



DRAYTON MANOR HIGH SCHOOL

Reviewed by Committees/Governing Board Autumn 2025

Terms of Reference for Committees and Working Parties

SEPTEMBER 2025

- 1) ALL GOVERNORS TO READ AS PART OF SEPTEMBER 2024 REVIEW
- 2) COMMITTEES TO REVIEW THEIR TERMS OF REFERENCE AT FIRST COMMITTEE MEETING

CONTENTS

COMMITTEE TERMS OF REFERENCE

	Page
1 Admissions Committee	1
2 Complaints Committee	3
3 Curriculum, Student Welfare and Premises Committee	4
4 Discipline Committee	7
5 Business, Finance, Audit and Personnel Committee	9
6 Governors and Staff Joint Committee	13
7 Pay Committee	15
8 Staff Committee	17
9 Staff Appeals Committee	19
10 Tender Board	20
11 Heads Review Group	21

CURRENT WORKING PARTIES

1 The Strategic Planning Group	22
--------------------------------	----

TERMS OF REFERENCE FOR COMMITTEES

The membership of each committee will be determined by the Governing Board at the first Governors' Meeting of the school year and a list of members will be attached to the minutes of that meeting. There will be a Vice-Chair of the Business, Finance, Audit and Personnel and Curriculum, Student Welfare and Premises Committees, but in the event of the Chair or Vice-Chair (where applicable) not arriving the quorate membership will appoint a member to Chair the particular meeting.

DECLARATION OF INTEREST

Where there is a conflict between the interests of any Governor and the interests of the Governing Board, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on Governing Board procedures, the other Governors present at the meeting will decide on the matter.

1 Admissions Committee

Membership

The Admissions Committee shall normally consist of not less than three members of the Governing Board, one of whom shall be the Head. The current membership is set at three Governors. Governors other than the Head will normally be drawn from the membership of the Curriculum, Student Welfare and Premises Committee but appointed by the Governing Board.

Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

Chair

A Governor (except the Head or the Chair of Governors) to be elected at the first meeting of the school year.

Clerk

The Clerk to the Governors or other person as decided by the Committee.

Quorum

One half (rounded up to a whole number) of the membership when complete, or three members, whichever is the greater.

Frequency of Meetings

As required.

Minutes

The minutes will remain confidential to the committee members until after any appeal hearing has been completed, when the minutes of the committee and the appeal hearing will be made available to any member of the Governing Board on request. A report of actions taken will be given to the Governing Board by the Chair at the appropriate Governing Board meeting.

Terms of Reference

To take all steps required to promote the effectiveness of the school on any matter relating to admissions to include but not be limited to the following.

- 1 Recommend to the Governing Board any limit on the number of students to be admitted as permitted or required by the Funding Agreement and the general law on school admissions.
- 2 Review and make recommendations on an annual basis concerning the arrangements for the admission of students to the school.
- 3 Secure the determination of offers that shall be made against the criteria for admissions to the first year of entry when oversubscription occurs.
- 4 Monitor the admissions policy and inform the Governing Board when a review may be necessary (NB any change in the school's admission policy must continue to reflect the character of the school) and circulate a copy of the current policy through such procedures as may from time to time be laid down to secure the co ordination of school admissions as between schools.,
- 5 Appoint members to represent the school at meetings such bodies as may from time to time be established pursuant to the arrangements in 5 above.

2 Complaints Committee

Membership

The Complaints Committee will be appointed by the School's Governors, and will comprise three members, none of whom shall have been directly involved in the matters detailed in the complaint and one of whom shall be independent of the running and management of the school. Governors who form this committee will normally be drawn from the membership of the Curriculum, Student Welfare and Premises Committee, but will be appointed by the Governing Board. None of whom will be the Head or member of staff.

Chair

A Governor who is not the Chair of Governors to be agreed at each meeting.

Clerk

The Clerk to the Governors or other person as decided by the committee.

Quorum

The Quorum shall be two members of the Governing Board and one member who shall be independent of the running and management of the school.

Frequency of meetings

As required.

Minutes

The minutes will remain confidential to the committee members until after any complaint hearing has been completed, when the minutes of the committee and the complaint will be made available to any member of the Governing Board on request. A report of actions taken will be given to the Governing Board by the Chair at the appropriate Governing Board meeting.

