



**Cirencester Kingshill School**

**Scheme of Delegation**

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## INTRODUCTION

### Structure, Governance and Management

#### CONSTITUTION

The academy trust is a company limited by guarantee and an exempt charity. The Charitable Company's Memorandum and Articles of Association are the primary governing documents of the academy trust. The Trustees of Cirencester Kingshill School are also the directors of the Charitable Company for the purposes of company law. The Charitable Company is known as Cirencester Kingshill School.

Details of the Trustees who served throughout the year except as noted are included in the Reference and Administrative Details of the accounts.

#### MEMBERS' LIABILITY

Each member of the charitable company undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

#### METHOD OF RECRUITMENT AND APPOINTMENT OR ELECTION OF TRUSTEES

Regard is given to the qualifications and experience of the Trustees/Governors to ensure that the Trust/Governing Body has all the necessary skills required to contribute fully to the Academy's management and development.

In accordance with the Academy's Articles of Association, the Trust/Governing Body of Cirencester Kingshill School has resolved to have the following categories of Governor:

- General Governors (up to 9)
- Parent Governors (up to 4)
- Staff Governors (1 teaching staff; 1 support staff)
- Co-opted Governors (up to a maximum of 3)
- Headteacher (ex officio)

The agreed term of office for all Governor categories is four years, save that this time limit shall not apply to the Headteacher. Subject to remaining eligible to be a particular type of Governor, any Governor may be re-appointed or re-elected. Governors are recruited and elected as follows:

**General Governor:** Candidates are nominated by a current Governor (Trustee). Nominations must be seconded by another serving member of the Governing Body. If the nomination is not contested (there is only one candidate), a vote is given by a show of hands. In the case where a vacancy is contested, voting is by secret ballot. Governors must be present at the meeting at which the voting takes place in order to cast their vote.

**Parent Governor:** Parent Governors shall be elected by parents of registered pupils at the Academy. The Governing Body takes such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he/she is entitled to stand as a candidate, and vote at the election, and given the opportunity to do so.

A Parent Governor must be a parent of a pupil at the Academy at the time when he/she is elected; parents may self-nominate. If the nomination is not contested (there is only one candidate), the Clerk to Governors will send a letter to the parents of all registered pupils confirming the name of the candidate and their appointment as Parent Governor. If there is more than one nominee ballot papers are sent to registered pupils' parents outlining candidate credentials. Completed ballot papers are returned to the Clerk to Governors by

midday on a set date (approximately 2 calendar weeks from the day ballot papers are distributed) and the nominee polling the majority of votes is duly elected. The Clerk to Governors publishes the results.

**Staff Governor:** Teaching Staff Governors are elected by staff employed as teachers by the Academy; Support Staff Governors are elected by non-teaching staff employed by the Academy. Only staff currently employed by the Academy may act as Staff Governors.

The Governing Body takes such steps as are reasonably practical to secure that every person who is known to them to be a current employee (as appropriate) of the Academy is informed of the vacancy and that it is required to be filled by election, informed that he/she is entitled to stand as a candidate, and vote at the election, and given the opportunity to do so. Staff may self-nominate. If the nomination is not contested (there is only one candidate), the Clerk to Governors will issue notice to the Academy employees confirming the name of the candidate and their appointment as Staff Governor. If there is more than one nominee, the outcome of the election is to be determined by secret ballot. The Clerk to Governors publishes the results.

**Co-opted Governor:** Current Governors who are themselves Co-opted Governors are not entitled to be part of the process to appoint additional Co-opted Governors. Candidates are nominated by a current Governor.

Nominations must be seconded by another serving member of the Governing Body. If the nomination is not contested (there is only one candidate), a vote is given by a show of hands. In the case where a vacancy is contested, voting is by secret ballot. Governors must be present at the meeting at which the voting takes place in order to cast their vote.

### **Election of the Chair and Vice Chair of Governors**

The Governors elect a Chair and Vice Chair from among their number at the first full Governing Body meeting of each school year. A Governor who is employed by the Academy Trust is not eligible for the office of Chair or Vice Chair. The Company Secretary chairs the meeting for the item to elect the Chair of Governors. Once elected, the Chair takes over the meeting, including the item to elect the Vice Chair.

Governors may submit written nominations, prior to the meeting of the full Governing Body at which the election will take place, and verbal nominations at the meeting if no written nominations have been submitted. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

During an election, nominees may be asked to leave the room while the voting takes place. If the nomination is not contested (there is only one candidate), a vote is given by a show of hands. If there is more than one nominee, the remaining Governors will vote by secret ballot, with the nominee polling the majority of votes being duly elected.

