



Archers Brook SEMH Residential School

Governors' Terms of Reference and Remits for the Governing Body and Committees 2023/24

TERMS OF REFERENCE AND REMITS – WHAT'S THE DIFFERENCE?

These phrases have been in existence for a while and both have been used to describe the actions/tasks and jobs of a Governing Body Committee. However, after some research and checking the dictionary definitions, it is clear that there is a very clear definition for each phrase.

- Terms of Reference – refer to the structure of a committee, for example membership, executive officers, quoracy
- Remits – refer to the tasks/jobs that the Committee undertake on behalf of the Governing Body – as a delegated responsibility, to make a decision, or to make a recommendation to the Governing Body for the Body to make a decision

Full Governing Body of Archers Brook SEMH Residential School

Purpose	
<p>Our Governing Body has 3 strategic care functions.</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction • Holding the Headteacher to account for the educational performance of the School and its pupils and the performance management of staff • Overseeing the financial performance of the School and making sure its money is well spent <p>The main responsibilities to be managed by the Governing Body are outlined below.</p>	
Membership	
Chair of Governors/Parent Governor	Gavin Cass
Vice Chair	Scott Walker
Headteacher	Samantha Myers-Whittaker
Clerk	Annette Jones
Parent Governor	Michelle Ashfield
Staff Governor	Tracy Birch
Local Authority Governor	Jessica Hunt
Co-opted Governor	Gillian Murphy
Co-opted Governor	Elaine Doughty
Co-opted Governor	Vacancy
Co-opted Governor	Vacancy
Associate	Jim Hilditch
Associate	June Sedgwick
Quorum	
6	
Meetings	
<p>The Body will meet at least three times a year. Minutes of the meetings will be shared with the Governing Body and made available to the public.</p>	
Policies and Compliance	
<p>The Body will ratify all statutory policies that have been reviewed by each Sub Committee.</p>	

Monitoring
The Governing Body will be responsible for the following as is required:
1. Changes to the Instrument of Government, including terms of office
2. Appointing, suspending or removing Governors (refer to the guide to the law for specific requirements)
3. Appointing associate members and determine voting rights on committees
4. Electing or removing the Chairperson and Vice Chairperson
5. Appointing Link or designated Governors, for example performance management, child protection and complaints
6. Deciding on additional attendance at Full Governors' meetings
7. Deciding the arrangements for Full Governors meetings (legal minimum 3 per year)
8. Regulating the procedures of meetings, for example Code of Conduct
9. Establishment and Membership of Committees, their remits and the quorate, including selection panels for Headteacher and Deputy Headteacher recruitment, Safeguarding and Health and Safety
10. Establishing the Governors' register of pecuniary and business interests and oversee its maintenance
11. Publishing proposals for alteration, change of category or closure of the school
12. Ensuring the School meets for 380 sessions in a school year
13. Approving the Annual Budget Plan
14. Establishing the financial limits of delegated authority to enter into commitments and to authorise payments
15. Approving a written description of financial systems and procedures in line with the Local Authority's scheme for financing schools
16. Recruit a new Headteacher and Deputy Headteacher
17. Ratification of the appointment of a Headteacher and Deputy Headteacher
18. Determining the arrangements for the appointment of all other staff
19. Recruiting staff on the leadership spine
20. To suspend the Headteacher
21. To end the suspension of the Headteacher
22. Appointing and dismiss the clerk to Governors
23. Participating in the school self-review process including the review of the Governing Body effectiveness
24. Setting the Individual School Range (ISR) (when required)
25. Decision to federate or form joint committees with other schools.
26. Considering whether or not to exercise delegation of functions to individuals or

committees
27. Deciding to offer additional activities under extended School's provision - or to cease provision
28. Ensuring the School is working to the Schools Financial Values Standard in Schools (SFVS)
29. Appointing a clerk to the Discipline Committee when required (who is not a governor or the Headteacher)
30. Monitoring and reviewing pupil attendance
31. Publishing proposals to alter, discontinue or change category of school
32. Providing information and guidance within the Local Authority's scheme for financing schools. This function can be delegated to the Finance Committee
33. To agree and organise an annual Governing Body self-evaluation process

