



Vyners School

Local Governing Body

Sub-Committees' Terms of Reference

Approved by the Board of Directors on 12th July 2017

ADMISSIONS SUB-COMMITTEE

Function

The sub-committee will review the admissions policy each year in readiness for the September primary school visits and refer this to the Local Governing Body for approval. It will oversee Vyners admissions policy and present the school's case to an Independent Admissions Appeal Committee where there are any appeals about a refusal to admit a child. Where the sub-committee proposes to make changes to the school's admissions criteria it will ensure that the proposals go out to public consultation by 1st October for implementation in two years' time i.e. 1st October 2016 for the educational year 2018/2019.

Policies, etc. for which the Committee has Delegated Responsibility (review date in brackets)

Admissions Other Than Normal Primary Transfer Policy (*Annual - reviewed June 2017*)

Admissions to Sixth Form Policy (*Annual - reviewed June 2017*)

Admissions to Year 7 for Pupils Transferring from Year 6 (*Annual - reviewed June 2017*)

Annual Review

- Governor membership of the committee for the forthcoming academic year shall be determined at the first ordinary meeting of the Governing Body in that year
- The chair for the new academic year will be determined at the first meeting of the sub-committee in that academic year

Membership

- The chair must be a Governor
- In the absence of the chair the committee will elect a replacement for the meeting
- The sub-committee will have a minimum of 3 Governors
- The sub-committee may include individuals who are not members of the LGB provided that such individuals are in a minority

Attendance

- The Head Teacher will determine which members of the school staff should act as advisory members, based on their responsibilities
- Other Governors may attend the meetings
- In addition the sub-committee may ask other staff to attend occasional meetings
- Other than as stated above these are closed meetings with attendance by invitation only

Meetings and Voting

- The sub-committee will meet at least once in each academic year
- Additional meetings may be called by the chair
- The quorum will be 3
- The chair has a casting vote
- The Governors may determine that some or all of the members of the sub-committee who are not Governors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a sub-committee unless the majority of members of the sub-committee present are Governors

- Any Governor or sub-committee member who has a pecuniary interest in a matter under consideration should declare this interest and leave the room during consideration of that item

Reporting

- An agenda, and where relevant accompanying papers, will be sent to all members at least seven days in advance of each meeting
- The clerk will ensure that minutes are taken at all meetings and bullet points detailing the actions agreed and the decisions taken are circulated to all Governors as soon as possible after the meeting
- The minutes will be confirmed at the next meeting as a true and correct record
- The clerk will provide typed minutes to the Governing Body and its clerk
- The Clerk to the LGB shall ensure that a copy of the agenda for every meeting of the Governors, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Company Secretary of the Trust
- The chair is responsible for reporting back to the Local Governing Body

Committee Clerk

The clerk's responsibilities are:

- To convene meetings of the committee
- To attend meetings of the committee and ensure minutes are taken
- To perform such other functions with respect to the committee as may be determined by the Governing Body

CURRICULUM SUB-COMMITTEE

Function

The sub-committee will deal with curriculum and student support matters including promoting inclusion. It will ensure all aspects of the Pupil Premium are administered correctly and for the benefit of those pupils for whom it pertains. The sub-committee will refer matters to the Governing Body for consideration as appropriate.

Delegated Responsibilities

- Oversight of the application of the Governors' policy in matters of pupils' education, in particular promoting inclusion policies in relation to every child matters, race equality, disability, sex education and SEN
- To monitor policies and practice relating to behaviour, marking, homework, assessment, reporting and visits
- Oversight of the curriculum to ensure that the National Curriculum, RE, collective worship, careers education and guidance, PSHE and citizenship are delivered and meet the needs of all pupils
- Oversight of ICT teaching across the school, the Resources sub-committee having responsibility for ICT provision
- Oversight of the application of the budget share allocated to the above activities and recommend changes to the Resources sub-committee if necessary
- To recommend the school's academic targets to the Local Governing Body
- To review the school's curriculum statement and other relevant policies
- To recommend to the Local Governing Body changes in existing policy within the delegated areas
- Oversight of the application of health and safety requirements associated with the curriculum and visits and to report any issues to the head teacher and the Resources sub-committee
- To ensure Governors responsible for child protection, looked after children/children in care and SEN are in place to meet statutory requirements and receive annual reports from them
- To ensure that safeguarding responsibilities within the sub-committee's remit are met
- To approve all educational visits requiring any overnight stay
- To monitor the school's initiatives to raise achievement
- Reviewing staffing needs in light of the curriculum offered and to make recommendations to the Resources sub-committee as appropriate

