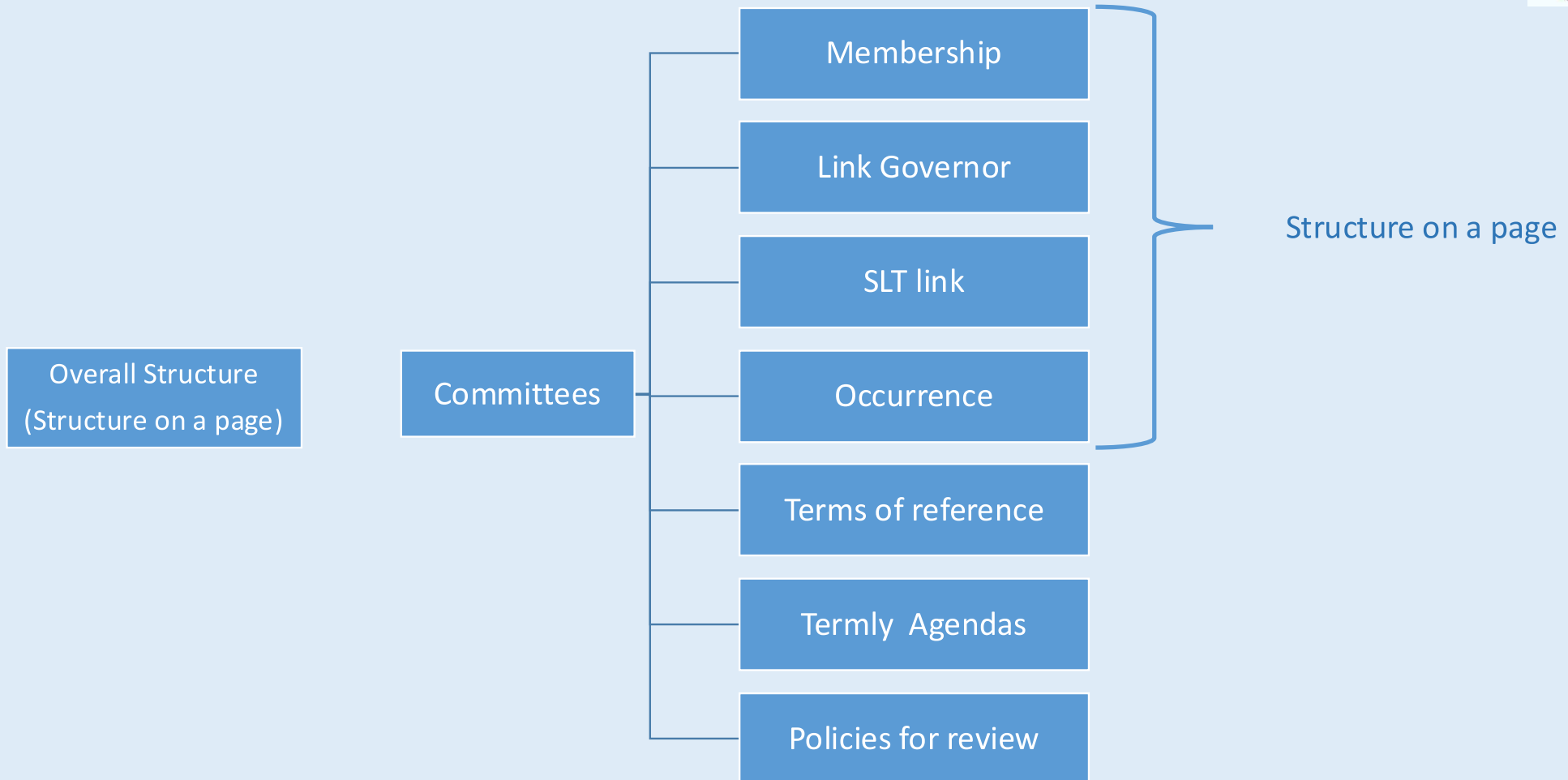


Governance at Saint Ambrose College



What is in this document?



Governance Committee Structure (Structure on a Page)



