

**CHISWICK SCHOOL GOVERNING BOARD**  
**COMMITTEE STRUCTURE,**  
**TERMS OF REFERENCE**  
**AND SCHEMES OF DELEGATION**



**2019-2020**

**ADOPTED ON**

**SIGNED** ..... *Chair of Governing Board*

## THE GOVERNING BOARD OF CHISWICK SCHOOL:

Our purpose is to provide strategic leadership and to create robust accountability, oversight and assurance for the educational and financial performance of Chiswick School.

Our three core functions are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the School and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the School and making sure its money is well spent.

## COMMITTEE STRUCTURE:

We have established the following three committees to help us carry out our core functions effectively:

- Resources
- Performance and Pupil Outcomes
- Communication and Stakeholder Engagement

## TERMS OF REFERENCE FOR ALL COMMITTEES:

- **Membership:** A minimum of three governors. Additional people can be appointed (associate members and or advisors) but must not out-number the governor members on the committee.
- **Quorum:** One half of the number of governors on the committee, but not less than three governors.
- **Meetings:** Meetings will be held at least once per term.
- **Procedures:** the committee shall follow the procedures required by the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

## GENERAL RESPONSIBILITIES OF ALL COMMITTEES:

- To act strategically;
- To provide regular written minutes of meetings to the Governing Board, identifying decisions taken or action required, and to keep a signed copy of all minutes at the school, available for inspection on request;
- To establish a list of policies coming within the area of responsibility of the committee and monitor, evaluate and review them regularly;
- To review the effectiveness of the committee and recommend variations to the terms of reference.

## **RESOURCES COMMITTEE:**

The purpose of this committee is to oversee the financial performance of the School and make sure its money is well spent. Effective use of resources will allow the School to give pupils the best education possible on a long-term basis. The committee will also be responsible for ensuring the pupil premium grant is allocated and spent effectively.

## **RESOURCES COMMITTEE - TERMS OF REFERENCE:**

### **Budget setting and monitoring:**

- In consultation with the Head Teacher, to draft the first formal budget plan of the financial year;
- To establish and maintain an up to date three-year financial plan;
- To consider a budget position statement including virement decisions at least termly;
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date;
- To make decisions on expenditure following recommendations from other committees.

### **Auditing:**

- To receive auditors' reports and to recommend the governing board act as appropriate in response to audit findings;
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing board and for filing in accordance with Companies Act requirements;
- To recommend to the full governing board the appointment or reappointment of the auditors.

### **Review of policies, agreements and relevant data:**

- To annually review any relevant policies;
- To make decisions in respect of service agreements;
- To annually review benchmarking data.

### **Pay and staffing:**

- Review and agree the staffing structure of the school, in line with the School Development Plan;
- Oversee the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers;
- To oversee the process leading to staff reorganisations;
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To regularly review the single central record;

- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher;
- In the light of the Head Teacher Performance Management Panel's recommendations, to determine whether sufficient funds are available for increments;
- Review the School Pay Policy and present it to the governing board for approval;
- Review and monitor the implementation of the School Pay Policy.

#### **Health and Safety:**

- Have a named governor with health and safety responsibilities;
- Review and update the School's Health and Safety Policy;
- Ensure the school management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met;
- Oversee site security arrangements and practice and review periodically;
- Monitor the asbestos register and ensure that it is always up to date.

#### **Premises:**

- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises;
- To review a programme of premises improvement;
- To review an accessibility plan.

#### **COMMITTEE MEMBERSHIP:**

<b>Name of Governor/Advisor</b>	<b>Governor Type</b>	<b>Voting Rights Y/N</b>
Laura Ellener	Head Teacher	Y
Nick Lee (Chair)	Trustee	Y
Rachel Jerrome	Parent	Y
Paul Fawdry	Co-opted	Y
John Todd	Co-opted	Y
Jitesh Sudera	Associate	N
Maria Sze (Vice Chair)	Associate	N
Danny Sohal	Advisor & SBM	N
Caren Benn	Clerk	N

#### **Health and Safety sub Committee:**

Paul Fawdry, Link Governor for H&S (Chair)

Jitesh Sudera (Vice Chair)

Nick Lee

Laura Ellener

Danny Sohal, Business Manager

Karl Palmer, Site Manager

Rachel Jerrome

**The sub committee will report to the Resources Committee and run initially until October 2020.**

### **PERFORMANCE AND PUPIL OUTCOME COMMITTEE:**

This Committee will be responsible for monitoring pupil progress and attainment including achievement of specific groups of pupils, e.g. boys, disadvantaged pupils and those with special educational needs and disabilities (SEND). They will consider the impact of factors including behaviour, the curriculum and the quality of teaching on pupils' progress and attainment.

### **TERMS OF REFERENCE:**

- Review the targets for achievement at KS3, KS4 and KS5 and monitor the school's performance against them;
- Understand the barriers to pupil progress;
- Monitor the impact of measures in place to address barriers to pupil progress;
- Monitor, evaluate and report to the governing board on the achievement and progress of pupils throughout the school
- Review the outcomes of the School's annual examination results;
- Monitor the achievement of disadvantaged and underperforming groups, including boys;
- Monitor behaviour, attendance and exclusion data, and its impact;
- Ensure the school has a curriculum policy that meets pupils' needs, including pupil well-being;
- Ensure that the curriculum is broad-based and provides for vocational training as well as academic qualifications
- Ensure that all pupils have access to careers advice

### **COMMITTEE MEMBERSHIP:**

<b>Name of Governor/Advisor</b>	<b>Governor Type</b>	<b>Voting Rights Y/N</b>
Laura Ellener	Head Teacher	Y
Ken Seeds	Co-opted	Y
Rachel Jerrome	Parent	Y
Luke Boccock (Chair)	Co-opted	Y
Lesley Tulley (Vice Chair)	Parent	Y
Denny Anthony	Co-opted	Y
Jo Coburn	Co-opted	Y
Caren Benn	Clerk	N

## PANELS AND LINK ROLES:

### PAY PANEL:

To meet annually to hear the Headteacher's recommendations on pay. These recommendations should take the form of anonymised reports, to ensure that governors do not learn the salary details of individual members of staff.

The committee will then either approve or reject the headteacher's recommendations based on the anonymised reports it has looked at.

Name of Governor/Advisor	Governor Type	Voting Rights Y/N
Laura Ellener	Headteacher	Y
Rachel Jerrome	Parent	Y
Nick Lee	Trust	Y
Ken Seeds	Co-opted	Y

### HEAD TEACHER PERFORMANCE REVIEW PANEL:

To meet twice a year to review the performance of the Head Teacher.

#### Terms of reference:

- To arrange to meet with an appointed external adviser to discuss the Head Teacher's performance targets;
- To decide, with the support of the external adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head Teacher against the targets
- To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set

#### Disqualification – The Head Teacher and Staff Governors

Name of Governor	Governor Type
Rachel Jerrome	Parent
Ken Seeds	Co-opted
Jo Coburn	Parent

**GOVERNING BOARD LINK ROLES:**

<b>Area of Responsibility</b>	<b>Name of Governor</b>	<b>Statutory link role?</b>
Pupil Premium	Luke Bocock	N
Child Protection and Safeguarding	Denny Anthony	Y
Health and Safety	Paul Fawdry	Y
Special Educational Needs and Disability	John Todd	Y
Behaviour and Pupil Welfare	Ken Seeds	N
Teaching and Learning	Jo Coburn	N
Sixth Form (KS5)	Lesley Tulley	N
Careers Guidance	Maria Sze	N