If there is a tie, each candidate will be given the opportunity to speak to the Governors about their nomination and a further vote by secret ballot will be taken. If there is still a tie, Governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

### **PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The Trustees/Governors of the academy receive no remuneration.

The Trustees/Governors are responsible for making major decisions about the senior staff appointments and remuneration. The setting of pay and remuneration of key management personnel is determined by the School's Pay Policy, which, for teaching staff, is reviewed annually based on the recommendations of the School Teachers' Review Body and the School Teachers' Pay and Conditions Document.

## **TRUSTEES' INDEMNITIES**

Cirencester Kingshill School has not taken out any indemnity cover for work undertaken by the Trustees on a personal basis.

## **Structure of Governors Meetings**

### **SCOPE OF RESPONSIBILITY**

As Trustees/Governors, we acknowledge we have overall responsibility for ensuring that Cirencester Kingshill School has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Board of Trustees/Governing Body has delegated the day-to-day responsibility to the Headteacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Cirencester Kingshill School and the Secretary of State for Education. They are also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

### **ORGANISATIONAL STRUCTURE**

The full Governing Body meets once a term to receive reports from its committees and manage its strategic objectives.

The Governing Body has established a number of sub-committees which review policies and performance of the School in all areas:

- Finance Committee (meets five times a year)
- Staffing Committee (meets four times a year)
- Buildings and Health & Safety Committee (meets four times a year)
- Curriculum and Pastoral Committee (meets four times a year)
- Chairs Committee (meets three times a year)

Additional meetings are held to address urgent issues. Every member of the Governing Body sits on at least one sub-committee. The Headteacher attends every sub-committee meeting along with other members of the School's senior leadership team (as appropriate). A report from each of the sub-committees is discussed at five out of the six meetings of the full Governing Body.

The Governors are responsible for setting general policy, adopting an annual plan and budget, monitoring the Academy by the use of budgets and making major decisions about the direction of the Academy, capital expenditure and senior staff appointments.

Day-to-day management of the Academy is delegated to the Headteacher. The Headteacher is the Accounting Officer. The Governors have appointed a senior leadership team comprising the Headteacher, a Deputy Headteacher, two Senior Assistant Headteachers, two Assistant Headteachers and the School Business Manager. The senior leadership team manages the Academy at an executive level implementing the policies laid down by the Governors and reporting back to them.

## GOVERNING BODY STANDING ORDERS

### These Standing Orders Apply to all Governing Body & Committee Meetings unless Stated Otherwise

#### 1. **Structure of the Governing Body.**

The Governing Body have agreed to the following structure.

- a. A maximum of 9 general governors (elected by vote by all members, who are also the full governing body).
- b. A maximum of 4 parent governors (elected by parents).
- c. The Headteacher (whilst in post).
- d. One teaching staff governor (elected by teaching staff).
- e. One support staff governor (elected by support staff).
- f. Up to a maximum of 3 co opted Governors (See point 3 below)

#### 2. **Election and tenure of Governors.**

- a. The Clerk to the Governors is the designated returning officer for the election of parent and staff governors; the elections will be held in accordance with the articles and guidelines issued by the Department for Education.
- b. The term of office of a parent, staff or general governor will be four years from the date of notification of their appointment. They may stand for re-appointment, if eligible.
- c. Staff governors must relinquish their position when they leave the school.
- d. Parent governors can continue until the end of their term of office if their child has left the school, but may not stand for re-election.
- e. The Headteacher is a permanent member of the Governing Body whilst in post.

#### 3. **Co-opted Governors.**

A co-opted governor is a governor elected as such by vote by the full governing body. The governors may appoint a maximum of 3 co-opted governors.

Co-opted governors cannot vote on the election of other co-opted governors. Other than this, they have the same voting rights as any other member of the governing body.

The term of office for co-opted governors is 4 years.

**4. Disclosure and Barring Service (DBS).**

Governors may be required to carry out regulated activity in relation to children (e.g. unsupervised one to one mentoring of a pupil). Therefore, all governors must have successfully acquired a fully enhanced Disclosure Clearance Certificate through Kingshill School and have presented their certificate to the Clerk to the Governors before they can begin their term of office.

**5. Election of Chair and Vice Chair.**

Any person employed by Kingshill School or paid for undertaking work in Kingshill School is not eligible for election as Chair or Vice Chair. The Chair and Vice Chair shall be elected at the first meeting of each academic year, immediately after the adoption of the standing orders. At this point the current Chair will then stand down. The new Chair is elected by a simple majority of members. The Company Secretary will take the chair for the purpose of holding the election.