Pupil Inclusion Sub Committee of Archers Brook SEMH Residential School

Purpose
<p>The purpose of the pupil Inclusion and welfare committee is to ensure that all pupils access common opportunities in ways relevant to their needs, and which ensures that they fully belong to the school community and their home community.</p> <p>The Committee places the onus on the schools to adapt the organisation and ways of responding to both meet the needs and value the safe development of all children and young people in all areas of school life enabling them to thrive.</p>
Membership
Gillian Murphy (Chairperson of Committee)
Tracy Birch
Jessica Hunt
Ana Roslan
Elaine Doughty
Samantha Myers-Whittaker
Jim Hilditch
June Sedgwick
Quorum
3
Meetings
<p>The Committee will meet three times a year (once per term). Minutes of the meetings will be shared with the Governing Body and made available to the public.</p>
Policies and Compliance
<p>The Committee will review the following Statutory Policies when there is significant updates and the Governing Body will ratify the policies at the next Full Governors Meeting.</p> <ul style="list-style-type: none">• Accessibility Plan• Admissions Criteria• Anti-Bullying• Attendance• Behaviour Management• First Aid• Positive Handling

<ul style="list-style-type: none"> • Safeguarding • Supporting Pupils with Medical Conditions • Uniform
Monitoring
The Governing Body will be responsible for the following as is required:
34. To work with the Headteacher to Safeguard the pupils in line with Keeping Children Safe in Education Part 1
35. To ensure that the national curriculum is in place and to consider any disapplication to pupils
36. To formulate and approve the School Prospectus and School Profile
37. To monitor the Behaviour Policy and the use of exclusion in comparison with local and national data
38. To monitor the Admissions Policy (where pupils have statements) – for LA after consultation with the Governing Body
39. To report standards of Pupil Inclusion and Welfare to the Governing Body
40. To be responsible for individual child's education
41. To ensure that the delivery of sex education and RE are in line with the Governors' policies and legal guidance
42. To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues
43. To monitor the arrangements for collective worship and monitor provision
44. To ensure the curriculum complies with the Race Equality Action Plan and the Disabled Access plan
45. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils
46. To monitor the arrangements for school visits/residentials
47. To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)
48. To ensure provision of free school meals to those pupils meeting the criteria
49. To ensure that school lunch nutritional standards are met
50. To discharge duties in respect of pupils with special needs by appointing a "responsible person"
51. To approve High Risk visits

Teaching and Learning Sub Committee of Archers Brook SEMH Residential School

Purpose
The purpose of the Teaching and Learning Committee is to discuss raising standards through teaching, learning, monitoring, evaluation and the school development plan. Responsible for the planning, policy and strategy of the School's learning and teaching.
Membership
Tracy Birch (Chairperson of Committee)
Gillian Murphy
Jessica Hunt
Ana Roslan
Elaine Doughty
Samantha Myers-Whittaker
Jim Hilditch
June Sedgwick
Quorum
3
Meetings
The Committee will meet three times a year (once per term). Minutes of the meetings will be shared with the Governing Body and made available to the public.
Policies and Compliance
The Committee will review the following Statutory Policies when there is significant updates and the Governing Body will ratify the policies at the next Full Governors Meeting. <ul style="list-style-type: none"> • Relationship, Health and Sex Education
Monitoring
The Governing Body will be responsible for the following as is required:
52. To review the curriculum offer, ensuring that statutory requirements are met
53. To ensure that the curriculum offer reflects the school's values
54. To ensure that the curriculum meets the needs of all pupils regardless of ability, age,

sex or ethnicity
55. To ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice
56. To ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness
57. To ensure that required information relating to the school's curriculum (and careers programme where relevant) is published on the school's website
58. To monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments
59. To evaluate the impact of the curriculum in terms of pupil's preparedness for the next stage of education and employment
60. To monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND
61. To monitor and evaluate the impact of continuing professional development on the quality of teaching
62. To advise the Finance Committee on the funding priorities necessary to deliver the curriculum
63. To consider recommendations relating to teaching and learning from external reviews of the school (for example, Ofsted or local school improvement advisers), and ensure an appropriate plan is in place to act on any recommendations
64. To review and monitor any policies delegated by the full governing board

Personnel Sub Committee of Archers Brook SEMH Residential School

Purpose

The principal role of The Personnel Committee is to evaluate any staff grievances or staffing situations that may occur that due to their sensitive nature require additional confidentiality and support.

