

**THE BOARD RULES AND DELEGATION OF POWERS FOR
THE SANDON SCHOOL ACADEMY TRUST
KNOWN AS
THE SANDON SCHOOL**

1. INTRODUCTION

The purpose of these rules is to confirm the powers and procedures of the Governors of The Sandon School. The Sandon School (School) is an academy as defined by the Academy's Act 2010 as amended. The Trust is a Company limited by guarantee under the Companies Act 2006. The Governors are directors of the Trust. The Trust is also subject to charity law. It is an exempt charity and the Governors are trustees for that purpose.

The Articles of Association of the Company are referred to as the Articles. Everybody must read the Articles before these rules. These rules are to be read in conjunction with the Articles and in conjunction with the Academy's Act 2010 as amended and all regulations that may from time to time be imposed by statute. If there is a conflict between these rules and statutory requirements the statutory requirements will prevail. The Sandon School will also have regard to guidance issued by the Department for Education for the governors of academies. These rules will regulate full governing board meetings and meetings of the committees appointed by the Governors except for special committees that if required will determine matters independently and they may decide upon their own rules and procedures so far as necessary to achieve a fair outcome.

In these rules and the schedules annexed the masculine shall include the feminine and the singular shall include the plural and *vice versa*. Day means a normal teaching day.

The Headteacher may also be known as the Principal, the Chief Executive or the Senior Executive Leader. He will also be the Accounting Officer of The Sandon School. The Governors delegate all powers and functions required by the Headteacher for the internal organisation, management and control of The Sandon School except those reserved to the Governors by virtue of the Articles and these rules.

The Secretary to the Governors will be known as the Clerk of Governors and she will also be the Clerk of each committee that requires that function to be performed. She will coordinate governor training and development.

The Company Secretary will be the Business Manager responsible for finance and administration of The Sandon School. She is the Chief Financial Officer.

The Responsible Officer will be a Governor nominated and appointed by the Governing Board for the purposes of making periodic checks on the systems, controls and financial transactions of The Sandon School. The Responsible Officer will provide an on-going independent assurance that the financial responsibilities of the Governing Board are being properly discharged in accordance with the Academies Financial Handbook. He will report to the Audit Committee which is a sub committee of the Finance and General Purposes Committee. He may report to Full Governors' meetings if he considers this necessary. The Responsible Officer will be supported by another Governor and externally.

2. APPOINTMENT AND ELECTION OF GOVERNORS

2.1 The Members of the Company will control the Company as directed by the Governors. The Governors will nominate and appoint five Governors to act as Members for

the purposes of fulfilling the requirements of the Articles. Three of the five Members are required to form a quorum. A Member will be deemed to have resigned if they are no longer a Governor. The Members will appoint the Governors and in particular ratify the appointment of elected Governors. The Members will normally be selected from the Chair and Vice Chairs of Governors, the Chair and Vice Chair of Personnel and Curriculum Committee and the Chair and Vice Chair of Finance and General Purposes Committee or another governor having been a trustee on the board for over 5 years not an employee of the School. They delegate the appointment of auditors to the Finance and General Purposes Committee.

2.2 Academy Governors

There are up to nine Academy Governors nominated by the Governing Board and appointed by the Members.

2.3 Parent Governors

There are four Parent Governors. The election procedure is set out in the document annexed marked "Schedule 1".

2.4 Staff Governors

Other than the Headteacher there are two Staff Governors of which there should be one Governor from the teaching staff and one Governor from the support staff if possible. This might result in two Governors from the teaching staff or the support staff although one of each should ideally be achieved. The election procedure is set out in the document annexed marked "Schedule 2".

2.5 Co-opted Governors

Up to three Co-opted Governors may be nominated under the provisions of the Articles or appointed by the Chair of Governors as prescribed by these rules.

2.6 All Governors are appointed for a term of four years except the Headteacher. He is appointed a governor for so long as he remains the Headteacher.

3. COMMITTEES

The rules relating to the Governing Board and its Committees are set out in the document annexed marked "Schedule 3". The Governing Board delegates its functions and decision making powers to the following three main Committees:

3.1 Finance and General Purposes Committee whose powers are set out in the document annexed marked "Schedule 4".

3.2 Personnel and Curriculum Committee whose powers are set out in the document annexed marked "Schedule 5".

3.3 Pay Committee whose powers are set out in the document annexed marked "Schedule 6".

These three main Committees may delegate functions and decision making powers to sub-committees. The Audit Committee is a sub committee of the Finance and General Purposes Committee.