Governors may nominate themselves or others in writing to reach the Clerk to the Governors at least two working days before the Meeting, except that nominations may be made at the Meeting if there are no prior nominations. At the meeting the nominees must be seconded. If there is more than one candidate a secret ballot is to be held. If there is a tie another ballot shall be held immediately. If there is still a tie those present shall decide on how to proceed with the Company Secretary still acting as Chair.

**6. Governing Body Meetings.**

All governors are expected to attend meetings of the full governing body. Apologies should be sent to the Clerk to the Governors, in advance of the meeting, if a governor is unable to attend the meeting.

The Clerk to the Governors and the Company Secretary will also be in attendance at meetings of the full governing body.

**7. Non-attendance at Meetings.**

Governors who fail to attend full Governing Body meetings for a continuous period of 6 months shall be liable to be disqualified from membership of the Governing Body. Disqualification can only be made by a vote of the Governing Body as per paragraphs 9b and 11 of these Standing Orders.

**8. Resignation and Removal of Governors.**

Please refer to Articles 66 and 67 of the Articles of Association.

**9. Quorum for Governing Body Meeting.**

The quorum for a Governing Body Meeting is one third (rounded up to the nearest whole number) of the number of the complete membership of the Governing Body (at the day of the Meeting) excluding vacancies except that it shall be two thirds of the complete membership excluding vacancies for a vote on any of the following:

- a. To appoint a parent governor if not enough parents stand for election to fill the number of vacancies.
- b. Any vote on the removal of a governor.
- c. A vote on the removal from office of the Chair of Governors.

**10. Quorum for Committee Meetings.**

The quorum for each committee is stated in that committee's constitution.

**11. Voting.**

Only governors (including co-opted governors) may vote at a meeting of the full governing body. If there is an equal number of votes, the Chair of the Meeting has a second (casting) vote.

**12. Frequency and Time of Governing Body Meetings.**

Meeting frequency for the Governing Body is as follows:

- a. There will normally be six meetings each year. Additional meetings may be called as appropriate provided at least 14 days' notice is given.
- b. One meeting will be preceded by the Members AGM; this will normally be the second governors meeting (November). The Chair will normally chair the AGM. For the quorum for the AGM please refer to article 23 of the Articles of Association.
- c. The last meeting of each Summer Term will decide the meetings' programme for the next calendar year.
- d. Meetings will normally begin at 7.00 pm.

**13. Location of Meetings.**

Meetings normally will be held in the School Conference Room.

**14. Confidentiality.**

Agreement on confidentiality, with due regard to the Freedom of Information Act, will form part of the formal adoption process. All governors are required to sign the Code of Practice for Academy School Governors.

**15. Distribution of Governing Body Minutes.**

After being agreed a true record Governing Body minutes are distributed as follows:

- a. To the Full Governing Body.
- b. Filed and available for inspection with the Clerk to the Governors. Any matter which, by reason of its nature, the governors are satisfied should remain confidential, will be marked as a confidential item on the agenda and the minutes of such an item will not be available for inspection.



## 16. The Agenda.

- a. **Agenda items.** Notwithstanding Article 108 of the School's Articles of Association, and for reasons of effectiveness, any Governor wishing to place a matter on the Agenda must notify the Clerk to the Governors in writing at least 14 days before the meeting of Governors.
- b. **The Ordering of the Agenda** shall be agreed between the Chair of Governors and the Headteacher.
- c. Notwithstanding Article 108 of the School's Articles of Association, and for reasons of effectiveness, **the Agenda** shall be circulated by the Clerk to the Governors to all Governors at least 7 days before the meeting, together with all the attachments.
- d. **Items at the Discretion of the Chair of Governors.** Exceptionally, at the start of a meeting, a Governor may request that the Chair include an item without notice.
- e. **A.O.B.** is for matters of information only.

## 17. Committees of the Governing Body.

- a. The Governing Body has established the following committees which have delegated powers detailed in the Terms of Reference for each of the committees;
  - Curriculum and Pastoral – Chair elected at the start of each academic year.
  - Finance – Chair elected at the start of each academic year.
  - Buildings and Health & Safety – Chair elected at the start of each academic year.
  - Staffing Pay and Dismissal – The Chair of Governors is the Chair.
  - Chairs – The Chair of Governors is the Chair.
- b. Disqualification from Committees:
  - Any person employed to work at Cirencester Kingshill School, other than the Head, cannot be a member of the Governors' Staffing Committee or the Governors' Staffing Pay and Dismissal Appeals panel.
  - Any Governor, who is related to an employee of Cirencester Kingshill School, cannot be a member of the Governors' Staffing Committee or the Governors' Staffing Pay and Dismissal Appeals panel.
  - Any Governor, who is a parent / carer of a pupil attending Cirencester Kingshill School, cannot be a member of the Governors' Staffing Committee or the Governors' Staffing Pay and Dismissal Appeals panel.