- to act on matters delegated by the full governing body
- to liaise and consult with other committees where necessary
- to contribute to the School Development Plan
- to consider safeguarding, sustainability and equalities implications when undertaking all committee functions.

Membership

Gavin Cass (Chairperson of Committee)

Scott Walker

Michelle Ashfield

Samantha Myers-Whittaker

Jim Hilditch

June Sedgwick

Quorum

3

Meetings

The Committee will meet three times a year (once per term). Minutes of the meetings will be shared with the Governing Body and made available to the public.

Policies and Compliance

The Committee will review the following Statutory Policies when there is significant updates and the Governing Body will ratify the policies at the next Full Governors Meeting.

- Complaints
- Complaints – Parental
- Disciplinary
- First Aid
- Grievance
- Staff Code of Conduct

Monitoring
The Governing Body will be responsible for the following as is required:
65. To review the staffing structure of the School annually, ensuring that it meets the requirements of the School Development Plan (SDP), the curriculum and is affordable
66. To consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
67. To review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
68. To oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
69. To review pay decision data to ensure that pay increments are awarded fairly
70. To ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
71. To monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
72. To monitor the implementation of the Code of Conduct Policy

Premises and Finance Sub Committee of Archers Brook SEMH Residential School

Purpose
<p>Premises To consider sustainability in relation to school premises, grounds maintenance and repairs, and when awarding contracts for school improvements and additional facilities. To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items.</p> <p>Finance Key responsibilities include; setting financial priorities through the school development plan; 3 year financial plan and the annual budget; SFVS (School Financial Value Standard); to decide on how the School's delegated budget should be spent in accordance with the school improvement plan and statutory curriculum requirement.</p>
Membership
Scott Walker (Chairperson of Committee)
Gavin Cass
Michelle Ashfield
Samantha Myers-Whittaker
Jim Hilditch
June Sedgwick
Quorum
3
Meetings
The Committee will meet three times a year (once per term). Minutes of the meetings will be shared with the Governing Body and made available to the public.
Policies and Compliance
<p>The Committee will review the following Statutory Policies when there is significant updates and the Governing Body will ratify the policies at the next Full Governors Meeting.</p> <ul style="list-style-type: none"> • Lettings • School Fund Statement of Intent • Whole School Pay
Monitoring

The Governing Body will be responsible for the following as is required:
73. To review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
74. To maintain a realistic three-year financial plan, which takes into account the school's vision known risks and opportunities
75. To present an annual budget to the full governing board for approval
76. To monitor actual income and expenditure at least once a term against the approved budget
77. To benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
78. To ensure that sufficient funds are allocated for staff pay increments
79. To report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
80. To monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes.
81. To review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
82. To approve expenditure and virements of sums over £5,000 – sums below this amount are delegated to the headteacher
83. To undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
84. To ensure local authority financial procedures are complied with
85. To receive and act upon any issues identified by a local authority audit
86. To ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
87. To assess the school's insurance cover to ensure that it provides adequate protection against risks
88. To ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
89. To ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
90. To monitor the completion of actions and recommendations arising from risk assessments
91. To review the school's accessibility plan
92. To receive an annual health and safety audit report and monitor any arising actions
93. To receive a regular report on accident statistics, near misses, incidents of violence or aggression
94. To ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
95. To ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues

96. To monitor the health and safety training that staff and governors undertake
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97. To review, adopt and monitor all policies delegated by the board
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Pay Committee of Archers Brook SEMH Residential School

