



**FINANCE AND BUILDINGS COMMITTEE**

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**Constitution**

1. Members are appointed annually by the Board at its first meeting of the academic year and during the year if membership of the Board changes. There is no limit to the number of Governors who may be members.
2. The Chair and Vice-Chair of Governors and the Head are ex officio members.
3. The Committee elects a Chair and a Vice-Chair from among its members at its first meeting of the academic year.
4. A quorum is any three members plus the Head or School Business Manager.
5. The Committee is serviced by the Clerk to the Governors who also advises the Committee in her capacity as School Business Manager.
6. Minutes of the Committee's meetings are received at the following meeting of the Board.
7. The Chair of the Committee, acting in conjunction with the Chair of Governors and the Head, has power to act on the Committee's behalf in cases of urgency.
8. The Committee meets a minimum of three times per year.

**Terms of reference**

1. To consider and advise the Board of Governors on the financial implications of its policies.
2. To ensure sound management of the school's finances and resources including proper planning, monitoring and probity in accordance with the Academies Financial Handbook.
3. To consider and recommend the budget for the year for approval by the Board of Governors within the framework of the School Development Plan.
4. To receive, scrutinise and discuss at each meeting financial reports which include: current year spending against budget, current forecast outcome for current year, and Five year budget forecast figures. To present these reports with the minutes of the Committee's meeting at the next meeting of the Board of Governors.
5. At the end of the financial year, to receive the final outturn for submission to the EFA and to receive details of end of year provisions.
6. To recommend to the Board of Governors the appointment or reappointment of accountants.
7. To review, challenge, scrutinise and recommend approval of the company accounts before formal approval by the Board of Governors meeting as the Academy Trust.
8. To receive reports of any single orders amounting to £10,000 or more and review respective orders in advance, to check they are not excessive.
9. To receive reports on the condition of the school buildings in respect of their structure,

security, safety and appearance, ensuring that appropriate and timely action is taken.

10. To set lettings charges for approval by the Board and to monitor use of the school by hirers. To consider new uses of the school after hours and make recommendations to the Board as appropriate.
11. To monitor the setting up and carrying out of service contracts, ensuring compliance with best value principles . When a service contract of over £75,000 awarded by the school is to be renewed, to appoint a subcommittee to oversee the procedure to appoint the successful contractor.
12. To recommend to the Board of Governors the appointment or reappointment of the auditors.
13. To receive auditors' reports and ensure their recommendations are acted on.
14. To review the Academy's internal and external financial statements and reports to ensure that they reflect best practice and meet statutory guidelines.
15. To discuss with Internal Audit the nature and scope of each forthcoming audit and to ensure that the Responsible Officer has the fullest co-operation of staff.
16. To consider all relevant reports by the appointed Responsible Officer, including reports on the accounts, achievement of value for money and the response to any management letters.
17. To review the effectiveness of the internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
18. To commission an internal audit service and to ensure that this meets, or exceeds, the standards specified in the Government Internal Audit Standards, complies in all other respects with these guidelines and meets agreed levels of service.
19. To review the Risk Register and to consider the External Risk Report from the appointed Responsible Officer.
20. To consider and advise the Governors on the annual and long-term audit programme.
21. To evaluate/monitor the Business Continuity Plan
22. To support and encourage all governors to take advantage of training opportunities.
23. To consider any other matters relating to audit, buildings or finance as referred to the Committee by the Board.

Latest revision: June 2017

**CURRICULUM COMMITTEE**

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**Constitution**

1. Members are appointed annually by the Board at its first meeting of the academic year and during the year if membership of the Board changes. There is no limit to the number of Governors who may be members.
2. The Chair and Vice-Chair of Governors and the Head are ex officio members.
3. The Deputy Head (Curriculum) attends meetings to advise the Committee.
4. The Committee elects a Chair and a Vice-Chair from among its members at its first meeting of the academic year.
5. A quorum is any three members plus the Head or Deputy Head (Curriculum).
6. The Committee is serviced by the Clerk to the Governors.
7. Minutes of the Committee's meetings are received at the following meeting of the Board.
8. The Chair of the Committee, acting in conjunction with the Chair of Governors and the Head, has power to act on the Committee's behalf in cases of urgency.
9. The Committee meets at least three times a year and normally more.

**Terms of reference**

1. To advise the Board of Governors on all matters relating to the curriculum, teaching and learning.
2. To ensure that the taught curriculum is broad and balanced and meets the needs and aspirations of all students and fits the legislative framework.
3. To receive reports on proposed changes to the curriculum.
4. To receive, scrutinise and discuss reports on student progress and achievement.
5. To receive regular reports on the wider curriculum: the pastoral work of the school, staff development, enrichment work and community education.
6. To consider any other matters relating to the curriculum as referred to the Committee by the Board.

## BACKWELL SCHOOL GOVERNORS

### Staffing Committee

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#### **Constitution**

1. Membership of the Committee is restricted to the Chair of Governors, the Vice-Chair of Governors, the Chair of the Finance & Buildings Committee, the Vice-Chair of the Finance & Buildings Committee, the Chair of the Curriculum Committee, the Vice-Chair of the Curriculum Committee, all ex officio.
2. The Chair of Governors is ex officio the Chair of the Staffing Committee.
3. The Head and the School Business Manager attend meetings of the Committee in an advisory capacity.
4. A quorum is any four of the ex officio members with the Head or School Business Manager in attendance.
5. The Committee is serviced by the School Business Manager in her capacity as Clerk to the Governors.
6. The Committee has fully delegated powers to act on behalf of Governors, which it only exercises in cases of urgency or matters relating to individual members of staff. In general, the Committee's decisions are reported to the Governing Body for approval before they are implemented. Any matters not approved are referred back.
7. Minutes of the Committee's meetings are confidential and the Board of Governors receives the Committee's minutes in confidential session at the next Board meeting.
8. When the Committee has considered matters relating to individual members of staff, the process of their deliberations is not reported, only the outcome. This is essential to enable the Governing Body to respond to grievances.
9. The Chair, acting in conjunction with the Head, has power to act on the Committee's behalf in cases of urgency.
10. The Committee normally meets a minimum of three times a year.