Terms of reference

To take all steps required to promote the effectiveness of the school on any matter relating to complaints to include but not be limited to the following.

1. To be informed by the School's Complaints Coordinator of any complaint heard by the Head where the complainant is dissatisfied with the response and to consider all such complaints.
2. To work within any time scale laid down in the school's Complaints Against the School Procedure.
3. To advise the school's Complaints Coordinator of the outcome of the Committee's consideration.

3 Curriculum, Student Welfare and Premises Committee

Membership

Not less than four Governors, which may not include the Head, to include at least one Teacher Governor, at least one Parent Governor and the Governor with responsibility for SEN. Vacancies on the Committee shall not prevent it meeting, subject to the Quorum as set out below. The member of the Senior Leadership Team overseeing the work of the Premises Manager and the Premises Manager will be in attendance and the committee may invite, as required, any relevant expert, Governor or member of staff to the meeting to provide advice and information.

Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

Chair

A chair is to be elected at the first meeting of the school year, which may be any member of the Committee unless they are a Staff Governor or Chair of the Business, Finance, Audit and Personnel Committee

Vice-Chair

A vice chair is to be elected at the first meeting of the school year, which may be any member of the Committee unless they are a Staff Governor or Chair of the Business, Finance, Audit and Personnel Committee

Clerk

The Clerk to the Governors or other person as decided by the Committee.

Quorum

The Quorum shall be three members of the Committee who are not members of the Senior Leadership Team.

Frequency of Meetings

At least one meeting per term, normally to precede an ordinary Governing Board Meeting.

Agenda

The Chair of the Committee shall prepare an agenda and distribute it to members of the Committee at least five school days before the meeting. Items under Any Other Business to be notified to the Chair at the beginning of the meeting. Apart from matters of information only, the meeting will then decide whether the item will be discussed or be included on the Agenda for the next meeting.

Minutes

To be circulated to the members of the committee and to the Governing Board normally within three weeks of the meeting.

Terms of Reference (Curriculum and Student Welfare)

- 1 To take all steps required to promote the effectiveness of the school on any matter relating to the curriculum and student welfare, to include ensuring the school is complying with all related legal requirements, including those arising from the Funding Agreement, and maintains appropriate professional standards in respect of all aspects, including but not limited to, the following:-

- Curriculum development
- Safeguarding
- Special educational needs
- Collective worship
- Delivery of the RE syllabus
- Sex and relationships education
- Political/civic education
- Freedom from indoctrination
- Equal opportunities
- Student records
- Assessment
- Targets
- Publication of curriculum, performance and welfare related information
- Extra-curricular activities, including charges
- Out-of-school visits by students
- Governors' visits to the school
- Lunch-time facilities for students including the provision of free school meals

- 2 To do so, it will maintain and monitor the effectiveness of formal policy documents in such matters as it thinks fit, and/or are required by law, including always the following, and will do so in accordance with plans drawn up in conjunction with the School's leadership team, the Chair of Governors and the Governing Board more widely as appropriate. The list below is not exhaustive and other policies may arise as is required and in accordance with the legislation and requirements placed on schools.

- Curriculum Policy
- Safeguarding Policy
- Teaching and Learning Policy
- Discipline and Behaviour Policy
- Anti-Bullying Policy (Child-on-child Abuse)
- Special Educational Needs Policy
- Charging Policy
- Out of School Visits Policy
- Inclusion Policy

- 3 Reporting to the Full Governing Board on its activities and any action it believes the Board should take to promote effectiveness in these areas in a timely fashion.
- 4 Appointing Link Governors with special responsibility for particular areas where appropriate and considering their activities and what they identify as desirable to promote effectiveness.