- Any person whose paid employment or voluntary work may constitute as a conflict of interest while on a Governors' Committee at Cirencester Kingshill School must declare the interest and this may affect their membership of the Committee, for example, working in a particular trade or education.
- c. All governors must be a member of at least one of the following committees:
  - Staffing
  - Finance
  - Curriculum & Pastoral
  - Buildings and Health & Safety
- d. The following panels meet as required:
  - Discipline/Pupil Exclusion
  - Admissions and Admission Appeals
  - Staffing Pay Panel
  - Staffing Pay Appeal Panel
  - Dismissal Panel
  - Dismissal Appeal Panel
- e. The Constitution and Membership of each of the committees is to be agreed by the Governing Body at its first meeting of the academic year. Amendments may be made during the year but are to be ratified at the next meeting of the Governing Body. Committees may also include associate members, see terms of reference of the committees.
- f. The Governing Body or its committees may establish working groups to deal with specific matters and report back to the relevant committee.
- g. Each committee and working group will decide the frequency, timing and location of its meetings.
- h. Each committee and working group will report at each of the scheduled Governors' meetings. Minutes of its meetings (except the Staffing Committee and Chairs) will be available to all governors.

**18. Amendment.**

Amendments to these standing orders may only be made by the Governing Body.

**19. Adoption of Standing Orders.**

These Standing Orders will be formally adopted as the first item of business at the first meeting of the Governing Body in the Autumn Term.

The Articles of Association are available from the Clerk to the Governors.

*Updated September 2018*

# Cirencester Kingshill School

## Chairs Committee

### Terms of Reference

The task of this committee is to oversee the work of the Governing Body and make recommendations on the conduct of Governing Body business. The full Governing Body must take all decisions concerning the adoption and implementation of these recommendations.

The Chair of the Governors' Chairs Committee must be the Chair of the Full Governing Body.

#### **Objectives**

To consider all matters related to the work of Governors both on the various Committees and the full Governing Body to ensure Governors are meeting their legal requirements and working for the best interests of the pupils' education and well-being.

#### **To monitor and make recommendations about the following:**

- The structure of the Governing Body
- Governor involvement
- Recruitment of Governors
- Governors' development plan
- Governor training
- Dates of Meetings of the full Governing Body
- Agenda items for the full Governing Body
- Oversight of the work of the other Committees of the Governing Body and ensuring Policies are reviewed by the appropriate committees annually
- The monitoring and consideration of any policies which fall outside the scope of the other committees. If the vote to approve policies is not unanimous the Chair will refer the policy back to the full Governing Body
- Oversight of the SEF, SDP and target setting
- Any matters requiring an urgent decision can be referred to the Chairs' Committee or its delegated representative

#### **Meetings**

Committee meetings will be held three times a year.

The Clerk to the Governors will take the minutes at each meeting. Minutes will be circulated to members of the committee.

The Chair of Governors will report the work of the committee to the regular meetings of the Governing Body.

#### **Quorum**

Decisions will not be voted on unless at least three governor members are present

<b>Name of Committee Members</b>	<b>Governor / Advisor</b>	<b>Date Appointed to the Committee</b>
Andy Johnson (Chair of Governors and Staffing)	Gov	October 2010
Maureen Richards (Curriculum and Pastoral)	Gov	October 2010
Colin O'Hare (Finance. Buildings, Health and Safety)	Gov	March 2017
Christine Oates (Head)	Gov	October 2010

<b>Chair of the Committee</b>	Andy Johnson
<b>Clerk to the Committee</b>	Lydia Lever

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date of review:</b>	September 2018
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<b>These terms of reference agreed by the Governing Body</b>	October 18
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*Updated September 2018*

# Cirencester Kingshill School

## Governors' Finance Committee

### Terms of Reference

The task of this Committee is to consider and make recommendations to the Governing Body on issues relating to the School's budget. The full Governing Body must take all decisions concerning the adoption and implementation of these recommendations.