- To deal with any curriculum or student support parental complaints about the school if they are not successfully resolved by the school
- In cases of urgency the chair of the Local Governing Body shall take decisions on behalf of the sub-committee and report these to the next meetings of the sub-committee and the Local Governing Body

Policies, etc. for which the Committee has Delegated Responsibility (review date in brackets)

Attendance Policy (Students) (*Annual - reviewed May 2017*)
 Behaviour Policy (*Annual - reviewed May 2017*)
 Careers / Work Related Learning Policy (*Annual - reviewed February 2017*)
 Collective Worship Policy (*3 years - reviewed 2010*)
 Examinations Policy (*3 years - reviewed 2016*)

- Exam Appeals Policy
- Assessment Malpractice Policy

 Looked After Children Policy (*3 years - reviewed 2011*)
 Pupil Premium Policy (*3 years - reviewed 2016*)
 Safeguarding Policy is owned by the full LGB (*Annual - reviewed May 2017*)
 Sex and Relations Education Policy (*3 years - due*)
 Single Duty Equality Scheme (*2 years – reviewed July 2015*)
 Special Educational Needs Policy (*3 years - reviewed 2016*)
 Supporting Students with Medical Conditions (*annual - reviewed May 2016*)
 Visits and Offsite Education Policy (*3 years - reviewed 2016*)

Policies, etc., owned by the Directors of the Trust, for which the Sub-Committee has local oversight

None

Annual Review

- Governor membership of the sub-committee for the forthcoming academic year shall be determined at the last ordinary meeting of the full Local Governing Body (LGB) in the academic year
- The chair for the new academic year will be determined at the first meeting of the sub-committee in that academic year

Membership

- The chair must be a Governor
- In the absence of the chair the committee will elect a replacement for the meeting
- The sub-committee will have a minimum of 3 Governors
- The sub-committee may include individuals who are not members of the LGB provided that such individuals are in a minority

Attendance

- The Head Teacher will determine which members of the school staff should act as advisory members, based on their responsibilities
- Other Governors may attend the meetings
- In addition the sub-committee may ask other staff to attend occasional meetings
- Other than as stated above these are closed meetings with attendance by invitation only

Meetings and Voting

- The sub-committee will meet at least once per term in each academic year
- Additional meetings may be called by the chair
- The quorum will be 3
- The chair has a casting vote
- The Governors may determine that some or all of the members of the sub-committee who are not Governors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a sub-committee unless the majority of members of the sub-committee present are Governors

- Any Governor or sub-committee member who has a pecuniary interest in a matter under consideration should declare this interest and leave the room during consideration of that item

Reporting

- An agenda, and where relevant accompanying papers, will be sent to all members at least seven days in advance of each meeting
- The clerk will ensure that minutes are taken at all meetings and bullet points detailing the actions agreed and the decisions taken are circulated to all Governors as soon as possible after the meeting
- The minutes will be confirmed at the next meeting as a true and correct record
- The clerk will provide typed minutes to the Governing Body and its clerk
- The Clerk to the LGB shall ensure that a copy of the agenda for every meeting of the Governors, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Company Secretary of the Trust
- The chair is responsible for reporting back to the Local Governing Body

Committee Clerk

The clerk's responsibilities are:

- To convene meetings of the sub-committee
- To attend meetings of the sub-committee and ensure minutes are taken
- To perform such other functions with respect to the sub-committee as may be determined by the Governing Body

RESOURCES SUB-COMMITTEE

Function

The sub-committee will deal with facilities, finance and human resource matters as determined by the Trust's Scheme of Delegation and refer matters to the Governing Body for consideration as appropriate.

Facilities:

The management of the allocated budget, management of Facilities and ICT matters, including the local implementation and local management of the Trust's health and safety policy, and to refer matters to the Local Governing Body or the Directors of the Trust for consideration as appropriate.