Terms of Reference (Premises)

The principal function of this committee is to deal with all policy matters related to Premises, Sites and Health and Safety, with a view to making recommendations to the Governing Board, concerning the general condition, usage and development of the school Buildings and their fabric and Sites; the provision of resources and services; any proposal for the acquisition or disposal of buildings, site and equipment (taking account of the DfE requirements for the disposal of assets over £5,000 and Health and Safety requirements). In particular, this committee will:

- 1 consider where it is appropriate to use contract services or in-house services and to monitor contracted-out services;
- 2 undertake the setting up of contract briefs for premises and the site as deemed by the committee to be necessary;
- 3 in conjunction with the school's building consultants/architects oversee the production of any bid for funds in relation to the school premises, receive a regular report from the Premises Manager in relation to the planned maintenance programme for both the Premises and the Site, and monitor the progress and standard of work being undertaken by building contractors advised by the Premises Manager through the appropriate Deputy Head;
- 4 develop the long-term plan for buildings and site to meet any curriculum, capacity, and health and safety requirements;
- 5 consider and process any project to improve existing or to provide new facilities;
- 6 with regard to Health and Safety to review the school's policy on an annual basis, monitor Health and Safety matters by receiving a regular report from the Deputy Head responsible for Premises; to receive a termly Health & Safety incidents report and make any necessary recommendations; to provide a Governor to be a member of the school's termly Health and Safety inspection; maintain a programme of work to address identified risks
- 7 ensure that arrangements are made by the Head, in consultation with the Premises Manager, to keep the school Buildings and site free of litter as prescribed in the relevant legislation.
- 8 In accordance with DfE circulars provide a draft summary of information required on school security and access for disabled students for inclusion in the School Profile.

4 Discipline Committee

Membership

The Discipline Committee shall consist of not less than three members of the Governing Board, none of whom shall be the Head or member of staff. The current membership is three Governors. Governors who form this committee will normally be drawn from the membership of the Curriculum, Student Welfare and Premises Committee, but will be appointed by the Governing Board.

Chair

A Governor who is not the Chair of the Governing Board to be agreed at each meeting.

Clerk

The Clerk to the Governors or other person as decided by the Committee.

Quorum

Three members.

Frequency of Meetings

As required.

Minutes

The minutes will remain confidential to the committee members until after any appeal hearing has been completed, when the minutes of the committee and the appeal will be made available to any member of the Governing Board on request. A report of actions taken will be given to the Governing Board by the Chair at the appropriate Governing Board meeting.

Terms of Reference

To take all steps required to promote the effectiveness of the school on any matter relating to the exclusion of students to include but not be limited to the following.

- 1 All exclusions will be reported to the committee.
- 2 To be informed by the Head where an exclusion that was originally for a fixed period is to be made permanent and of the reasons for this decision;
- 3 To consider:
 - all exclusions when the parent/guardian exercises the right to make representations to the Committee
 - all permanent exclusions and to decide whether the student should be reinstated immediately, reinstated by a particular date, or not reinstated, irrespective of any representation from the parent/guardian
 - fixed term exclusions as required by legislation (currently more than 15 days in any term)

- 4 To work within any time scale laid down by DfE regulations
- 5 To advise parent/guardian and the LA of the outcome of the Committee's consideration
- 6 To support the Head in respect of any Appeal or Hearing when the Committee has upheld the decision to exclude a student

5 Business, Finance, Audit and Personnel Committee

Membership

Normally at least four Governors to include the Head and a Staff Governor. The Director of Finance to be in attendance plus the relevant members of the Senior Leadership Team with responsibility for Finance and Personnel and members of non-teaching staff when required.

Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

Audit matters

No member employed by the Academy Trust may participate as members when audit matters are discussed. They remain in attendance to provide information and participate in discussions.

Chair

A Governor excluding the Head, any Teacher/Staff Governor, Chair of the Curriculum, Student Welfare and Premises Committee or the Chair of Governors to be elected at the first meeting of the school year.

Vice-Chair

A Governor excluding the Head and any Teacher/Staff Governor or Chair of the Curriculum, Student Welfare and Premises Committee to be elected at the first meeting of the school year.

Clerk

The Clerk to the Governors or other person as decided by the Committee.

Quorum

The Quorum for the Business, Finance and Personnel part shall be three members of the Governing Board, two of whom shall be independent of the running and management of the school. For the Audit part of this Committee the Quorum shall be three members of the Governing Board, all of whom shall be independent of the running and management of the school.

Frequency of Meetings

At least one meeting per term normally to precede an ordinary Governing Board meeting.