#### Objectives

- In consultation with the Headteacher and the Business Manager, approving the draft budget plan of the financial year.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly (3 times per year) and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the School operates within the Financial Regulations of the EFA.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges, remissions, and expenses in line with the School Charging Policy.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees in line with the Finance Policy.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher. \* If sufficient funds are not available refer the item back to Governors' Staffing Committee.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.
- To receive auditors' reports and responsible officers' reports and to recommend to the full Governing Body action as appropriate in response to audit findings.
- To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
- Any matters requiring an urgent decision can be referred to the Chairs' Committee or its delegated representative.
- If the vote to approve policies is not unanimous the Chair will refer the policy back to the full Governing Body.

#### Meetings

Committee meetings will be held a minimum of three times a year.

The Clerk of the Committee will take minutes at each meeting and these will be circulated to members of the Committee after each meeting.

The Chair of the Governors' Finance Committee will report the work of the Committee to the regular meetings of the Governing Body and minutes of the Committee meetings will be available for all Governors on request.

In the absence of the Chair the Vice Chair will chair the meetings.

## Quorum

Decisions will not be voted on unless at least three Governors, excluding the Headteacher, are present.

## Disqualification:—

Any person employed to work at another local school in a finance capacity, or undertakes voluntary work at another local school in a finance capacity, would be considered to have a conflict of interest and therefore cannot be a member of the Governors' Finance Committee at Kingshill School.

## The Role of Advisors

Advisors are asked to attend Governing Body and committee meetings to provide a particular expertise and experience. An advisor has no voting rights at either Governing Body meetings or at committee meetings.

## The Role of Associate Members on the Committee

Associate members are not Governors, but they can be appointed to committees and to attend full Governing Body meetings to provide a particular expertise and experience. The Governing Body may choose to extend Committee membership and voting rights to an Associate Member subject to the following restrictions. These rights must be assigned to the Associate Member at the time of their appointment, and must be recorded in the minutes of the full Governing Body meeting.

- An Associate Member may not be the Chair or Vice Chair of the Committee
- Associate Members may only vote in Committee if they are in the minority i.e. if there are more Governors on the Committee at the time of the vote than Associate Members.

Name of Committee members	G/AM/Advisor	Date Appointed to the Committee
Colin O'Hare (Chair)	Gov	18.10.18
Andy Johnson	Gov	10.11.11
Christine Oates (Headteacher)	Gov	14.10.10
Valerie Hindson	Gov	22.11.12
Karen Fraser (Vice Chair)	Gov	18.12.18
Sarah Gardiner (Business Manager)	Advisor	20.03.14

<b>Chair of the Committee</b>	Colin O'Hare
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<b>Clerk to the Committee</b>	Lydia Lever
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<b>Quorum (minimum of 3 Governors excluding the Headteacher)</b>	3
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<b>Date of review:</b>	November 2018
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<b>Terms of Reference agreed by the Governors' Finance Committee</b>	18.10.18
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Updated October 18

# Cirencester Kingshill School

## Governors' Staffing Committee

### Terms of Reference

The task of this committee is to consider and make recommendations to the Governing Body on standards and other issues relating to the school's Staffing including statutory requirements and the school's Pay Policy. The full Governing Body must take all decisions concerning the adoption and implementation of these recommendations.

The Chair of the Governing Body must also be the Chair of the Governors' Staffing Committee.

The Head's Performance Review Group to be formed from this committee. The group will monitor, throughout the year, the performance of the Head against the agreed performance targets. This to include an annual meeting with the SIP to discuss whether targets have been met and to agree performance targets for the following year.

#### Objectives

- To keep under review the organisation and staffing structure in consultation with the Head and the Finance Committee.
- To provide support and guidance for the Head on all personnel matters. The Head is accountable to the Staffing Committee for delivery of these areas within the school.
- To oversee the Pay Policy for all categories of staff and to be responsible for its administration and review.
- To appoint from the Staffing Committee a Pay Panel of 3 Governors (none of whom may be members of the Pay Appeals Panel) who will review teachers' salaries and those of the Head and SLT annually as required by the Teachers' Pay and Conditions Document and the School's Pay Policy, and take decisions relating to changes in salary.
- The Pay Panel to consider any representations against their decision on pay grading or pay awards as set out in the School's Pay Policy.
- To appoint a Pay Appeals Panel of 3 Governors (none of whom may be members of the Pay Panel) to hear any appeals against the decisions of the Pay Panel as required by the School's Pay Policy.
- To participate, as appropriate, in the selection and recruitment of staff and to decide upon the appropriate salary of the appointee.
- To monitor and review the Performance Management and Appraisal policy and procedures for all staff\*.
- To monitor and review the CPD policy and procedures for all staff.
- To ensure that procedures are in place to maintain a Central Register for staff and to monitor that DBS and list 99 checks are completed satisfactorily.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure to the Finance Committee.
- To appoint 3 Governors to act as the Staff Dismissals Committee for disciplinary, capability or redundancy matters.
- To appoint 3 Governors (not on the Staff Dismissals Committee) to act as the Dismissals Appeals Committee.
- To act as the Grievance Resolution Panel for the Grievance Procedure.
- Any matters requiring an urgent decision can be referred to the Chairs' Committee or its delegated representative.