Delegated Responsibilities

- To develop a physical environment that is comfortable, safe, secure, accessible, well illuminated, well ventilated, and inspiring
- To ensure that 'Best Value' is demonstrated in everything that the committee does in order to maximise the funds available for teaching and learning
- To seek the views of all stakeholders: Students, Teachers, Support Staff and Parents to make informed decisions about the use of the school's facilities
- To deal with all matters relating to the physical fabric of the building and the day to day operation of the school site
- To maintain the building to the highest standard possible, ensuring that facilities for the school meet curriculum requirements and the needs of staff/students
- To work closely with the head teacher and the management team to provide facilities identified in the long and short term School Development Plan
- To provide good value for money and to ensure all works are carried out within the constraints of the budget set
- To feed project budget costs to the LGB and, through them, to the Directors of the Trust as required
- To oversee all repairs and maintenance and the regular and effective tendering and monitoring of facilities / ICT contracts
- To make recommendations to the Local Governing Body or the Directors of the Trust as may be required in relation to the awarding of school contracts

- To ensure that all remedial and new work is carried out correctly to an agreed specification and that all current legislation pertaining at the time is met
- To have local responsibility for all health and safety matters including carrying out an annual survey and co-ordinating and monitoring the implementation of the Trust's health and safety policy
- To have oversight of ICT provision across the school, the Curriculum Sub-Committee being responsible for the teaching of ICT
- To ensure that safeguarding responsibilities within the sub-committee's remit are met
- To deal with any facilities related parental complaints about the school if they are not successfully resolved by the school
- In cases of urgency the chair of the Local Governing Body shall take decisions on behalf of the sub-committee and report these to the next meetings of the sub-committee and the Local Governing Body

Policies, etc. for which the Sub-Committee has Delegated Responsibility

Statement of Local H&S Arrangements (2 years - reviewed 2016)

Policies, etc., owned by the Directors of the Trust, for which the Sub-Committee has local oversight

Acceptable User Policy (2 years – reviewed March 2016)
 Data Protection Policy (3 years - reviewed March 2015)
 Freedom of Information Policy (3 years - reviewed March 2015)
 Health and Safety Policy (2 years - reviewed June 2016)
 Lettings- Conditions of Hire Policy (3 years - reviewed July 2015)
 Minibus and Driving Policy (3 years - reviewed December 2015)
 Risk and Opportunity Management (3 years - reviewed March 2015)

Finance:

The committee will deal with all finances relating to the school and refer matters to the Local Governing Body for consideration as appropriate.

Delegated Responsibilities

- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the school, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Local Governing Body or Directors of the Trust as appropriate
- To monitor and compare the average spend per student with similar schools to ensure full and effective use of the school's financial resources
- To identify relevant items for inclusion in the school development plan and to monitor their progress
- Annually, to review and ensure adherence to the school's procedures for financial monitoring and control including the financial procedures outlined in the school's Finance Manual and Finance Policy
- To approve the allocation of new, unallocated or surplus funds and the transfer of funds between budget headings. All transfers must be reported to the Local Governing Body
- To approve debt write-offs in excess of £100 and asset disposal where values are in excess of £500 but do not exceed £2,500
- To deal with any finance related parental complaints about the school if not resolved by the school
- In cases of urgency the chair of the Local Governing Body shall take decisions on behalf of the sub-committee and report these to the next meetings of the sub-committee and the Local Governing Body
- To consider the school's indicative funding and to assess its implications drawing any matters of significance or concern to the attention of the Local Governing Body and the Directors of the Trust
- To consider and recommend acceptance/non-acceptance of the academies budget at the start of each financial year
- To contribute to the formulation of the school's development plan through the consideration of financial priorities and proposals in consultation with the head teacher
- To liaise with and receive reports from other sub-committees as appropriate and to make recommendations to those sub-committees about the financial aspects of matters being considered by them

- To receive reports from the Responsible Officer and auditors and to recommend to the governing body action in response their findings

Policies, etc. for which the Sub-Committee has Delegated Responsibility

Risk and Opportunity Register is owned by the full LGB

Policies, etc., owned by the Directors of the Trust, for which the Sub-Committee has local oversight

Finance Policy (3 years - reviewed March 2015)

- Charging Policy
- Fraud Policy
- Staff Expenses Policy
- Governors' Payment of Allowances Policy
- Whistleblowing Policy

Human Resources:

The committee will deal with human resource matters relating to the school including recruitment, training, the performance management of staff and employee relations and refer matters to the Governing Body for consideration as appropriate.