3.4 There are Special Committees the object of which is to determine matters if required independently from meetings of the Governing Board and these are:

- (a) Complaints Committee which has power to deal with complaints as set out in the Complaints Policy.
- (b) Discipline Committee which has power to deal with exclusions as set out in the Exclusions Policy.
- (c) Staff Committee which has power to deal with appeals and issues provided for in the Policies and Procedures relating to human resources and the employment of staff.

3.5 There is also a Planning Committee which is a non-executive committee that coordinates the administration and distribution of work between the Governing Board and its three main committees. It will meet at least once a term.

All decisions not delegated to Committees are reserved to the Governing Board.

4. PROCEDURES

4.1 The Governing Board, the Finance and General Purposes Committee and the Personnel and Curriculum Committee will meet at least once a term.

4.2 At the first meeting of the Governing Board in each school year the Governors will appoint for a term of one year, or until the next first meeting should it be later, the following:

1. Chair and Two Vice Chairs of the Governing Board
2. Chair and Vice Chair of the Finance and General Purposes Committee
3. Chair and Vice Chair of the Pay Committee
4. Chair and Vice Chair of the Personnel and Curriculum Committee
5. Chair and Vice Chair of the Planning Committee
6. Governor responsible for Safeguarding (including Child Protection)
7. A Governor responsible for Equality
8. A Governor responsible for Health and Safety (including Wellbeing and Mental Health)
9. A Governor responsible for Special Educational Needs and Disabilities (SEND)
10. A Responsible Officer
11. A Governor responsible for Careers Education Information Advice and Guidance (CEIAG)
12. A Governor responsible for Policies
13. A Governor responsible for Premises
14. A Governor responsible for Data and Assessment
15. Governors responsible for issues with reference to the School Development Plan.
These governors may be appointed by the Chair of Governors as soon as possible after the first meeting of the School year.

Governors with a special responsibility may be supported by one or more other Governors.

4.3 The first meeting of the Governing Board will also determine the membership of the Finance and General Purposes Committee and also the Personnel and Curriculum Committee. The Pay Committee will comprise the Chair of the Governing Board, a Vice Chair of the Governing Board, the Chair of Finance and General Purposes Committee and the Chair of the Personnel and Curriculum Committee and the Headteacher. The Planning

Committee will comprise the Chair and the Vice Chairs of Governors, the Chair of Personnel and Curriculum Committee, the Chair of Finance and General Purposes Committee and the Headteacher.

4.4 The rota for the appointment of Governors to serve on Special Committees will be agreed. If any Governor is not able to sit on a Committee then the next Governor on the rota will be invited to join the Committee. The rota is used to provide membership in addition to the Chair or Vice Chair of a Special Committee who will be appointed by the Chair of Governors each time a Special Committee is convened. Any Governor joining the Governing Board during the year will join the rota. The Complaints, Discipline and Staff Committees will exclude the Chair of the Governing Board and the Staff Governors which include the Headteacher. The Chair of Governors will appoint a temporary Chair for a particular Committee Meeting if the Chair and Vice Chair of the Committee are not able to deal with matters. The Special Committees will have three members. The Chair of the Governing Board may convene any other special committee if required. The Chair of Governors at her discretion may appoint an independent member or members who are not a Governor of this school or involved in the management or running of this school to a special committee if this is required by law or is in her opinion desirable. She has power to co-opt that person(s) as a Governor.

4.5 The Review Governors for the review of the performance of the Headteacher will comprise a Vice Chair of Governors, the Chair of Finance and General Purposes Committee and the Chair of Personnel and Curriculum Committee.

4.6 Interview panels for a Headteacher, a Deputy Headteacher or a Business Manager will be appointed by the Governing Board. An interview panel for the permanent appointment of any other member of the Leadership Team will be convened by the Headteacher and will include at least one Governor other than the Headteacher. Other interview panels may be convened at any time by the Headteacher who may invite if possible one or more Governors to sit on such interview panels. There should not be more than one Staff Governor other than the Headteacher on any one interview panel. All interview panels will appoint their own Chair.

4.7 The Headteacher will immediately inform the Governing Board when a matter arises which is within the Governors' power to determine and may consult the Governors on any other matter relating to the School. Communication should initially be with the Chair or in her absence the Vice Chairs and if none of these persons are available the appropriate Chairs or in their absence the Vice Chairs of the three main committees should be informed or consulted to ascertain if a decision can be made within the powers of the main committees. The appropriate Chair or Vice Chair will immediately advise the Chair of Governors of the matter arising and action taken as soon as she returns.

