



## The Westminster Specialist College

# Governing Board Membership and Terms of Reference 2021/2022

Approved by Board of Governors on:	
Signed by Chair of Governors:	
Head of College:	
Lead Personnel:	
Date of Review:	

# Governing Board Membership 2021/22 Academic Year

Co-opted Governor (7)	End of Office
Dr Kevin Rowland	
Phil Coldicott	
Kate Shadwell	
Maxine Macaulay	
Joanne Turner	
Roy Candlin	
Parent/Carer Governor (1)	End of Office
Vacancy	
College Principal (1)	End of Office
Oliver Flowers	Ex-Officio
Staff Governor (1)	End of Office
Jenny Onafowokan	
Associate Governors (2)	End of Office
Sue Gough	
Benjamin Taylor	

Chair: TBC

Vice Chair: TBC

## Meeting Dates 2020/21

Below are suggested dates to be agreed at the first meeting of the College Governing Board.

<b>Autumn Term</b>	TBC	Performance Committee Full Governing Board - <i>set-up meeting</i> Pay Committee Resources Committee Governor Visit Day
<b>Spring Term</b>	TBC	Performance Committee Full Governing Board Resources Committee Governor Visit Day Resources Committee - <i>budget setting</i>
<b>Summer Term</b>	TBC	Performance Committee Full Governing Board Governor Visit Day Resources Committee Planning Day to include Performance Committee and Full Governing Board

# Governors' Responsibilities and Functions

In all types of colleges, governing boards should have a strong focus on three core strategic functions:

- **Ensuring clarity of vision, ethos and strategic direction,**
- **Holding the executive leaders to account for the educational performance of the organisation and its students, the performance management of staff; and**
- **Overseeing the financial performance of the organisation and making sure its money is well spent.** *(Extract from Governance Handbook March 2019)*

## Governance Handbook/Competency Framework for Governance

Please refer to the Governance Handbook and Competency Framework for Governance published by the Department for Education. The latest versions are available online below:

Governance Handbook March 2019

Competency Framework for Governance January 2017

## Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

## Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The Head of College/Principal can attend all meetings of any committee established by the governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the Principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

The quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. In the event of equal votes the chair has the casting vote.

## Virtual meeting arrangements

The Governing Board has approved the use of "virtual attendance" at meetings.

## Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will not include associate members - despite any voting rights they may have been given.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing board/committee meeting of the academic year. Governors who are employed by the college are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

**The governing board cannot delegate any functions relating to:**

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of college name or status,
- Salary range for the head teacher & deputy.

## Associate Members

The governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of college staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government *(Extracted from Governance Handbook March 2019 – Page 53, paragraph 45).*

*NB: Associate members are not governors and therefore do not have a vote in full governing board decisions, but may be given a vote on decisions made by committees to which they are appointed.*

## Resources Committee

The committee has responsibility delegated by the governing board to:

**Finance:**

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£10,000**, sums below that amount are delegated to the Principal.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within college.
- Assess the college's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures.
- Ensure financial procedures are complied with. This is to include:
  - A Cost Centre Group Report or Account Summary Report (or equivalent )
  - A Virement Report,
  - A copy of the latest Suspense File (non-cheque book and EPA schools only)

- A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold. The tender limit for the European Threshold currently being £181,302 for supplies and services, and £4,551,413 for works.
- Obtain quotations with a view to placing contracts/orders once the relevant committee has drawn up a specification.

#### **Staffing:**

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc).
- Ensure all personnel records are held securely.
- Review the staffing structure of the college annually ensuring that it meets the requirements of the curriculum and is in line with the strategic development plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD.

#### **Premises Health & Safety:**

- Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit and monitor any action plans that come out of the audit.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, and any recommendations identified will be transferred to an actions plan, which will be monitored by governors to ensure completion.
- Ensure fire logbook is maintained and updated.
- Inspect the college premises and buildings to enable maintenance and improvement, including security (Site visit). The inspection to be documented any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
  - Electronic testing – PAT testing
  - Asbestos (where applicable)
  - Annual gas service
  - Glassing risk assessment
  - Ladder log
  - Playground equipment and gym inspection
  - Lifting equipment
  - Local exhaust ventilation (where applicable)

- Legionella risk assessment and relevant checks

- Ensure premise logbook is being maintained and the premise manager and deputy have attended relevant health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the college premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the college premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

**Any item referred by the full governing board**

**Membership**

1. TBC
2. TBC
3. TBC

**Minimum of three members required**

**Chair of Committee**

**Clerk**

# Curriculum & Standards Committee

The committee has responsibility delegated by the governing board to:

- Review/approve all policies relevant to the curriculum and roles of the committee

## Achievement:

- Review information on performance.
- Monitor and review college targets.
- Monitor and review in year progress for students
- Compare college performance against national data.
- Reporting to parents/carers according to statutory requirements.
- Monitor achievement for all groups of students.
- Monitor pupils work and carry out student conversations.
- Monitor target setting systems and how this is reported to students/parents/carers.