Delegated Responsibilities

Personnel

- To be involved with the head teacher and senior staff in the appointment of teaching staff at the level of pastoral or subject leaders and above and for the appointment of support staff where seen as being appropriate. Selected members of the sub-committee are to be on interview panels if possible. Governors on other sub-committees are to assist with teacher interviews where necessary and are mandatory for the appointment of all members of the Senior Leadership Team.
- It is the responsibility of the Directors to appoint the Headteacher but the Local Governing Body will work with the Directors of the Trust on such appointments.
- Governors will work with the head teacher on the appointment of deputy head/s and assistant head teachers
- To monitor the deployment of all staff
- To deal with any staff disciplinary matters within the remit of the LGB
- To deal with any human resource related parental complaints about the school if not resolved by the school
- To ensure that all staff have up to date job descriptions with performance management objectives.
- To deal with all disciplinary matters within the remit of the LGB
- To deal with any staffing appeals within the remit of the LGB
- To ensure that all procedures are in place to enable all staff work efficiently to move forward
- To ensure that safeguarding responsibilities within the committee's remit, including safer recruitment, are met

Training

- To oversee the training needs for teachers and support staff
- To monitor staff recruitment and retention procedures
- To review performance management arrangements and ensure procedures are followed correctly
- To co-ordinate, promote and record all Governors' training

Other

- To identify relevant items for inclusion in the School Improvement Plan
- To monitor progress towards the achievement of the relevant objectives within the School Improvement Plan
- To review existing policies within the remit of the committee and recommend changes for approval by the governing body as appropriate

- In cases of urgency the chair of the governing body shall take decisions on behalf of the committee and report these to the next meetings of the committee and governing body

Policies, etc. for which the Committee has Delegated Responsibility (review date in brackets)

None

Policies, etc., owned by the Directors of the Trust, for which the Sub-Committee has local oversight

Attendance Policy (Staff) *(3 years - reviewed December 2015)*
 Capability Policy (Support Staff) *(3 years - reviewed September 2015)*
 Capability Policy (Teaching Staff) *(annual - reviewed October 2016)*
 Complaints Policy *(3 years - reviewed July 2015)*
 Disciplinary Policy *(3 years - reviewed July 2015)*
 Grievance Policy *(3 years - reviewed May 2016)*
 LGPS Combined Pensions Policy *(3 years - reviewed March 2015)*
 Pay Policy *(annual - reviewed September 2017)*
 Probationary Procedure for Support Staff *(3 years – reviewed January 2015)*
 Redundancy Policy *(3 years – reviewed January 2015)*
 Safer Recruitment Policy *(3 years – reviewed January 2015)*

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PAY COMMITTEE - TERMS OF REFERENCE

Function

- To approve / not approve all pay progressions presented by the Head Teacher for teaching staff
- To approve / not approve any pay progression for support staff

Delegated Responsibilities

- To review the pay structure as necessary
- To deal with any request for a pay review
- To meet annually to review management pay level
- To discuss any review presented by the head teacher
- To work with the head teacher in dealing with any matters concerning the school house
- To have an overview of sections 1 (characteristics), 6 (leadership and management) and 7 (overall effectiveness) of the SEF
- To consider any increase in salary recommended by the head teacher (except those made as part of the annual salary increase)
- Any re-appointment, that is a direct replacement for a member of staff who has left the employ of Vyners School, which results in an increase in salary, needs to be agreed by the Pay Committee
- Where any additional member of staff is required in the school this must be agreed by the Pay Committee before the vacancy is advertised

Annual Review

- Governor membership of the sub-committee for the forthcoming academic year shall be determined at the first ordinary meeting of the Governing Body in that year.

Membership

- The Chair of Governors will chair the meetings
- Membership of the sub-committee will be drawn from members of the Governing Body who have undertaken and completed training in relation to the teachers' pay and conditions and moderation training
- The Head Teacher will be invited to report and advise the committee but they will not be a member of the sub-committee. The committee will meet as and when necessary

Attendance

- These are closed meetings with attendance by invitation only

Meetings and Voting

- The committee will meet as and when necessary
- The quorum is 3
- Only Governors may vote
- Any Governor with a pecuniary interest in a matter under consideration should declare this interest and leave the room during consideration of that item
- The chair has a casting vote

Reporting

- An agenda will be sent to all members at least seven days in advance of each meeting
- Minutes of the meeting will be taken by one of the committee members and circulated to the rest of the sub-committee and the head teacher after the meeting. A copy of the minutes will be placed in the Governors' confidential file
- Staff pay is confidential and will not be reported to the Local Governing Body. The Local Governing Body will be notified that a meeting of the Pay Sub-Committee has taken place. The chair of the Governors will notify the Finance Manager of any pay increase for the head teacher. The head teacher will notify all other staff of the outcome of their pay review and report any pay increases to the Finance Manager

Agreed by the Local Governing Body on:

Agreed by the Board of Directors on:

Vyners Local Governing Body is a Committee of the Vyners Learning Trust.
Vyners Learning Trust is a charitable company limited by guarantee registered in England & Wales.
Registered Number: 07796938.
Registered Office: Vyners School, Warren Road, Ickenham UB10 8AB.