4.8 Any proposals to vary these rules and delegation of powers or the documents annexed hereto must be given to the Clerk to the Governors at least 14 days prior to a meeting of the Governing Board and the Clerk will include the proposal in the agenda for that meeting and give every member of the Governing Board at least 7 days' written notice of the proposed variation.

4.9 All Governors will comply with prescribed checks to identity and suitability. They will undertake training and prescribed reading. They will sign up to a code of conduct and make a declaration of interests.

4.10 The responsibility of the Vice Chairs of Governors in the event of them both being available will be decided by a random selection made by the Clerk to the Governors for an

urgent decision being required in the absence of the Chair of Governors. They may consult with the other Vice Chair and the main committee chairs. The Chair of Governors will decide the division of other work between them. One will be a member of the Pay Committee and one will be a Review Governor. Both will be cheque signatories.

SCHEDULE 1

PROCEDURES FOR ELECTION OF PARENT GOVERNORS

1. Parent for the purposes of this procedure means any person who is a parent or has parental responsibility or is a carer on a full time settled basis for a student registered at The Sandon School at the dates of nomination and election not prevented from appointment by regulation and subject to appropriate clearances being given. Post will be by student post.
2. The Clerk to the Governors will be the Returning Officer or if she is unavailable the Returning Officer shall be appointed by the Chair of Governors.
3. The Returning Officer as soon as possible when required to do so will give at least 14 days' written notice by Post to all Parents that nominations are required for a Parent Governor. Nomination Forms with a letter of explanation will be provided.
4. Each nomination must be delivered to the Returning Officer within the said 14 day period with any brief biographical details for including in voting papers.
5. If the number of candidates nominated is the same or fewer than the number of vacancies then such candidates will be duly elected unopposed. If however there are more candidates than vacancies it will be necessary to proceed with an election.
6. The Returning Officer will decide the place, time and date where the election will be held. The election will be within 14 days from the date for the return of the nomination papers.
7. The election will be by secret ballot. The Returning Officer will record the number of ballot papers issued and give each one a distinguishing mark. The Returning Officer will provide an envelope for return by Post or in person which does not identify the voter.
8. The Returning Officer will deliver by Post to each Parent a ballot paper at least five days prior to the election.
9. Each Parent may vote by Post or in person or by sending their vote by the Royal Mail postal system. There will be no proxy voting.
10. The election is by way of the majority system based on one vote for each Parent for each vacancy (where a Parent has more than one child at the school they only have one vote).
11. The Returning Officer at the prescribed place, time and date for determining the election will count the ballot papers in the presence of a governor and the candidates, if they wish to attend, and will determine at her sole discretion if a voting paper is valid. In the event of an equal number of votes being cast there should be a recount and if this does not produce a clear result the Returning Officer may decide the duly elected Parent Governor by the casting of lots.

12. All Parents will be informed of the result of the election in the next edition of the School Newsletter indicating the total number of votes cast and the number of votes for each candidate.
13. Any dispute relating to this procedure or its interpretation shall be referred to the Chair of Governors and her decision shall be final and binding on all persons.
14. The ballot papers will be retained securely by the Returning Officer for a period of six months in case the election result is challenged.

SCHEDULE 2

PROCEDURES FOR ELECTION OF STAFF GOVERNORS

1. Staff for the purposes of this procedure means a full or part-time member of the teaching staff or the support staff of The Sandon School on the date of nomination and election. Other than the Headteacher there should be one Staff Governor from the teaching staff and one Staff Governor from the support staff if possible.
2. The Clerk to the Governors will be the Returning Officer or if she is unavailable the Returning Officer shall be appointed by the Chair of Governors.
3. The Returning Officer as soon as possible when required to do so will give at least 14 days' written notice to all staff that nominations are required for a Staff Governor. Nomination Forms with a letter of explanation will be provided. The letter of explanation will indicate if preference is for a member of the teaching staff or the support staff.
4. Each nomination must be delivered to the Returning Office within the said 14 day period with any brief biographical details suitable for inclusion in voting papers.
5. If there is only one candidate that candidate will be duly elected unopposed. If however there is more than one candidate for the vacancy, consideration must first be given to the requirement that there should be, other than the Headteacher, one Staff Governor who is a member of the teaching staff and one Staff Governor who is a member of the support staff. Subject to compliance with this rule it may then be necessary to proceed to an election.
6. The Returning Officer will decide the place, time and date where the election will be held. The election will be within 14 days from the date for the return of nomination papers.
7. The election will be by secret ballot. The Returning Officer will record the number of ballot papers issued and give each one a distinguishing mark.
8. The Returning Officer will deliver to each member of Staff a ballot paper at least five days prior to the election.
9. The Returning Officer may permit a postal vote in the event of any Staff being absent with just cause. Otherwise each member of Staff is required to vote in person. There will be no proxy voting.
10. The election is by way of the majority system based on one vote for each member of Staff.