Agenda

Items under Any Other Business to be notified to the Chair at the beginning of the meeting. Apart from matters of information only, the meeting will then decide whether the item will be discussed or be included on the Agenda for the next meeting.

Minutes

To be circulated to members of the committee and to the Governing Board normally within three weeks of the meeting.

Terms of Reference (Business and Finance)

1.0 General: To take all steps required to promote the effectiveness of the school on any matter relating to business and finance to include but not be limited to the following.

- 1.1 To monitor the financial administration of the school and ensure compliance with appropriate standards and relevant law, to include.
- 1.2 To advise the Governing Board on budgets, variances and other matters in conjunction with the issue of the monthly management accounts.
- 1.3 To propose an annual expenditure budget for the forthcoming financial year and to seek its approval by the full Governing Board in principle by May/June preceding the beginning of the financial year and in detail as soon as possible after notification of the annual budget.
- 1.4 To monitor and review the monthly financial reports, liaising with the relevant committees, and taking the necessary remedial action within the authorisation limits set by the Governing Board as set out in section 2 below or recommending appropriate action to the Governing Board beyond the upper limit. To receive any report and comment from the auditors.
- 1.5 To make decisions on expenditure within the delegated powers given below.
- 1.6 To advise the Governing Board on the appropriateness or otherwise of spending requests outside the delegated powers of the Finance Committee.
- 1.7 To approve the policy for charges for the letting of the school premises including the grounds, in liaison with the Curriculum, Student Welfare and Premises Committee.
- 1.8 To make decisions regarding virements within agreed non-staffing budgets within the delegated powers given to the Finance Committee as given below.
- 1.9 To approve the appropriateness of virement requests outside the Finance Committee's delegated powers in this respect.
- 1.10 To monitor all aspects of expenditure in the school, liaising with the relevant committees as appropriate.
- 1.11 To advise the Governing Board on maintaining adequate insurance cover and reviewing this at least on an annual basis.
- 1.12 To monitor the ways in which non-grant funds are administered and spent.
- 1.13 To receive reports from the Director of Finance on budgets, actual commitments and expenditure, variations to budgets and financial trends.
- 1.14 To recommend to the Governing Board and the Pay Committee the financial limits for salaries (and where appropriate wages) within the overall school budget.

2.0 **Controls over Expenditure:**

- 2.1 The Governing Board will approve the annual budget and any substantial changes to the budget in accordance with the financial regulations, advised by the Finance Committee as appropriate.
- 2.2. The Finance Committee can vire from £10,000 to £50,000 between non-staffing budgets and within staffing budget headings, with the Head having the authority below £10,000.
- 2.3 The Governing Board must consider and agree any virements over £50,000 between non-staffing budgets and any virement between staffing and non-staffing budgets.
- 2.4 No budget manager or Tender Board is authorised to commit expenditure which will result in agreed overall budgets being exceeded.

3.0 **Audit**

- 3.1 Advise the Governing Board on the adequacy and effectiveness of the school's governance, risk management, internal control and value for money systems and frameworks. An annual report will be produced by the committee in this regard.
- 3.2 Establish procedures to assure the accuracy of all data submitted to DfE, Education & Skills Funding Agency (ESFA) and any other funding body.
- 3.3 Advise the Governing Board on the appointment, re-appointment, dismissal and remuneration of the auditor.
- 3.4 Advise the Governing Board on the need for, and then, where appropriate, the appointment or re-appointment, dismissal and remuneration of, an internal auditor or other arrangement to enable the Trustees to sign the corporate governance statement in the annual accounts.
- 3.5 Advise the Governing Board on an appropriate programme of work to be delivered by independent assurance providers (external auditors). This programme of work to be derived from the committee's regard of the key risks faced by the school, the assurance framework in place and its duty to report to the Governing Board as detailed in 3.1.
- 3.6 Review the external auditors annual planning document and approve the planned audit approach
- 3.7 To receive reports (annual reports, management letters) from the external auditor and other bodies, for example the (ESFA) and National Audit Office and consider any issues raised, advise the Governing Board on the response and co-ordinate the implementation of the recommendations accepted by the Governing Board. Where deemed appropriate, reports should be referred to other committees for information and action.
- 3.8 Regularly monitor outstanding audit recommendations from any whatever source and ensure expeditious implementation.
- 3.9 Review the school's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.