- If the vote to approve policies is not unanimous the Chair will refer the policy back to the full Governing Body.

### **The Role of Advisors**

Advisors are asked to attend Governing Body and committee meetings to provide a particular expertise and experience. An advisor has no voting rights at either Governing Body meetings or at committee meetings.

### **Meetings**

Committee meetings will be held at least three times a year.

The minutes will be taken by the Clerk to Staffing and will be circulated to members of the Governors' Staffing Committee after each meeting.

The Chair of the Governors' Staffing Committee will report the work of the committee to the regular meetings of the Governing Body.

### **Quorum**

Meetings will not take place or continue until at least three Committee members are present.

### **Disqualification:--**

- Any person employed to work at Cirencester Kingshill School, other than the Headteacher, cannot be a member of the Governors' Staffing Committee.
- Any Governor who is related to an employee of Cirencester Kingshill School cannot be a member of the Governors' Staffing Committee.
- Any Governor who is a parent / carer of a pupil attending Cirencester Kingshill School cannot be a member of the Governors' Staffing Committee.

<b>Name of Committee members</b>	<b>G/AM/Advisor</b>	<b>Date Appointed to the Committee</b>
Andy Johnson, (Chair)	Gov	08.10.10
Maureen Richards	Gov	08.10.10
Christine Oates (Head)	Gov	08.10.10
Libby Reed	Gov	18.10.13
Colin O'Hare	Gov	06.11.15
Sarah Gardiner	Advisor	22.01.16
Nigel Robbins	Gov	04.11.16

<b>Chair of the Committee</b>	Andy Johnson
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<b>Clerk to the Committee</b>	Lydia Lever
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date of review:</b>	November 2018
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<b>Terms of Reference agreed by the Governors' Staffing Committee</b>	02.11.18
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Updated October 2018



**Cirencester Kingshill School**  
**Governors' Curriculum and Pastoral Committee**  
**Terms of Reference**

The task of this committee is to consider and make recommendations to the Governing Body on standards and other issues relating to the school's curriculum including statutory requirements and the school's curriculum policy. The full Governing Body must take all decisions concerning the adoption and implementation of these recommendations.

**Objectives**

- To consider all detailed matters related to the pupils' education and social well-being.
- To monitor the activities relating to the assessment, support and review of children with learning difficulties and disabilities.
- To ensure that those responsibilities laid down under relevant Education Acts that are related to the Conduct of the School and Curriculum are being met.
- To monitor how well the main features of the schools' pastoral arrangements help safeguard and promote the welfare of pupils.

Any matters requiring an urgent decision can be referred to the Chairs' Committee or its delegated representative.

If the vote to approve policies is not unanimous the Chair will refer the policy back to the full Governing Body.

**To monitor the following:**

- To ensure that the school is meeting the requirements of the National Curriculum
- Safeguarding children, including new Government requirement of the new Prevent duty and mandatory reporting of FGM (Female Genital Mutilation)
- SMSC (Spiritual, Moral Social and Cultural) Including British Values.
- Learning difficulties and disabilities in relation to education and welfare
- Religious education and collective worship
- Equal opportunities
- Sex and Relationships Education
- Pastoral care
- Healthy schools including school meals
- Educational visits
- School uniform
- School prospectus
- Pupil discipline matters
- Gifted and talented/High Achievers
- Careers education and guidance
- Assessment
- Reporting to parents on pupil progress
- Attendance
- Pupil Premium
- Performance of vulnerable groups
- Pupil performance data.
- Any other pupil related matters deemed appropriate
- The monitoring of the E-Safety Policy

## **Activities**

The committee is authorised to carry out the following duties:

- To ensure the school is meeting the requirements of the National Curriculum.
- To assist in the production, review, rewriting and adoption of policy documents which cover the delivery of the curriculum and pastoral aspects of the school.
- Monitor the school development plan as appropriate for this committee.
- To give guidance on the role of the curriculum link governor and monitor reports written by the link governor.
- To deal with any matters that may be referred to the committee by the full Governing Body.