11. The Returning Officer at the prescribed place, time and date for determining the election will count the ballot papers in the presence of a governor and the candidates if they wish to attend and will determine at her sole discretion if a voting paper is valid. In the event of an equal number of votes being cast there should be a recount and if this does not produce a clear result the Returning Officer may decide the duly elected Staff Governor by the casting of lots.

12. All matters relating to this election procedure shall so far as possible be posted on the staff room notice board. In particular, the result should be shown indicating the total number of votes cast and the number of votes cast for each candidate.

13. Any dispute relating to this procedure or its interpretation shall be referred to the Chair of Governors and her decision will be final and binding on all persons.

14. The ballot papers will be retained securely by the Returning Officer for a period of six months in case the election result is challenged.

SCHEDULE 3

GENERAL RULES FOR THE GOVERNING BOARD AND COMMITTEES

1. CHAIRS AND VICE CHAIRS

1.1 No employee of The Sandon School is to be a Chair or Vice Chair.

1.2 For full governors the Clerk to take the Chair when the Chair is being elected.

1.3 If both Chair and Vice Chairs are absent from a meeting the Governors at that meeting will elect a Chair for the meeting.

1.4 In the event of a need to make genuinely urgent (it is not possible to call a meeting before the decision has to be made and not to act would be seriously detrimental to the interests of the School) decisions between meetings the Chair or in their absence Vice Chairs will take appropriate action. The decisions taken and the reasons for urgency will be explained fully at the next relevant meeting.

2. CALENDAR OF MEETINGS

The Governing Board will set out the dates for its meetings including those of its main Committees for the next school year during the current school year. The timing and duration of meetings will be at the discretion of the Chair.

3. QUORUM

3.1 The quorum for Members is three. The quorum for the Governing Board is one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting.

3.2 The quorum for Personnel and Curriculum Committee and Finance and General Purposes Committee is one third of their members (rounded up to a whole number) at the date of the meeting.

3.3 The quorum for Review Governors is two.

3.4 The quorum for all other Committees is three.

4. WITHDRAWAL FROM MEETINGS

Governors will withdraw from a meeting if there is any conflict of interest and any dispute in this respect will be determined by the Governors present at that meeting.

5. CONVENING MEETINGS

In addition to the meetings arranged by the Governing Board, a Chair may direct that a meeting is convened if there is a matter to be decided urgently or a meeting can be convened by way of requisition signed by three Governors.

6. NOTICE OF MEETINGS

6.1 Written notice of meetings will be sent so as to arrive 14 clear days before a full Governors Meeting or 7 clear days before a Committee Meeting except where the Chair calls an urgent meeting.

6.2 Notices of meetings and the accompanying agenda will be made available at The Sandon School at all reasonable times for inspection by anyone wishing to see them.

7. AGENDA

7.1 The agenda for each meeting will be prepared by the Clerk in accordance with any directions of the Chair in consultation with the Headteacher.

7.2 Any Governor may place an item on the agenda by writing to the Clerk before the agenda of a meeting is prepared. The Clerk will then inform the Chair of that meeting about the extra item.

7.3 Papers that inform agenda items will be sent to the Governors with the agenda and will also be available online.

7.4 The agenda will include notification of any other business as a preliminary item. Any Governor wishing to raise an urgent meeting item must give notice at this time and the Governors present at the meeting will decide if the item is to be discussed or if appropriate deferred to a subsequent meeting.

8. ATTENDANCE

8.1 The Clerk will keep a record of those Governors and all other persons present at meetings. Where a Governor sends an apology to a Full Governing Board meeting for absence with reasons, the Governors will decide whether or not to consent to the absence and the Clerk will record the decision in the minutes.

8.2 The time of arrival and departure of any Governor not in attendance throughout any meeting will be recorded in the minutes.