- 3.10 Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained.
- 3.11 Ensure appropriate cooperation and coordination of the work of the external auditor.
- 3.12 Meet with the external auditor without management present, at least annually.

Terms of Reference (Personnel)

The Personnel Committee will take all steps required to promote the effectiveness of the school on any matter relating to personnel, including but not limited to the following

- 1 Drafting and recommending for adoption a pay and conditions policy for the school (which is to be consistent with statutory requirements, national and local guidance and/or any agreements made between the Governing Board, the staff and their unions/professional associations),
- 2 Establishing and regularly reviewing personnel policies and procedures, in particular the following:

Employment Policy	Parental Leave Scheme
Appraising Performance and Capability Policy	Personal Information Policy
Disciplinary Procedure Relating to Misconduct	Bullying and Harassment Policy
Equality Statement	Teachers' Pay and Conditions
	Pay Policy
Grievance Procedure	Trade Union Recognition
Code of Conduct	Whistleblowing
Safer Recruitment, Selection and Barring Service (DBS) Policy	
- 3 Recommending to the Governing Board any changes necessary to comply with current employment legislation.
- 4 Reporting to the Governing Board on all staff matters which relate to conditions of service.
- 5 Recommending to the Governing Board the overall staffing provision of the school, including the leadership structure.
- 6 Appointing / nominating Governors (not to include any staff Governors and whether a member of the committee or not) to serve on interviewing panels for members of the Leadership Group.
 1. To interview and appoint and take all ancillary steps in respect of the appointment to such posts not delegated to the Head to appoint,
 2. To interview with the Head or their appointee in respect of the appointment to such posts which are delegated to the Head to appoint, where the Head determines they would be assisted thereby.
- 7 Recommending the names of Governors (not to include any staff governors) to the Governing Board to serve on the selection panel for any Head or Deputy Head appointment.
- 8 Monitoring the implementation of the Appraising Performance and Capability policy arrangements and advising the Governing Board on any relevant grant applications.

- 10 Ensuring that adequate staff training is taking place and adequate Governor training is offered.
- 11 Ensuring that arrangements are in place for the induction of new staff
- 12 Ensuring that all staff are informed of their pension rights.
- 13 Ensuring that governors on the Personnel Committee and other Committees which have personnel responsibilities are aware of and understand those responsibilities.

6 Governors and Staff Joint Committee

Aim

To provide a forum for the joint consideration of matters of mutual interest, particularly pay and conditions with special reference to the unions' statutory rights.

Membership

A number of Governors (excluding the Head) equal to the number of staff. The Governors to be assisted by members of the school management including the Head

One representative of all recognised unions

One representative for teachers not in a union, as elected by this group.

One representative of both the officer and manual staff who need not necessarily be union members

Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

The Teaching and Non-Teaching Staff Governors may attend the meeting but may not vote.

Frequency of meetings

As required.

Chair

Post of Chair to rotate between Governors and Non-Governors

Procedures

Notice

Ten working days notice of meetings to be sent out by the Clerk (appointed by the Joint Committee)

Substitutes

Substitutes for absent union representatives to be allowed.

Clerk

The Clerk to the Governors or other person as decided by the Committee

Quorum

Three governors and three staff members.

Panels

In the event of union representatives and Governors holding separate meetings, it should be understood that such meetings cannot bind any union or the Governing Board

Votes

Votes can be taken but cannot bind the Governors

Statements

Statements made at Joint Committee meetings do not bind the Governors unless authorised in advance by the Governing Board

Agenda

Terms and conditions of service and other policy issues; matters relating to individual members of staff and the details of school management will not normally be included.

Minutes

These will be distributed to members of the committee and to the Governing Board normally within three weeks of the meeting.

7 Pay Committee

Membership

The Vice-Chair of the Governing Board and Chairs (or Vice-Chairs) of the Business, Finance, Audit and Personnel and Curriculum, Student Welfare and Premises Committees and one other non-staff Governor. The Head or Head's representative in an advisory capacity only (except when his or her salary is being discussed).

Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

To avoid any conflict of interest or any situation where a member of the committee has a pecuniary interest, direct or indirect, staff governors will be ineligible for membership of the committee.

Chair

A Governor to be agreed at each meeting as required.

Clerk

As agreed by the Committee.

Quorum

The quorum will be three governors and shall not include any Governor who is a member of the Appeals Committee.

Frequency of Meetings

To meet when appropriate to review support staff salaries, determine the teaching staff salaries and to review the salaries of the Leadership Team. Convening sufficient meetings to discharge these responsibilities in each case and to allow for any subsequent appeal.

Minutes

The minutes are to remain confidential with the committee until any appeal hearings have been completed when they will be made available to any member of the Governing Board on request. A report will be made to the Governing Board about decisions that are taken but will not be subject to debate.

Terms of Reference

The committee will undertake an annual review of the school's Pay Policy and pay scales. The committee will also have full delegated powers to take decisions on the pay of staff within the pay policy, determined by the Governing Board.

In relation to pay the committee's terms of reference will be to take all steps required to promote the effectiveness of the school on any matter relating to the staff pay to include but not be limited to the following

- to ensure that the pay policy supports the school's missions, aims and further developments as outlined in the school development plan and promotes equality of opportunity
- to ensure that the pay scales are fair and reasonable and consistent with the pay policy and school budget
- to keep abreast of any developments that may affect the pay policy and pay scales including regard for any changes in legislation, or change to the conditions or terms of employment of any group/s of staff
- to make recommendations to the Governing Board about changes to the pay policy and pay scales
- to achieve the aims/objectives of the school's pay policy in a fair and equal manner
- to apply the criteria set by the pay policy in determining the pay of each member of staff at the annual review
- to observe all contractual and statutory obligations
- to make recommendations to the Governing Board about budgetary requirements for pay
- to take account of the budget position when taking decisions on pay
- to consider any changes to salary due to additional responsibilities and activities
- to review Appraisals, consider recommendations for pay and complete the Annual Assessment of Teachers' Salaries
- to minute clearly the reasons for all decisions and report these decisions to a full meeting of the Governing Board as a confidential item
- to refer any appeals against decisions of the Pay Committee to enable a Pay Appeal Committee to be convened
- to consider and recommend additional benefits to employees outside of remuneration

The report of the Pay Committee to the Governing Board shall not be subject to debate and will either be ratified or referred back to the Committee for reconsideration to prevent prejudicing any subsequent appeal against a pay decision.

Decisions on pay are to be communicated, in writing, to each individual by the Head on behalf of the committee. In the case of the Head, the Chair of the Governing Board will communicate in writing any decision affecting his/her pay.

8 Staff Committee

Membership

The Staff Committee shall consist of three members of the Governing Board, none of whom shall be the Head or a member of staff or the Chair of the Governing Board. Where the Head is not involved in presenting the case or is the person under consideration, he or she can give advice to the Staff Committee. Governors who form this committee normally will be drawn from the membership of the Personnel Committee but be appointed by the Governing Board.

Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

Chair

A Governor except the Chair of the Personnel Committee to be agreed at each meeting as required.

Clerk

The Clerk to the Governors or other person as decided by the Committee.

Quorum

Three members of the Governing Board.

Frequency of Meetings

As required. It should be noted that redundancy equates to a dismissal and therefore must be considered by the Staff Committee rather than the full Governing Board.

Minutes

The minutes will remain confidential to the committee members until after any appeal hearing has been completed, when the minutes of the committee and the appeal will be made available to any member of the Governing Board on request. A report of actions taken will be given to the Governing Board by the Chair at the appropriate Governing Board meeting.

Terms of Reference

- 1 Consider such staff disciplinary/capability cases as may be referred to the committee by the Head or as members of the committee may decide according to the school's Disciplinary/Capability Procedures.
- 2 Suspend any person employed to work at the school, where in the opinion of the committee or the Head, exclusion from the school is required and be informed of such a suspension where it is undertaken by the Head.

- 3 Determine any suspension where this is considered the appropriate action and inform the Head of this action.
- 4 Terminate the employment of any person employed at the school as requested by the Head or as determined by the committee.
- 5 Suspend the Head for misconduct or other urgent cause.
- 6 Consider representations from staff arising from decisions made in respect of the probationary period.
- 7 Consider representations from staff arising from decisions made in respect of requests for flexible working.

