

# Wellington School



*Excellence in Everything*

## Governors' Committees 2023/2024



## **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 two or three members of the Governing Body.
- b. Headteacher cannot be a member.

### **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**

Christie Spurling

### **CAREERS LINK GOVERNOR**

## **NON – STATUTORY COMMITTEES**

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

#### **1. Resources**

**Charles Miranda – Chair of Committee**

Karl Myers

Alison Wright

**Stuart Beeley**

#### **2. Quality of Education**

**Louise Bangee– Chair of Committee**

Gareth Clements

Julie Lawson

Alec Rispin

Louise Speed

Christie Spurling

**Sean Fenwick**

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

**Christopher Holt – Chair/Assistant Headteacher**

## NON-STATUTORY COMMITTEES

### COMMITTEES

1. Resources
2. Quality of Education
3. School Council

### ROLE OF COMMITTEES

#### 1. RESOURCES

##### Membership

- Members of the committee are appointed by the board
- 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

##### Purpose

The Board of Trustees sets and approves the terms of reference for each of its constituted sub-committees and for any short-term working groups. All terms of reference are reviewed annually by the Board of Trustees.

The Trust Board's three core governance functions are:

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

The Resources Committee is one of the Trust Board's constituted sub-committees. The Trust Board retains overall accountability for the governance functions referenced above, however it delegates authority to the Resources Committee to ensure that:

- d. 2a is implemented and embedded across the school settings.
- e. 2b is a priority focus for the QEC.
- f. 2c is a priority focus for the Resources Committee.

The Resources Committee will work in partnership with Head Teacher and SLT members whose leadership and operational responsibilities relate to the specific schools under their direction. The Resources Committee main purpose is to ensure that the school resources including Premises, finance, and staffing are strategically well managed.

This is delivered by a clear focus on the Strategic Priorities, the Risks, and the Governance Functions, specifically relating to the management of resources in the school. The committee also acts as the trusts audit and risk committee.

##### Premises

- To have oversight on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To keep under review 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 any proposals for development of the school site above the Head'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 apply 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.
- 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 and consider and make recommendations on the overall staffing provision of the school, including the management structure.
- To approve pay awards as proposed nationally or locally.

### **Audit and Risk**

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

Review and ensure compliance with expectations in the Academy Trust handbook.

The Committee must:

- Direct the trust's programme of internal scrutiny.
- Ensure that risks are being addressed appropriately through internal scrutiny.

Specifically, the 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.

## **2. QUALITY OF EDUCATION (QEC)**

### **Membership**

- Members of the committee are appointed by the board
- The committee must contain a majority of trustees. To be quorate there must be a minimum of three trustees.
- The Head Teachers, members of the SLT, and other relevant senior staff will routinely attend the committee to provide information and participate in discussions as relevant to the agenda and at the direction of the Chair.
- Employees should not participate as members when Staff/ Employee matters are discussed
- The committee must meet three times per year; further meetings may be held as required for the committee to meet its responsibilities.

### **Purpose**

The Board of Trustees sets and approves the terms of reference for each of its constituted sub-committees and for any short-term working groups. All terms of reference are reviewed annually by the Board of Trustees.

The Trust Board's three core governance functions are:

- a. Ensuring clarity of vision, ethos, and strategic direction

- b. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of its staff.
- c. Overseeing the financial performance of the organisation and making sure its money is well spent.

The Quality of Education Committee (QEC) is one of the Trust Board's constituted sub-committees. The Trust Board retains overall accountability for the governance functions referenced above, however it delegates authority to the QEC to ensure that:

- d. 2a is implemented and embedded across the school settings.
- e. 2b is a priority focus for the QEC.
- f. 2c is borne in mind when making any strategic decisions requiring consultation or approval with the Trust Board or its Resources Committee, as outlined in the Scheme of Delegation.

The QEC will work in partnership with Head Teacher and SLT members whose leadership and operational responsibilities relate to the specific schools under their direction.

The Quality of Education Committee's main purpose is to ensure that the overall curriculum provision for cohorts, groups and phases of children meets the standards and expectations of the Trust. This is delivered by a clear focus on the Strategic Priorities, the Risks, and the Governance Functions, specifically relating to the quality of education in the school.

#### **Focus**

To act strategically regarding: -

- School Improvement plan
- Policies and statutory compliance
- National curriculum
- Achievements and standards
- Equality, diversity, and inclusivity of curriculum delivery
- Teaching and learning
- Career education

### **3. SCHOOL COUNCIL**

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