9. MINUTES OF MEETINGS

9.1 The Minutes of meetings will be kept in a binder on consecutively numbered loose leaf pages each page being signed by the Chair as a true record once approved.

9.2 Any dissenting views will be recorded in the minutes of meetings if that is the wish of one or more Governors present.

9.3 Action will be taken on the basis of decisions and need not await the approval of minutes at the next meeting.

9.4 As soon as possible after a meeting draft minutes will be sent by the Clerk to the Chair for checking. Once approved by the Chair these minutes will be sent to all relevant Governors within 14 days of the meeting.

9.5 The approval of the minutes of the previous meeting will be on the agenda of every subsequent meeting and once approved as a true record subject to any agreed amendments will be signed and dated by the Chair.

9.6 Those matters that the Governors determine shall remain confidential will be minuted separately on pink paper and such minutes will not be made publicly available unless this becomes a legal requirement.

9.7 Approved minutes will be made available at the school at all reasonable times for inspection by anybody wishing to see them.

10. VOTING

10.1 Voting may be by poll or proxy in accordance with the Articles. Voting is normally by a show of hands but may be by secret ballot if the Chair considers this appropriate. Except as expressed in the Articles a simple majority decides any matter put to the vote and in the event of a tie the Chair has a casting or second vote.

10.2 Each Committee is authorised to invite attendance at its meetings from persons to assist or advise on any particular matter or a range of issues but only Governors who are members of the Committee may vote at Committee meetings.

11. ADDITIONAL POWERS OF COMMITTEES

11.1 Each Committee shall have power to appoint additional or replacement members from the Governing Board during the school year.

11.2 The Finance and General Purposes Committee and the Personnel and Curriculum Committee will meet at least once a term. These committees will comprise where possible at least one Governor from each of the categories which form the whole Governing Board. Any Governor may attend these meetings. The Pay Committee will meet at least twice a year.

SCHEDULE 4

POWERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

1. POLICIES PROCEDURES AND DOCUMENTS

To keep under review the strategic objectives of the School and the School Development Plan. To keep under review and to be responsible for advising the Governing Board on matters relating to the following policies, procedures, statements and other documents. To monitor the implementation of these where appropriate and to ensure that they are well publicised.

- 1.1 Admissions
- 1.2 Charging and Remissions
- 1.3 Complaints
- 1.4 Data Protection
- 1.5 Educational Visits
- 1.6 Financial Regulations (including Finance and Accounting Policies)
- 1.7 Food and Nutrition
- 1.8 Freedom of Information
- 1.9 Health, Safety and Wellbeing
- 1.10 ICT and ESafety
- 1.11 Incident Management Plan
- 1.12 Medical
- 1.13 Risk Register
- 1.14 Security
- 1.15 Smoke Free
- 1.16 Whistleblowing

2. FINANCE

2.1 To decide upon the best means of fulfilling the Governing Board's responsibilities to ensure good management of the School's finances and resources, including proper planning, monitoring and probity, compliance, propriety and regularity. To ensure the School is prudent and economical and avoids waste and extravagance and makes economic, efficient and effective use of its resources.

2.2 To consider the School's budget statement notified annually by the Department for Education, and to assess its implications for the School, in consultation with the Headteacher and in advance of the financial year.

2.3 To consider and recommend to the Governing Board the School's budget forecast return outturn and the 3-year budget and the 3-year budget forecast return each year.

2.4 To receive and determine the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingencies fund or balances, ensuring the compatibility of all such proposals and the development priorities set out in the School Development Plan.

2.5 To monitor and review income and expenditure on a regular basis and ensure compliance with the overall financial plan for the School and with the financial regulations of the Department for Education, including the Academies Financial Handbook issued by the Education and Skills Funding Agency.

2.6 To ensure good financial management and effective internal controls including compliance with funding agreement and the statement of recommended practice for charities.

2.7 To monitor, review, and implement procedures for ensuring compliance with, and the effective operation of, financial regulations on a regular basis including bank account arrangements and bank mandate.

2.8 To procure the preparation of the financial statement to form part of the annual report for filing in accordance with the Companies Act and Charity Commission requirements. To recommend this statement to Full Governors.

2.9 To receive auditors' reports and to decide on appropriate action in response to audit findings.

2.10 To appoint annually auditors of the School and an external responsible officer.

2.11 To keep under review the School's private unrestricted fund and to determine issues relating to the distribution of any surplus.