## **The Role of Advisors**

Advisors are asked to attend Governing Body and committee meetings to provide a particular expertise and experience. An advisor has no voting rights at either Governing Body meetings or at committee meetings.

## **Meetings**

Committee meetings will be held four times a year.

The Clerk to the Governors' Curriculum and Pastoral governors committee will take the minutes at each meeting. Minutes will be circulated to members of the committee.

The Chair of the Governors' Curriculum and Pastoral Committee will report the work of the committee to the regular meetings of the Governing Body and minutes of the committee meetings will be available for all Governors on request.

Assistant Heads will be invited to submit agenda items through the chair and to attend meetings as and when appropriate, they will have no voting rights.

In the absence of the Chair the Vice Chair will chair the meetings.

## **Quorum**

Decisions will not be voted on until at least three governor members are present

## **The role of associate members (AM) on the committee**

Associate members are not Governors, but they can be appointed to committees and to attend full Governing Body meetings to provide a particular expertise and experience. The Governing Body may choose to extend committee membership and voting rights to an associate member subject to the following restrictions. These rights must be assigned to the associate member at the time of their appointment, and must be recorded in the minutes of the full governing body meeting.

- An associate member may not be the chair or vice chair of the committee
- Associate members may only vote in committee if they are in the minority i.e. if there are more governors on the committee at the time of the vote than associate members.

## **Link Governors**

Link governors not on the committee are welcome to attend meetings. Minutes can be requested from the Clerk to the Governors.

<b>Name of Committee Members</b>	<b>G/AM/Advisor</b>	<b>Date Appointed to the Committee</b>
Andy Johnson	Gov	14.10.10
Libby Reed (Vice Chair)	Gov	14.10.10
Maureen Richards (Chair)	Gov	14.10.10
Christine Oates	Gov	14.10.10
Adrian Thomas (Deputy Head)	Advisor	14.10.10
Debbie Christopher	Advisor	14.10.10
Jeremy Morland	Advisor	05.11.14
Trevor Lee	Advisor	04.11.15
Stuart Hastings	Advisor	04.11.15
David Walklett	Gov	20.06.18
Claire Cleaver	Gov	20.06.18
Seb Thomas	Gov	11.10.18
Penny Hicks	Gov	11.10.18

<b>Chair of the Committee</b>	Maureen Richards
<b>Clerk to the Committee</b>	Lydia lever

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date of review:</b>	November 2018
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<b>Terms of Reference agreed by the full Governing Body</b>	13.11.18
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*Updated November 2018*

# **Cirencester Kingshill School Governors' Buildings and Health and Safety Committee**

## **Terms of Reference**

The task of this Committee is to consider and make recommendations to the Governing Body on standards and other issues relating to the School's Buildings and Health and Safety including statutory requirements and the School's Buildings and Health and Safety Policy. The full Governing Body must take all decisions concerning the adoption and implementation of these recommendations.

### **Objectives**

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the School's premises
- To oversee arrangements for repair and maintenance
- To make recommendations to the Governors' Finance Committee on premises related expenditure
- In consultation with the Headteacher and the Governors' Finance Committee, to oversee premises related funding bids
- To oversee arrangements, including Health and Safety, for the use of School premises by outside users, subject to Governing Body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan
- To endeavour to use sustainable and eco-friendly materials when upgrading existing building or new build, where cost effective.

Any matters requiring an urgent decision can be referred to the Chairs' Committee or its delegated representative.

If the vote to approve policies is not unanimous the Chair will refer the policy back to the full Governing Body.

### **Meetings**

Committee meetings will be held at least three times a year.

The Clerk of the Committee will take minutes at each meeting. The minutes will be circulated to members of the Committee after each meeting.

The Chair of the Governors' Buildings and Health and Safety Committee will report the work of the Committee to the regular meetings of the Governing Body and minutes of the Committee meetings will be available for all Governors on request.

In the absence of the Chair the Vice Chair will chair the meetings.

### **Quorum**

Decisions will not be voted on unless at least three Governors, including Associate Governor, excluding the Headteacher, are present.

## The Role of Advisors

Advisors are asked to attend Governing Body and committee meetings to provide a particular expertise and experience. An advisor has no voting rights at either Governing Body meetings or at committee meetings.

## The role of Associate Members on the Committee

Associate members are not Governors, but they can be appointed to committees and to attend full Governing Body meetings to provide a particular expertise and experience. The Governing Body may choose to extend Committee membership and voting rights to an Associate Member subject to the following restrictions. These rights must be assigned to the Associate Member at the time of their appointment, and must be recorded in the minutes of the full Governing Body meeting.

