

Governing Body Terms of Reference

The Governing Body is made up of five Committees.

- Finance Committee
- Health & Safety Committee
- Teaching & Learning Committee
- Disciplinary & Complaints Committee
- Steering Group Committee

This document sets out the terms of reference for each of these committees

Finance Committee Terms of Reference

- 1: The Finance committee (the “Committee”) will consist of a minimum of three Governors appointed by the Governing Body. The meeting is quorate with two Governors present of which one must be a non Staff Governor. One member will be appointed the Chair of the Committee and at least one member should have experience of finances and use of resources from the public (not education)/commercial/voluntary sectors.
- 2: The Committee will be supported by the Principal, Vice-Principals and the Bursar.
- 3: The Committee will:
 - a. agree a draft budget, and capital, for ratification by the Governing Body;
 - b. monitor income and expenditure and take or direct such action as is deemed appropriate;
 - c. approve virement between headings as necessary;
 - d. approve tenders within the budget allocations agreed by Governing Body;
 - e. receive reports from the County Council auditors;
 - f. respond to consultations on financial matters;
 - g. review, update and determine the Finance Policy
- 4: The Committee will meet at least once a term.
- 5: An agenda for the meetings shall be circulated to all members before each meeting.
- 6: All members are to send apologies to the Chair of the Committee/ Principal’s PA if not attending a meeting.
- 7: The Committee will produce a brief report for the next Governing Body covering key issues raised at the meeting. If important issues then the report is to be circulated to all Governors as soon as possible.
- 8: Draft minutes will be circulated to FGB within 5 working days.
- 9: The minutes of the meeting will be approved at the next Committee meeting and submitted to the next Governing Body.

(See also Winstanley Community College roles and responsibilities – separate document within the Governor Handbook).

Agreed by Finance Committee on: 28th April 2015

Approved by the Governing Body:

27th October 2015

To be reviewed on:

Autumn 2016

Health & Safety Committee Terms of Reference

- 1: The Health & Safety committee (the “Committee”) will consist of a minimum of three Governors appointed by the Governing Body. The meeting is quorate with two Governors present. One member will be appointed Chair of the Committee.
- 2: The Committee will be supported by the Principal, Community Manager, Site Manager/ Premises Officer. Other staff will be invited as required.
- 3: The Committee is established to ensure that the college discharges its Health & Safety duties to its students, staff and visitors in a full and proper manner and has oversight of Child Safeguarding Procedures.
- 4: The Committee will consider all relevant Health & Safety issues brought to its attention by any means together with deciding upon appropriate action together with communication and implementation. Interpretation of the word 'relevant' shall reflect the fact that students not present on the college site but participating in organised activities elsewhere remain the responsibility of the college.
- 5: The Committee shall be pro-active in identifying Health & Safety matters for consideration and action, and shall encourage such pro-activity amongst all members of staff.
- 6: To review, update and determine the Health and Safety Policy.
- 7: To oversee the completion of the Health & Safety related statutory returns on behalf of the Governing Body’
- 8: The Committee will meet at least once per term.
- 9: An agenda for the meeting shall be circulated to all members before each meeting.
- 10: All members are to send apologies to the Chair of the Committee if not attending a meeting.
11. Draft minutes will be circulated to FGB within 5 working days.
- 12: The minutes of the meeting will be approved at the next Committee meeting and submitted to the next Governing Body.

Agreed by H & S Committee on: 12th May 2015

Ratified by the Governing Body on: 27th October 2015

To be reviewed: Autumn 2016

Teaching & Learning Committee

Terms of Reference

- 1: The Teaching & Learning committee (the “Committee”) will consist of a minimum of three Governors appointed by the Governing Body. The meeting is quorate with two Governors present. One member will be appointed Chair of the Committee and at least one member should be a Parent Governor.
- 2: The Committee will be supported by the Vice-Principal and Assistant Principal.
- 3: The Committee will:
 - a) Ensure that the curriculum is balanced and broadly based.
 - b) Ensure that the Curriculum is implemented and is of high quality.
 - c) To review, update and determine the Teaching & Learning Policy.
 - d) Monitor the implementation of the Teaching & Learning Policy.
 - e) Monitor/evaluate students' progress.
 - f) Monitor use of resources, including Pupil Premium, to overcome barriers to reading, writing and mathematics.
 - g) Ensure Staff and Governors are aware of the progress of students – Joint Teaching and Learning Committee Middle Leaders Report.
- 4: The Committee will meet at least once per term.
- 5: An agenda for the meetings of the Committee shall be circulated to members of the Committee before each meeting and the minutes of the meeting shall be published and archived.
- 6: All members are to send apologies to the Chair of the Committee/Principal’s PA if not attending a meeting.
- 7: Draft minutes will be circulated to FGB within 5 working days.
- 8: The minutes of the meeting will be approved at the next Committee meeting and submitted to the next Governing Body.

Agreed by T & L Committee on: 15th September 2015

Approved by Governing Body on: 27th October 2015

To be reviewed: Autumn 2016

Disciplinary & Complaints Committee Terms of Reference

- 1: The Disciplinary & Complaints committee (the “Committee”) will consist of any 3 Governors from 6 who form the Committee.
- 2: Three other governors would form an Appeals panel if one is required.
- 3: The Principal and other staff will provide evidence to the panel. The decisions made are entirely up to the three governors basing that decision on the evidence provided from the college and parents/student/their representative. If it is a staff disciplinary, governors are supported by a clerk and or Human Resources representative.
- 4: The Committee will decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student is (i) excluded for more than 15 days in a term or (ii) would lose the opportunity to take a public examinations.

Approved by Governors on: 27th October 2015

To be reviewed: Autumn 2016

Steering Group Terms of Reference

- 1: The Steering Group will consist of up to 6 Governors appointed by the Governing Body. One member will be appointed Chair of the Committee. The meeting is quorate with two Governors present of which one must be a non-staff Governor
- 2: The Steering Group will be supported by the Principal and Vice-Principals
- 3: The Steering Group will:
 - a) **Be actively involved in planning of the Strategic 3 year cycle**
 - b) Monitor the progress of the School **College** Improvement Plan (Yearly)
 - c) Develop, and monitor the Ofsted Action Plan
 - d) Consider Monitoring & Evaluation evidence; e.g. questionnaire findings.
 - e) Ensure:
 - The annual production of a Curriculum Booklet
 - Staff and Governors are aware of the progress of students – Joint Teaching and Learning Committee
 - Publish results and take appropriate action
 - f) To review, update and determine all policies unless otherwise stated (see attached list).
 - g) To assist in and monitor the strategic development plan (3years)
- 4: The Steering Group will meet at least once a term.
- 5: An agenda for the meetings of the Steering Group shall be circulated to all members before each meeting.
- 6: All members are to send apologies to the Chair of the Steering Group/ Principal's PA if not attending a meeting.
- 7: Draft minutes will be circulated to FGB within 5 working days.
- 8: The minutes of the meeting will be approved at the next Steering Group meeting and submitted to the next Governing Body.

Approved by Committee on: 30th June 2015

Approved by Governing Body on: 27th October 2015

To be reviewed: Autumn 2016