2.12 To keep under review the School's actual financial performance compared with the budgeted performance and to take remedial action as necessary including any significant changes to the budget.

2.13 To determine all issues relating to the budget income and expenditure including budget transfers that are above the School Management Authority.

2.14 To receive regular financial reports from the Business Manager including budget transfers within the School Management Authority.

2.15 To keep under review and approve if necessary all leases and similar agreements relating to the equipment used by the School.

2.16 To approve, including selection, planning and oversight of, all contracts over the delegated budget of the Headteacher and to approve the exemptions from tendering and competitive quotation.

2.17 To approve and recommend to Full Governors the Annual Report and Financial Statement.

2.18 To consider and action reports from the Audit Sub Committee.

2.19 To approve arrangements for VAT registration.

2.20 To consider and action reports from the Responsible Officer and refer matters to the Governing Board if required.

2.21 To consider and approve annually KFPI/Benchmarking statement.

2.22 To consider and approve financial arrangements for any extended school activities.

2.23 To approve annually payroll arrangements.

2.24 To consider and action the Dear Accounting Officer or similar letter.

3. INSURANCE

To ensure that appropriate insurances or risk pooling arrangements are in place and the cover is adequate.

4. LETTINGS

To keep under review and approve charges and arrangements for letting parts of the School premises including buildings and the grounds.

5. PREMISES

5.1 To procure the preparation of Condition Surveys as required and review these regularly.

5.2 To monitor the condition of the School and to approval an annual plan for the maintenance, repair and renewal and development of the School premises and grounds.

5.3 To monitor and approve school security arrangements.

6. HEALTH, SAFETY AND WELLBEING

6.1 To ensure that satisfactory procedures are in force for implementing the Health, Safety and Wellbeing Policy.

6.2 To ensure that satisfactory procedures are in force for school visits and to receive an annual report concerning school visits.

6.3 To keep under review, and ensure compliance with, the requirements of environmental legislation.

6.4 To receive an annual report on the internal monitoring of health, safety and wellbeing matters.

6.5 To approve annually the incident management plan and to receive a report thereon.

6.6 To monitor compliance with National School Food Standards and review arrangements of the catering department including finance annually.

6.7 To keep under review procedures that support the mental health of our students and staff.

7. ADMISSIONS

7.1 To ensure that proper records are maintained relating to Admissions.

8. GENERALLY

8.1 To receive regular presentations from middle management relating to the results and developments of their departments or their area of responsibility. To monitor the use of resources (money, time, staffing etc) by curriculum teams.

8.2 To consider the needs and requirements of the School before any major contract is entered into relating to premises or any general purpose.

8.3 To approve annually Local Government Pension Scheme discretionary decision statement.

8.4 To approve annually the provisions for risk management and to receive a report thereon.

8.5 Through the School Development Plan (and associated updates and briefings) to monitor change and development relating to Financial and General Purposes matters.

8.6 To keep under review GDPR including receiving an annual report.

8.7 To review long term contracts and approve exemptions from tendering and competitive quotation. To review equipment leases.

8.8 To keep under review all Governors' Statements of Policy that relate to Financial and General Purposes. Subject to regulations:

- A. To approve amendments to Policies that are not of a material nature
- B. As a matter of urgency to introduce a new policy or make an amendment of a material nature to an existing policy before the next full governors meeting. The Chair of Governors may adopt such policy or amendment subject to this being ratified at the next full governors meeting.

8.9 To ensure that the Headteacher and the Leadership Team carry out the proper instructions of the Committee.

8.10 To undertake tasks relating to Finance and General matters referred to the Committee by the Governing Board. To report regularly to the Governing Board on all relevant matters and to make recommendations. To liaise fully with all other committees as appropriate.

9. AUDIT

9.1 The Finance and General Purposes Committee has a sub committee known as the Audit Committee. The Audit Committee has the same membership (except for the Headteacher and other staff governors), Chair and Vice Chair as the Finance and General Purposes Committee. Members of staff, although present at Audit Committee meetings to provide information and participate in discussions, are not members of the committee and have no vote.

9.2 The purpose of the Audit Committee is to provide good financial management and effective internal security for the School. It will provide independent assurance and review the risks to internal control, agreeing a programme of work to address and provide assurance on risks.

9.3 The committee is authorised to obtain independent professional advice if it considers this necessary. Except as provided for in clause 9.4 the Responsible Officer may delegate all or any of his responsibilities to the external responsible officer.