## Teaching and Learning:

- Review data published by DfE ensuring the college is meeting standards.
- Ensure support & action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the college.
- Monitor teaching for groups of students.
- Monitor home learning arrangements.

## Curriculum:

- Ensure the school is meeting programme of study and EFSA learning requirements and review the curriculum policy statement ensuring it meets student' needs.
- Monitor and review the curriculum with a focus on functional learning.
- Monitor skills coverage of curriculum in all subjects.
- Student/Parental/Carer engagement.
- Monitor and review College Strategic Development Plan.
- Monitor how the college are developing student's holistic development.

## Behaviour and attendance:

- Review behaviour and attendance polices.
- Monitor school behaviour
- Review and monitor attendance data against college and national targets.

Any item referred by the full governing board

## Membership

1. TBC
2. TBC
3. TBC

Minimum of three members required for quorum

Chair of committee

Clerk

## Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> <li>• Staff grievance and discipline (in line with college policies)</li> <li>• Staff dismissal, redundancy and redeployment</li> <li>• Staff capability/management of absence</li> </ul>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Student Discipline Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>• Review the use of exclusions within college, including exclusions of more than 15 school days and exclusions which would result in a student missing the opportunity to take a public exam.</li> <li>• Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently.</li> <li>• Comply with exclusion procedures in accordance with the LA &amp; DfE guidance</li> </ul>	
<b>Any item referred by the full governing board</b>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents/carers or student</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>• At the relevant stage hear any complaint made under the college complaints procedures</li> </ul>	
<b>Any item referred by the full governing board</b>	



### Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the complainant.

**Minimum of three members required**

**Chair of Committee**

To be elected at each meeting

**Clerk**

## Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:

- Pay
- Redundancy
- Staff grievance
- Leave of absence – if appropriate
- Staff dismissal
- Any Item referred by the full governing board

**When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision**

### Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the appellant

**Minimum of three members required**

**Chair of Committee**

To be elected at each meeting

**Clerk**

## Pay Committee

The committee has responsibility delegated by the governing board to:

- Undertake functions in relation to appraisal and pay progression as determined in the pay policy

**Committee to meet once per year in the autumn term**

### Membership

1. TBC
2. TBC
3. TBC

**Minimum of three members required. Cannot be the Principal or governor employed by the school**

<b>Chair of Committee</b>	
<b>Clerk</b>	

## Principal's Appraisal

<b>The committee has responsibility delegated by the governing board to:</b>	
<ul style="list-style-type: none"> <li>➤ Meet the external advisor to discuss the Principal's performance targets</li> <li>➤ Decide whether targets have been met and set new targets annually</li> <li>➤ Recommend pay progression to the relevant committee and in accordance with the pay policy</li> <li>➤ Undertake mid-year monitoring of the Principal's performance against targets</li> </ul>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. TBC</li> <li>2. TBC</li> <li>3. TBC</li> </ol>	
<b>Minimum of two members required</b>	
<b>Chair of Committee</b>	
<b>Clerk</b>	

## Selection Panel

<p>The panel has responsibility delegated by the governing board for the:</p> <ul style="list-style-type: none"> <li>• Selection of the Principal and Assistant Principal</li> </ul> <p><b>The appointment must always be ratified by the full governing board</b></p>	
<p><b>Membership</b></p> <ol style="list-style-type: none"> <li>1. TBC</li> <li>2. TBC</li> <li>3. TBC</li> </ol> <p><b>Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process</b></p>	
<p><b>Chair of Committee</b></p>	<p>To be elected at each meeting</p>
<p><b>Clerk</b></p>	

## Special Responsibility Governors

Safeguarding Governor	Joanne Turner
HR and Industry Governor	Kate Shadwell
Health and Safety Governor	Jenny Onafowokan
Employability Governor/	Phil Coldicott and Roy Candlin
Community Inclusion Governor	Maxine Macaulay
Wellbeing Governor	Kevin Rowland
Independence Governor	Gareth Reader

*\*In accordance with Keeping Children Safe in Education 2020 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

<p><b>Items Delegated to Individual(s)</b></p> <p><b>Delegation of expenditure and virements</b> That sums below £10,000 be delegated to the Principal.</p>
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**Disposal of surplus stock**

Delegated to Principal with the approval of the chair of the governing board.