Purpose
To agree increments for the Headteacher and Teaching Staff following the Department of Education guidance on implementing Archers Brook approach to pay.
Membership
Gavin Cass (Chairperson of Committee)
Scott Walker
Samantha Myers-Whittaker
Michelle Ashfield
June Sedgwick
Quorum
3
Meetings
The Committee will mee in the Summer term and whenever required. Minutes of the meetings will be shared with the Governing Body and redacted minutes to the public.
Policies and Compliance
<p>The Committee will review the following Statutory Policies when there is significant updates and the Governing Body will ratify the policies at the next Full Governors Meeting.</p> <ul style="list-style-type: none"> • Whole School Pay • Appraisal
Monitoring
The Governing Body will be responsible for the following as is required:
98. Making sure the appraisal policy is robust and has as little impact as possible on teachers' workloads
99. Making sure the policy links performance to pay and can be applied consistently and objectively
100. Considering and approving the recommendations of the senior leadership team about awarding performance-related pay progression including post threshold progression
101. Monitoring the outcomes of pay decisions

102. Checking that processes operate fairly
103. Being aware of the impact that pay decisions have on the School's budget
104. Making sure pay appeals are managed in line with the School Pay and Appraisal policies
105. To agree a member of staff progressing scales
106. To consider the recommendation from performance management/appraisal in relation to staff pay
107. To monitor the implementation of the Appraisal Policy
108. To determine honorarium payments and temporary pay enhancements when required
109. To determine dismissal payments/early retirement
110. To manage the annual salary review, including post threshold progression of teachers

Panel and Appeals Committees of Archers Brook SEMH Residential School

Headteacher Performance Management Panel

Purpose
To decide whether or not to recommend that the headteacher receives a pay award. The headteacher performance management cycle should follow clear procedures and pay close attention to the ways that personal and professional goals mesh with school needs. Setting, monitoring and reviewing objectives should make use of appropriate sources of information.
Membership
External Advisor
2 Governors
Quorum
3
Meetings
The Committee will meet once per year (Summer term).
Monitoring
The Governing Body will be responsible for the following as is required:
111. To conduct the annual appraisal of the Headteacher.
112. To consider the recommendations of the performance management in relation to the Headteacher's pay.

Pupil Disciplinary and Exclusion Panel

Purpose
To review the headteacher's decision to exclude a pupil
Membership
3 Governors

Quorum
3
Meetings
When required
Monitoring
The Governing Body will be responsible for the following as is required:
1. In accordance with statutory requirements, to consider the actions on the Headteacher in excluding a pupil, to consider representations made by parents/cares and if appropriate, to determine whether the pupil is to be reinstated.

Pay Appeals Committee

Purpose
To deal with all appeals against pay decisions.
Membership
3 Governors
Quorum
3
Meetings
When required
Monitoring
The Governing Body will be responsible for the following as is required:
1. To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

Staff Discipline and Dismissal Panel

Purpose
The purpose of a disciplinary procedure is to ensure the safe and effective operation of the School and to promote fair treatment of individual employees.

Membership
3 Governors
Quorum
3
Meetings
When required
Monitoring
The Governing Body will be responsible for the following as is required:
1. To suspend a member of staff
2. To end the suspension of a member of staff
3. To hear appeals made by staff
4. To dismiss a member of staff

Complaints Appeals

Purpose
The Complaints Committee is responsible for hearing and resolving (where possible) complaints at a formal stage, which have not been dealt with to the satisfaction of the complainant at the earlier, and informal, stages of the adopted complaints procedure.
Membership
3 Governors
Quorum
3
Meetings
When required
Monitoring
The Governing Body will be responsible for the following as is required:

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| 1. To make any determination or decision under the Governing Body's Complaints Procedure. |
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Approved by the Governing Body:	December 2023
Next Review Date:	September 2024

Agreed remotely at Full Governors – Tuesday 12 December 2023

	Signature
Gavin Cass	
Scott Walker	
Gillian Murphy	
Jessica Hunt	
Elaine Doughty	
Jonathan Clayton	
Michelle Ashfield	
Samantha Myers-Whittaker	
Jim Hilditch	
Tracy Birch	
June Sedgwick	