9.4 The Responsible Officer will each month consider the budget monitoring reports of the School (the current financial statement) and check this against the nominal budget and trial balance.

9.5 The specific duties of the committee will be to:

- A. Agree a programme of work annually to deliver internal scrutiny that provides coverage across the year and agree who will do the work. Consider and action Reports from the Responsible Officer. Consider progress in addressing recommendations. Review the School's internal and external financial statements and reports to ensure that they reflect best practice.

- B. Discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.
- C. Consider outputs from other assurance activities by third parties including ESFA or the appointed external auditor, including reports on the School's accounts, achievement of value for money and the response to any management letters.
- D. Review the effectiveness of the School's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
- E. Ensure that the School's audit arrangements meet, or exceed, the standards specified in the Academies Financial Handbook.
- F. Consider and advise the Governing Board on the School's annual and long-term audit programme.
- G. Consider internal audit reports, including value-for-money reports and the arrangements for their implementation.
- H. Review the operation of the School's codes of practice for Governors and School staff policies.
- I. Review and challenge the risk register (including the risks to internal control) and to agree a programme of work that will address these risks. Ensure checks are modified as appropriate each year.
- J. Use financial information to inform the Governance statement
- K. Provide assurance to the external auditors

SCHEDULE 5

POWERS OF THE PERSONNEL AND CURRICULUM COMMITTEE

1. POLICIES, PROCEDURES AND DOCUMENTS

To keep under review the strategic objectives of the School and the School Development Plan. To keep under review and to be responsible for advising the Governing Board on matters relating to the following policies, procedures, statements and other documents. To monitor the implementation of these where appropriate and to ensure that they are well publicised.

- 1.1 Attendance
- 1.2 Behaviour
- 1.3 Capability Procedures for staff
- 1.4 CEIAG
- 1.5 Code of Conduct for Staff
- 1.6 Disciplinary and Dismissal Procedures for staff
- 1.7 Drugs
- 1.8 Equality including Accessibility Plan and Public Sector Equality Duty
- 1.9 Exams
- 1.10 Exclusions
- 1.11 Grievance Procedures for Employees
- 1.12 Human Resources
- 1.13 Learning Support (incorporating SEND)
- 1.14 Leave of Absence
- 1.15 Performance Management.
- 1.16 Probation
- 1.17 Recruitment of Staff
- 1.18 Redundancy and Restructuring procedure
- 1.19 Relationships, Sex and Health Education
- 1.20 Safeguarding including Child Protection

- 1.21 Sickness Absence Management
- 1.22 Use of Reasonable Force

2. PERSONNEL

2.1 To monitor the termination of contracts of employment and appointments made by the Headteacher under his delegated power that relate to all staff other than the appointment of a Headteacher, Deputy Heads and Business Manager for which the Governing Board is responsible.

2.2 To keep under review compliance with employment law by the School. In particular, to ensure that all staff satisfy security checks and have a written contract of employment with a suitable job description and that a centralised record is held of recruitment and vetting checks.

2.3 To keep under review Continuing Professional Development and Line Management Guidance

2.4 To monitor the Staffing Structure that is the responsibility of the Headteacher under his delegated powers other than the Structure of the Leadership Team and the Structure of Teaching and Learning Responsibilities that are determined by the Pay Committee in consultation with the Headteacher.

2.5 To keep under review the staff attendance records.

3. CURRICULUM AND RELATED MATTERS

3.1 To keep under review all Curriculum and related matters ensuring that it is balanced and broadly based and that all statutory requirements are met.

3.2 To advise the Governing Board on the Curriculum including current and proposed developments in curricular and related provision.

3.3 To receive regular presentations from Middle Management relating to the results and developments of their departments or their area of responsibility.

3.4 To monitor the use of resources (money, time staffing etc.) by Curriculum Teams.

3.5 To monitor standards of educational achievement and progress including Target Setting.

3.6 To ensure that only approved external qualifications and specifications are offered to students.

3.7 To review and advise the Governing Board, so far as necessary, on the annual Analyse School Performance (ASP) data.

3.8 To ensure that the School makes an appropriate offer for children and young people who have a Special Educational Need or Disability. To ensure proper pastoral provision is made. To receive updates from SENCO

3.9 To ensure that proper records are maintained relating to attendance including:

A. Attendance Registers

- B. Information on absences to be contained in the prospectus
- C. Notification to the Local Authority on irregular attenders or long absences

3.10 To monitor student attendance each term.

3.11 To receive an annual report on looked after children including relevant formerly looked after children.

3.12 To receive an annual report on the bullying log.

3.13 To receive an annual report on Managed Moves.

4. GENERAL

4.1 Through the School Development Plan (and associated updates and briefings) to monitor change and development relating to Personnel and Curriculum matters.