- An Associate Member may not be the Chair or Vice Chair of the Committee
- Associate Members may only vote in Committee if they are in the minority i.e. if there are more Governors on the Committee at the time of the vote than Associate Members.

<b>Name of Committee members</b>	<b>G/AM/Advisor</b>	<b>Date appointed to the Committee</b>
Colin O'Hare (Chair)	Gov	10.11.11
Christine Oates (Head)	Gov	14.10.10
Mark Hill (Site Manager)	Advisor	14.10.10
Sarah Gardiner (School Business Manager and Health & Safety Officer)	Advisor	06.02.14
Andy Johnson	Gov	10.11.11
Duncan Evans	Associate Member	06.11.14
Rene Blamey (Vice Chair)	Gov	19.04.18
Alan Stone	Associate Member	09.11.17

<b>Chair of the Committee</b>	Colin O'Hare
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<b>Clerk to the Committee</b>	Lydia Lever
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<b>Quorum (minimum of 3, Committee can determine higher number)</b>	3
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<b>Date of review:</b>	November 2018
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<b>Terms of Reference agreed by the Governors' Buildings and Health &amp; Safety Committee</b>	28.11.18
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*Updated November 2018*

**ESSENTIAL RESPONSIBILITIES OF SENIOR LEADERSHIP TEAM**

<b>HEAD COA</b>	<b>DEPUTY ATH</b>	<b>SENIOR ASSISTANT HEAD Head of Pastoral and Safeguarding and Head of KS3 DCH</b>	<b>SENIOR ASSISTANT HEAD Head of KS4 and Pupil Progress in KS4 JMO</b>	<b>ASSISTANT HEAD Head of English and Whole School Literacy and Professional Tutor TLE</b>	<b>ASSISTANT HEAD Head of Mathematics SHA</b>	<b>BUSINESS MANAGER and Head of Personnel SGA</b>
<p><b>Teaching and Learning is the responsibility of all Senior Staff</b>  <b>SLT Responsible for Teaching and Learning priorities from the SDP are:</b></p> <p>Marking/Assessment and Homework (ATH)      Independent Learning and Pupil Premium (SHA)      Differentiation (TLE)      SEN (JMO)</p>						
Strategic direction of the school, including School Development Plan and SEF	Director of Specialisms	Head of Pastoral and Safeguarding and Head of Key Stage 3	Head of Key Stage 4	Head of English Faculty	Head of Mathematics Faculty	Managing School Budget/Finance, Premises, Administration Function and Personnel Function ICT Systems
Finance/School Budget	Lead Heads of Faculties on Teaching and Learning	Behaviour Management/ Discipline of KS3	Behaviour Management/ Discipline of KS4	Line Manager to staff within the English Faculty, Librarian and Head of Faculty (X 2)	Line Manager to staff within the Mathematics Faculty, Cover Manager and Head of Faculty (X 2)	Company Secretary to Academy Trust
Line Manager to Deputy, Senior Assistant Heads, Business Manager and Head's P.A	KS3 – KS4 Curriculum  Assist SHA with writing School Timetable	Academic Monitoring of KS3	Academic Monitoring of KS4	Whole School Literacy	Write School Timetable  Year 9 Options Process	Financial reporting, Insurance, Tax
Performance Management	Line Manager to Heads of Faculties (X 4) and Assistant Head, Head of Mathematics	Line Manager to Heads of Years 7 to 9 and Attendance Officer	Line Manager to Heads of Years 10 and 11, Head of SEN, Assistant Head, Head of English and Careers Co-ordinator	School Calendar	Assist on leadership and development of curriculum	Line Manager to Site Manager: Premises Development and Security, Finance Officer, IT Systems Manager, Personnel Officer, Site Manager : Maintenance; Office Manager
Appointment of Staff and Personnel	Faculty Capitation	KS2 – KS3 Transition	Activities Day Co-ordinator	Professional Tutor, CPD Co-ordinator	Staff cover and supply for the school	Estate Management and Eco School
Governor Liaison	Analysis of Faculty data/produce reports for analysis  KS3 Pupil Progress  Cross Curricular days	Designated Safeguarding Lead	KS4 Pupil Progress  Prepare pupils for post 16  Lead preparation for OFSTED	Assist on leadership and development of curriculum  Eco School Curriculum Lead  Careers Lead	Assist ATH with analysis of Faculty data/produce reports for analysis  Data Protection Officer  Lead on Pupil Premium	Contract Management  Health & Safety Officer /Risk Management  School Visits/Educational Visits Coordinator

**All posts will include other responsibilities to be negotiated with the post-holder**