraisal Policy.

The Ofsted Framework introduced in September 2012 includes emphasis on the link between the effectiveness of appraisal and the standards and progress of students.

Appraisal of staff (other than the Principal) is an operational issue and not one the relevant body should be directly involved in. However the relevant body is ultimately responsible for pay decisions and therefore should receive a report on the pay implications of the appraisal reviews. Ofsted expects to see anonymised information on the performance management of Teaching staff and its relationship to salary progression provided to those responsible for the governance of the Academy, i.e. a summary of performance against objectives given to Governors will not name specific members of staff. The format of that information needs to be taken by the Academy in accordance with its pay policy.

Governors also need to be assured that all members of middle and senior managers who act as appraisers have been appropriately coached or trained to do so.

Reference to the National Teachers' Standards is obligatory when making pay determinations and reference to school priorities could be helpful.

### Terms of Reference

1. To carry out the relevant body's responsibilities in implementing its policies and procedures for determining staff pay (including the annual review of Teachers' salaries), considering cases of staff discipline, or grievance, and determining that staff should cease to work at the Academy. (Regulations now provide that the Principal, where appropriate, should have the delegated responsibility to make initial dismissal decisions (IDD), following which there will be an opportunity to appeal to a panel of Governors).

Where the Principal does not have delegated responsibility (or the Principal is being considered for dismissal) the initial decision can be delegated to Personnel and Pay Implementation Committee.

2. To implement the policies of the relevant body in a fair and equal manner.

3. To observe all statutory and contractual obligations.

4 To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full relevant body.

#### STAFF APPEALS PANEL

**Members:** At least 3 impartial Governors (excluding the Principal and members of staff) to be drawn from a panel of available members of the Governing Board, to be called on a rota basis in alphabetical order, subject to availability and ***provided they are different from the Governors who have served on the initial Committee.***

**Quorum:** At least 3 Governors

**Terms of Reference:**

The Committee has delegated authority to act to hear any appeal lodged under the staffing procedures adopted by the Governing Board.

#### CURRICULUM COMPLAINTS, SEN COMPLAINTS AND GENERAL COMPLAINTS PANEL

**Members:** At least 3 impartial Governors (excluding the Principal) to be drawn from a panel of available members of the Governing Board, to be called on a rota basis in alphabetical order, subject to availability.

Governing Bodies are recommended to include one Parent Governor.

**Quorum:** 3 Governors

**Terms of Reference:**

In accordance with The Education (Independent Schools Standards) [England] Regulations 2003, and the Academy's Complaints Procedure; to hear all complaints, including any relating to the school's Curriculum and SEN provision, which are referred to Governors.

#### PRINCIPAL'S PERFORMANCE REVIEW & REMUNERATION GROUP

**Members:** Mr Marc Crossland, Mr Terence Linden

**Quorum:** 2 Governors

**Terms of Reference:**

1. To agree annually the Principal's performance objectives and to monitor progress towards those objectives
2. To agree an annual review statement and appropriate remuneration.

**PPR&R Review Officer**

Chair of Governors

## PUPIL DISCIPLINARY COMMITTEE

**Members:** At least 3 Governors (excluding the Principal)

At least 3, and ideally 5, Governors to be drawn from a panel of available members of the Governing Board, to be called on a rota basis in alphabetical order, subject to availability.

**Quorum:** 3 Governors

The Panel will appoint its own Chair.

### **Terms of Reference:**

1. To operate within the statutory procedures relating to student exclusions.
2. To consider fixed term exclusions of more than 15 days in one term (including exclusions which in aggregate total more than 15 days) and permanent exclusions..

## ACADEMY TRUST ROLES and RESPONSIBILITIES

<b>Company Name</b>	Middleton Academy Ltd (Academy Trust)
<b>Members of Academy Trust</b>	Mr David Crossland (Co-sponsor)  Manchester Diocesan Board of Education (Co-sponsor)  Manchester Diocesan Board of Finance (Co-sponsor)  Chair of Governors
<b>Audit Governor</b>	Mr Marc Crossland
<b>Company Secretary</b>	Haines Watts

## GOVERNOR ROLES and RESPONSIBILITIES

<b>Child Protection and Safeguarding Governor</b>	Ms Elizabeth Schofield
<b>Looked After Children Governor</b>	Ms Elizabeth Schofield
<b>Special Educational Needs Governor</b>	Mrs Yvonne Mills
<b>Health &amp; Safety Governor</b>	Mr Terence Linden
<b>Local Authority Link Governor</b>	Mr Terence Linden

## ST ANNE'S GOVERNING BOARD MEMBERS

<b>Name</b>	<b>Category</b>	<b>Appointed</b>	<b>Expiry date</b>	<b>Length of Office</b>
Mrs Caroline Preece	Principal	1 Sept 2010	N/A	
Mr Marc Crossland	Sponsor (Crossland)	15 April 2013 as Sponsor Governor; previously 14 Oct 2010 as Community (Sponsor)	N/A	
Mr Terence Linden	Sponsor (Crossland)	1 Sept 2007 Renewed 1 September 2011 Renewed 1 September 2015 Sponsor Governor from 8 December 2016	N/A	
Mrs Julie Hollis	Sponsor (Diocese)	21 February 2018	N/A	
Mr Timothy Mitchell	Sponsor (Diocese)	21 February 2018	N/A	
Mrs Brenda Simpson	Community (Sponsor)	6 December 2011 Renewed 20 October 2015	19 October 2019	4 years
Mr Stuart Ford	Community (Sponsor)	3 July 2018	2 July 2022	4 years
Ms Lisa Grundy	Parent	20 October 2015	19 October 2019	4 years
Ms Elizabeth Schofield	Staff [Support Staff]	19 October 2011 Renewed 20 October 2015	19 October 2019	4 years
Mrs Yvonne Mills	Parent	15 April 2013 Renewed 21 March 2017	20 March 2021	4 years
Ms Ellen Johnson	Staff [Teaching Staff]	07 July 2015	06 July 2019	4 years