#### **Terms of reference**

1. To determine with the Head (and School Business Manager as appropriate) the staffing and salary structure of the school.
2. To draw up annually a draft pay policy in relation to the school's management, curricular, pastoral, outreach and administrative needs and monitor its implementation. To consult with staff on the draft policy and recommend the draft policy for approval by the Governors.
3. To exercise, on behalf of the Governing Body, and within the current Pay Policy approved by

the Governing Body, the implementation of Performance Related Pay and use of extraordinary discretionary payments.

4. To ensure that Appraisal and Performance Related Pay policies and practices are rigorous, robust, fair and consistent.
5. To ensure that appropriate procedures are followed in relation to recruitment, employment, discipline, grievances, capability and dismissal of staff. To have due regard to safeguarding procedures.
6. To consider other matters relating to staffing referred to the Committee by the Board.

Latest revision: June 2016

Reviewed: July 2017

## BACKWELL SCHOOL GOVERNORS

### Admissions Committee

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#### Constitution

1. Members are appointed annually by the Board at its first meeting of the academic year and during the year if membership of the Board changes. To comprise of at least three members of the Board of Governors.
2. The Chair and Vice-Chair of Governors and the Head are ex officio members.
3. The Committee elects a Chair and a Vice-Chair from among its members at its first meeting of the academic year.
5. A quorum is any three members plus the Head or School Business Manager.
6. The Committee is serviced by the Clerk to the Governors.
7. Minutes of the Committee's meetings are received at the following meeting of the Board.
8. The Chair of the Committee, acting in conjunction with the Chair of Governors and the Head, has power to act on the Committee's behalf in cases of urgency.
9. The Committee meets at least three times a year and normally more.

#### Terms of Reference of the Committee

- 1 To function via delegated powers assigned by Board Governors of Backwell School (The Admission Authority) and to observe these Terms of Reference.
- 2 To take all admission decisions relating to Backwell School and process related appeals.
- 3 To evaluate and agree the level of annual Year 7 admission (the 'normal admissions round') and Sixth Form admissions.
- 4 To monitor school admissions data on a termly basis and set appropriate admission limits.
- 5 To review School Admission Arrangements on an annual basis in accordance with the statutory timetable and to recommend improvements to the Board of Governors as considered appropriate.
- 6 To ensure that Admission Arrangements are published on the School website by 15 March annually.
- 7 To ensure that the statutory Appeals Timetable is published on the school website by 28 February annually.

- 8 To liaise as necessary with external consultants and partners on matters requiring technical or professional admissions (and related) advice
- 9 To liaise as necessary with parents and statutory bodies concerning objections or complaints lodged in connection with Admission Arrangements or appeals procedure

### **Meetings**

The Admissions Committee will meet once per term or more frequently as matters dictate.

Standing agenda items at each termly meeting:

- Review of admissions applications and appeals data
- Review of Published Admission Number and admission limits

Agreed October 2017

**STUDENT BEHAVIOUR COMMITTEE AND STUDENT DISCIPLINE PANELS**

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**Constitution of the Committee**

1. Members are appointed annually by the Board at its first meeting of the academic year and during the year if membership of the Board changes. There is no limit to the number of Governors who may be members.
2. The Chair and Vice-Chair of Governors and the Head are ex officio members.
3. The Chair is the Chair of Governors ex officio.
4. A quorum is any three members plus the Head or School Business Manager.
5. The Committee is serviced by the Clerk to the Governors who also advises the Committee in her capacity as School Business Manager.
6. Minutes of the Committee's meetings are received at the following meeting of the Board.
7. The Committee meets at least once per year.

**Terms of reference of the Committee**

1. To keep the Governors' Policy on Exclusion of Students under review and recommend changes to the Board as appropriate.
2. To receive an annual report from the Head on all exclusions made during the year.
3. To receive and consider any representations from parents in respect of exclusions not requiring consideration by a Student Discipline Panel.
4. To ensure that members of the committee receive appropriate training and support for taking part in Student Discipline Panels.
5. To receive reports and consider matters related to students' behaviour and rewards.

**Constitution of a Panel**

1. Three members of the Committee (depending on availability) will constitute a Student Discipline Panel if one is required to meet, subject to the provision that the membership shall remain the same until the matter which it is considering is concluded.
2. The Chair is the Chair of Governors if a Panel member; in his/her absence the Vice-Chair of Governors; or by agreement among those governors present.
3. In the case of a permanent exclusion the Head attends meetings of the Student Discipline Panel to put the case for exclusion and withdraws when the Governors consider their verdict.

4. In the case of a fixed-term exclusion the Head attends the entire meeting to advise governors on the case to enable them to understand his action.
5. The Panel is serviced by the Clerk to the Governors who will prepare a confidential note of the proceedings of the Committee for the record. Only the outcome will be reported to the Board.
6. The Panel has fully delegated powers to act on behalf of the Governors in relation to the matter before it.

**Terms of reference of a Panel**

1. To consider and rule on the Head's recommendation for permanent exclusion of a student.
2. To hear the Head's case for excluding a student for a fixed term and understand his action.

Latest revision July 2017