4.2 To monitor the provision of CEIAG and to receive a report from the governor responsible for CEIAG annually.

4.3 To receive annually a report on Equality from the School and governor responsible for Equality.

4.4 To receive annually a report from the Safeguarding Governor that will include a review of the central record of recruitment and vetting checks.

4.5 To keep under review all Governors' Statements of Policy that relate to Personnel and Curriculum. Subject to regulations

A. To approve amendments to Policies that are not of a material nature

B. As a matter of urgency to introduce a new policy or make an amendment of a material nature to an existing policy before the next full governors meeting. The Chair of Governors may adopt such policy or amendment subject to this being ratified at the next full governors meeting.

4.6 To ensure that the Headteacher and all members of the Leadership Team carry out the proper instructions of the Committee.

4.7 To undertake tasks in relation to Personnel and Curriculum matters referred to the Committee by the Governors. To report regularly to the Governing Board on all relevant matters and make recommendations. To liaise fully with all other committees as appropriate.

SCHEDULE 6

POWERS OF THE PAY COMMITTEE

1. To keep under review the strategic objectives of the School and the School Development Plan. To keep under review and to be responsible for advising the Governing Board on matters relating to the Pay Policy. To monitor the implementation of this policy and its procedures and to ensure they are well publicised.

2. To keep under review and determine the job description of the Headteacher. To monitor annually the lesson observations of permanent members of the Leadership Team.

To consider the report by the Review Governors relating to the performance management review of the Headteacher.

3. To determine the salary and pay ranges for permanent members of the Leadership Team and also Lead Practitioners, if appropriate. To ratify all other staff salaries.
4. In consultation with the Headteacher to determine the structure of the Leadership Team.
5. In consultation with the Headteacher to determine the structure of the teaching and learning responsibility payments and all allowances.
6. To keep under review all legislation relating to the pay of staff.
7. Through the School Development Plan (and associated updates and briefings) to monitor change when appropriate and developments which relate to matters of pay.
8. To keep under review all Governors' Statements of Policy that relate to pay. Subject to regulations:
 - A. To approve amendments to Policies that are not of a material nature
 - B. As a matter of urgency to introduce a new policy or make an amendment of a material nature to an existing policy before the next full governors meeting. The Chair of Governors may adopt such policy or amendment subject to this being ratified at the next full governors meeting.
9. To ensure that the Headteacher and the Leadership Team carry out the proper instructions of this Committee.
10. To undertake tasks relating to pay matters referred to the Committee by the Governing Board. To report regularly to the Governing Board on all relevant matters and make recommendations. To liaise fully with all other Committees as appropriate.

EMERGENCY RULES BEING SUPPLEMENTAL TO SCHEDULE 3

1. The Chair of Governors will decide when the use of these rules starts and ends because of a period of emergency such as a national lockdown. They will consult with Vice Chairs and the Headteacher.
2. In the absence of the Chair a Vice Chair will take decisions under these supplemental rules.
3. Urgent business will continue to be dealt with under Clause 1.4 of Schedule 3. The main purpose of these rules is to address critical decisions.
4. For critical decisions Article 120 will be considered first. This provides that:

“A resolution in writing signed by all the Governors entitled to receive notice of a meeting of Governors or of a committee of Governors shall be valid and effective as if it had been passed at a meeting of Governors or (as the case may be) a committee of Governors duly convened and held. Such resolution may consist of several documents in the same form, each signed by one or more of the Governors.”

This Article is now modified in its first line to refer to 75% rather than all the Governors.

5. If a critical decision is not viable under Article 120 as modified then the Chair may convene a virtual meeting by giving at least 7 days' notice if possible. Such meeting will be conducted by Telephone, Video Conferencing or an Online Platform. The Chair will consult with the Headteacher and Clerk to the Governors as to the format of the virtual meeting and decide on the rules for engagement.
6. In the event of a virtual meeting the Clerk to the Governors will decide which Governors are deemed present and whether the meeting is quorate.
7. If a special committee is required for a complaint, discipline or staff issue then it will be quorate with two Governors who should endeavour that the hearing be dealt with by written representation.