9 Staff Appeals Committee

Membership

The Staff Appeals Committee shall consist of three members of the Governing Board, none of whom shall be the Head or a member of staff. Governors who have attended the first hearing, where applicable, cannot be involved in any appeal.

Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

Chair

A Governor except the Chair of the Personnel Committee to be agreed at each meeting as required.

Clerk

The Clerk to the Governors or other person as decided by the Committee.

Quorum

Three members of the Governing Board.

Frequency of Meetings

As required.

Minutes

The minutes will remain confidential to the committee members but will be made available to any member of the Governing Board on request. A report of decisions taken will be made by the Chair to the Governing Board at the appropriate Governing Board meeting but will not be subject to debate.

Terms of Reference

- 1 To hear and seek to resolve any staff grievance matters, all other stages having been followed in accordance with the school's Grievance Procedure.
- 2 To hear appeals arising from decisions made by the Staff Committee.
3. To hear appeals arising from decisions made by the Head arising from the Disciplinary Procedure Relating to Misconduct and the Procedure Relating to Lack of Capability.

10 Tender Board

Membership

Normally the Chair of Governors, the Chair of the BFAP Committee, the Head, a Governor from the relevant non-staffing committee, the Director of Finance (and where appropriate a technical advisor)

Chair

The Chair of Governors or the Chair of the BFAP Committee.

Quorum

Three members including the Head and Director of Finance.

Frequency of meetings

As required.

Minutes

A report will be made directly to the Governing Board.

Terms of reference

- 1.1 Contracts of £40,000 and above will be dealt with by a Tender Board, if not procured via route 1 of the purchasing policy (framework agreement). Sealed tenders and a bid list of at least three contractors is required for all such contracts.
- 1.2 Contracts for less than £40,000 will be dealt with by relevant budget managers in line with the purchasing policy, bearing in mind the need to get value for money.

11 Head's Review Group

Membership

The Head's review Group shall consist of the Vice-Chair and normally two other members of the Governing Board, none of whom shall be the Head, the Chair of Governors or a member of staff. Nominations for the two other members shall be sought at the Governing Board meeting before that at which the Group is appointed and made to the Chair of Governors no later than seven days before the meeting at which the Group is appointed, normally the first of the academic year.

Up to one further member of the Group may be appointed by the Chair of the Governing Board or by the Governing Board at any time prior to the Group completing its work, if either believe it would assist the Group to carry out its task effectively. For the avoidance of doubt, whilst the Head may not vote on the appointment of the Group, he or she should be consulted on the skills and experience which he or she believes might most usefully contribute to the process at any particular time.

Chair

The Vice-Chair.

Clerk

The Governors' external advisor

Quorum

Three Governors

Frequency of Meetings

Annually.

Minutes

The minutes will remain confidential to the committee members but will be made available to any member of the Governing Board on request. A report of decisions taken will be made by the Chair to the Governing Board at the appropriate Governing Board meeting but will not be subject to debate.

Terms of Reference

- 1 To conduct the Head's annual appraisal and complete the Annual Assessment of salary.
- 2 To minute clearly the reasons for all decisions and recommend any changes to the Head's salary to the Pay Committee.
3. To recommend to the Pay Committee any changes to the Head's salary due to additional responsibilities and activities

CURRENT WORKING PARTIES

1 The Strategic Planning Group

Membership

The Chair, the Vice-Chair, the Head, the Associate Head, the Senior Deputy Head and the Chairs of the Business, Finance, Audit and Personnel and Curriculum, Student Welfare and Premises Committees.

Chair

The Chair of Governors.

Quorum

The Quorum shall be three members of the Governing Board, one of whom shall be independent of the running and management of the school.

Minutes

There will be no formal record made of each meeting, but a draft strategic plan will be presented to the Governing Board on completion, and progress reports given at intervening Governing Board meetings.

Task

To establish and maintain a strategic plan which at any time will identify for the coming three years expected significant changes in the school's needs and opportunities, and steps to address and/or benefit from them.