

# Wellington School



*Excellence in Everything*

## Governors' Committees 2021/2022



## Statutory

### **Staff Dismissal Committee and Dismissal Appeal Committee**

- a. Not less than three members of Governing Body.
- b. Appeal Committee shall include no fewer members of the Governing Body than the Staff Dismissal Committee.
- c. No member of Dismissal Committee can form part of the Appeal Committee.
- d. Headteacher cannot be a member of either committee.
- e. Therefore a minimum of six Governors required.

### **Pupil Discipline Committee**

- a. The Committee shall include three or five members of the Governing Body.
- b. Headteacher cannot be a member.
- c. The quorum is three members.
- d. Therefore would suggest seven Governors required.

### **Admissions Committee**

- a. Must include the Headteacher
- b. At least two other members of the Governing Body.
- c. Would suggest the Head plus four other Governors.

## **STATUTORY COMMITTEES**

### **STAFF DISMISSAL COMMITTEE AND DISMISSAL APPEAL COMMITTEE**

All Governors except the Headteacher and Staff Governors

### **PUPIL DISCIPLINE COMMITTEE**

All Governors except the Headteacher and Staff Governors

### **ADMISSIONS COMMITTEE**

Stuart Beeley

### **SPECIAL EDUCATIONAL NEEDS LINK**

Louise Speed

### **SAFEGUARDING LINK**

Alison Christopher

## **NON – STATUTORY COMMITTEES**

### **\* Co-opted School Staff**

#### **1. Resources**

**Charles Miranda – Chair of Committee**

Matt Colledge

Karl Myers

Jarrold Sykes

Alison Wright

**Stuart Beeley**

#### **2. Teaching and Learning**

**Louise Bangee– Chair of Committee**

Gareth Clements

Julie Lawson

Will Riley

Louise Speed

Christie Spurling

**Sean Fenwick**

#### **3. SCHOOL COUNCIL**

**Christopher Holt – Chair/Assistant Headteacher**

## NON-STATUTORY COMMITTEES

### COMMITTEES

1. Resources
2. Teaching and Learning
3. School Council

### ROLE OF COMMITTEES

#### 1. RESOURCES

##### Membership

- The chair of trustees should not be chair of the Resources Committee (which includes the functions of an audit and risk committee).
- The committee must contain a majority of trustees. To be quorate there must be a minimum of three trustees.
- Employees should not participate as members when audit matters are discussed

##### Premises

- To advise the board on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To keep under review and to advise the board on the general condition, usage, and development of the school's buildings and their fabric and sites.
- To review the school's rolling maintenance programme and approve, within delegated limits, refurbishment projects.
- To consider, and make recommendations to the board, in relation to any proposals for development of the school site above the committee's delegated approval authority.
- To receive details of any capital bids, prepared internally or with external support.
- To review and approve the school's lettings policy.
- To review, adopt and monitor the Health and Safety Policy.

##### Financial policy, planning and monitoring

- To have responsibility for financial scrutiny and oversight, to support the board in maintaining the trust as a going concern.
- To review and approve the finance policy, which includes authorisation limits below £100,000.
- To scrutinise and approve a balanced budget, and any significant changes to it, for the financial year to 31 August, which can draw on unspent funds brought forward from previous years and approve use of reserves, where considered appropriate, in operating a deficit budget.
- To review and scrutinise medium term forecasts, ensuring these are accurate, based on realistic assumptions and reflective of lessons learned from previous years.
- To receive and review monthly management accounts setting out the trust's financial performance and position.
- To ensure appropriate action is being taken to maintain financial viability including addressing variances between the budget and actual income and expenditure.
- To select key financial performance indicators and measure the trust's performance against them regularly, including analysis in its annual trustees' report.
- To deposit or invest any funds of the Academy Trust not immediately required for the furtherance of its Object (but to invest only after obtaining such advice from a financial expert as the trustees consider necessary and having regard to the suitability of investments and the need for diversification) in line with the Academy's articles of association and the current Academies Financial Handbook
- To create an investment policy to manage and track financial exposure, and ensure value for money.

- To review the trust's investments and investment policy regularly, providing an annual summary to the board. The Board may, based on updates received, determine that the amount of funds invested, and / or the investment allocation / risk profile be changed from time to time as agreed and directed by the Board (subject to obtaining expert investment advice from a professional adviser) on any changes from the basis otherwise instructed to the investment management company by the Resources Committee.

### **Staffing**

- To receive, consider and make recommendations to the board on the overall staffing provision of the school, including the management structure.
- To approve pay awards as proposed nationally or locally.
- To advise the board on the implication of any changes in employment legislation affecting the school.

### **Audit and Risk**

To report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and risk management arrangements, to direct a programme of internal scrutiny and to consider the results and quality of external audit.

In line with the Academies Financial Handbook 2020 the trust must establish an audit and risk committee, appointed by the board:

- Trusts with an annual income over £50 million must have a dedicated audit and risk committee;
- Other trusts must either have a dedicated audit and risk committee or can combine it with another committee, such as finance.

Wellington School has chosen to combine the audit and risk committee with the resources committee. The audit and risk committee must:

- Direct the trust's programme of internal scrutiny.
- Ensure that risks are being addressed appropriately through internal scrutiny.
- Report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.

Specifically, the audit and risk committee must:

- Review the external auditor's plan each year.
- Review the annual report and accounts.
- Review the auditor's findings and actions taken by the trust's managers in response to those findings.
- Assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust's members about the auditor's reappointment or dismissal or retendering. Considerations may include:
  - the auditor's sector expertise
  - their understanding of the trust and its activities
  - whether the audit process allows issues to be raised on a timely basis at the appropriate level
  - the quality of auditor comments and recommendations in relation to key areas
  - the personal authority, knowledge and integrity of the audit partners and their staff to interact effectively with, and robustly challenge, the trust's managers
  - the auditor's use of technology
- produce an annual report of the committee's conclusions to advise the board and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

## **2 TEACHING AND LEARNING**

- To agree the relevant annual performance targets for student achievement and attendance. Receive termly updates on progress towards these targets and report these to the full governing body.
- To review the following policies and ensure they are being adopted appropriately:

Curriculum Policy  
Teaching and Learning Policy  
Pupil Premium Policy  
SEN Policy  
Attendance Policy  
Child Protection Policy

- In relation to the curriculum and teaching ensure any legal requirements are being met.
- To review and agree the School Improvement Plan on a regular basis.
- Ensure that the requirements for students with SEN are being met, reviewing progress in relation to targets set.
- Ensure that additional Funding for Pupil Premium students is being spent effectively.
- Monitor student attendance.

## **3. SCHOOL COUNCIL**

- To ensure that the student voice reaches the Governors' ear.