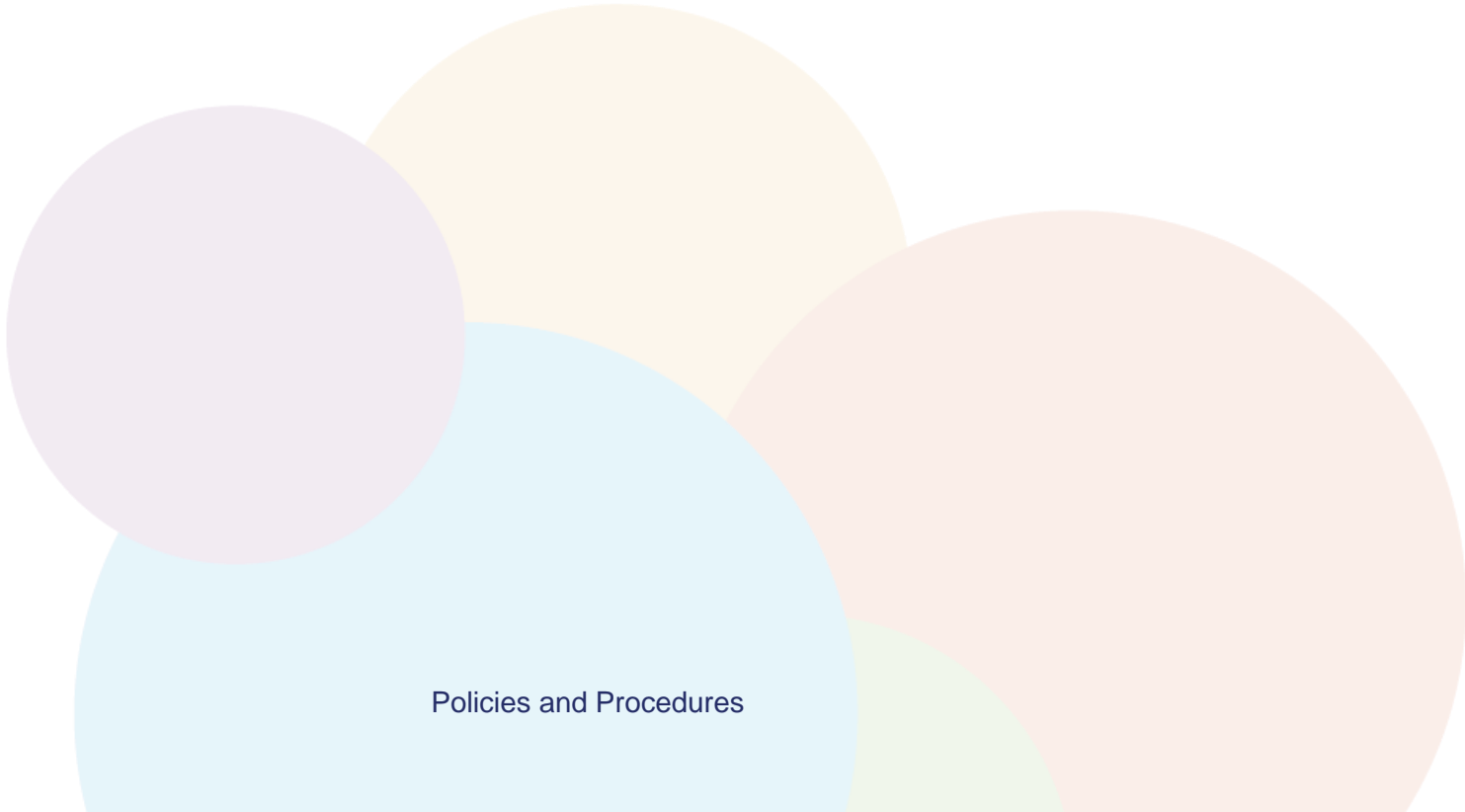
**Delegation of Suspension**

That suspension be delegated to the chair in instances where the Principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from College HR Provider or any other organisation providing the service to the College.

**Approval for Expenditure**

The chair of governors or chair of the Provisions Committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

<b>Appointment of Staff (ensure no appointment is carried out by one person alone)</b>	
Support Staff	<ul style="list-style-type: none"> <li>• Principal/Assistant Principal</li> <li>• Post Line Manager</li> </ul>
Educational Support Staff	<ul style="list-style-type: none"> <li>• Principal/Assistant Principal</li> <li>• 1 Governor</li> </ul>
Business Manager	<ul style="list-style-type: none"> <li>• Principal/Assistant Principal</li> <li>• 2 Governors</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>• Principal/Assistant Principal</li> <li>• 1 Governor</li> </ul>
Senior Management Team* <i>* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.</i>	<ul style="list-style-type: none"> <li>• Principal/Assistant Principal</li> <li>• 2 Governors</li> </ul>



Policies and Procedures