Committee Terms of Reference

Finance –TBC MAT?	Audit	Standards and Curriculum	Welfare	Full Board
<ul style="list-style-type: none"> To review the formal budget plan each financial year for recommendation to the Board for approval To establish and maintain a 3 year financial plan To consider and review the budget position statement (including virement decisions) at least termly giving particular regard to any significant anomalies from the anticipated position To ensure that the school operates within financial regulations and complies with any financial management standards To agree the financial scheme of delegation The Principal will have full delegated powers to authorise expenditure in line with the agreed budget (or virement of funds) not in excess of £15k The Finance Committee will have delegated powers to authorise expenditure of an amount of money (or virements) not in excess of £50k All virement* of funds must be reported to the full Governing Board To monitor expenditure of all voluntary funds / school fund To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised including the maintenance and development of the school's premises (including use by outside users) In consultation with the Principal to oversee premises-related funding bids To establish and keep under review any Policies relating to: Finance, Personnel, Building, Accessibility, Pay, Procurement, Charges & Remissions To monitor the adequacy and effectiveness of the Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money). Review and monitor the Risk Register To keep under review the staffing structure. To ensure enhanced DBS and appropriate checks are carried out for all staff, Governors and volunteers. Direct the trust's programme of internal scrutiny and agree an auditor / programme of work annually to deliver internal scrutiny that provides coverage across the year Consider reports at each meeting from those carrying out the programme of work Consider progress in addressing recommendations through the Trust's audit action tracker Report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks Consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations Have oversight of information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants), ensuring it is accurate and in compliance with funding criteria. Review the Lettings Programme Oversee Marketing and Fundraising 	<p>To meet with the auditor to:-</p> <ul style="list-style-type: none"> Review annual report / accounts Review auditor's findings and actions taken by the Trust in response via the Trust's audit action tracker Review external auditor's plan for the following year Review effectiveness of the internal audit and risk management systems <p>To meet to:-</p> <ul style="list-style-type: none"> Review and monitor independence of the statutory audit firm, and the provision of additional services to the audited entity Assess effectiveness and resources of the external auditor to provide a basis for decisions by the Trust's members about the auditor's reappointment, dismissal or retendering Produce an annual report of the committee's conclusions to advise the Board and members regarding recommendations on reappointment, dismissal or retendering of the external auditor and their remuneration. 	<ul style="list-style-type: none"> To consider and review standards of achievement and school performance and other matters relating to the school's curriculum, including statutory requirements and the National Curriculum, collective worship, RE and Sex Education To monitor and review Policies, in relation to the Curriculum Monitor and evaluate the effectiveness of Teaching and Learning in delivery of the curriculum To oversee arrangements for Linked/Named Governors in subject areas of provision, e.g. Curriculum (or other School Priorities). To ensure the targeted use of Pupil Premium funding and to review and monitor the impact on outcomes for pupils To review Policy and provision for To ensure compliance with 'Eight Essentials of Christian Brother Education'. 	<ul style="list-style-type: none"> To assist the Governing Body in identification and assessment of the provision for children facing barriers to learning, e.g. SEND, EAL, LAC, FSM To monitor and review Policies, in relation to: Safeguarding, Behaviour, Equality & Diversity, Inclusion, British values and Prevent. To oversee arrangements for Linked/Named Governors in specific areas of provision, e.g. SEND, Safeguarding (or other School Priorities). To be responsible for addressing issues of relationships with the community and promoting the school. To engage with and seek the views of staff, learners and parents/carers and of the school's stakeholders and partners in order to inform the Governing Body and Principal in their decision making about the way the school is run. To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence To consider and monitor extended schools provision and primary/secondary liaison and to report to the Governing Body with recommendations. To oversee Safeguarding arrangements and related Policies. To ensure compliance with 'Eight Essentials of Christian Brother Education'. 	<ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction; Holding the Principal to account for the educational performance of the school and its pupils, and the performance management of staff; and Overseeing the financial performance of the school and making sure its money is well spent. To agree constitutional matters*, including procedures where the Governing Board has discretion To recruit new governors as vacancies arise and to appoint new governors* To hold at least three Governing Board meetings a year To appoint or remove the Chair and Vice Chair* To appoint or remove a Clerk to the Governing Board To establish the Committees of the Governing Board and their terms of reference (annually)* To appoint the Chair & Clerk of any Committee (<i>if not delegated to the Committee itself</i>) To suspend or remove governor(s)* To appoint Named or Linked Governors To receive reports from any individual or Committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary To approve the formal budget plan for the financial year To approve the Pay Policy annually To ensure Business Interests of all Governors are recorded and published To approve Staff Conduct, Disciplinary and Grievance procedures. To ensure that information on Governance at the School/Academy is published on the Schools website along with any other details/reports required to comply with statutory obligations (including SEND Report). *these matters <u>cannot</u> be delegated to either a Committee or an individual

Admissions	Pay Review	Principal's Performance Mgmt Review	Hearings / Appeals / Complaints / Discipline
<ul style="list-style-type: none"> To determine within statutory provisions and the Governing Board Admissions Policy whether any child should be admitted to the school To review admissions arrangements and to make recommendations for changes to the Governing Board 	<ul style="list-style-type: none"> To oversee, implementation and administration of the Pay Policy. To ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression To handle appeals, if the matter cannot be resolved informally. To have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Governing Board To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary; To attend relevant training as appropriate 	<ul style="list-style-type: none"> To arrange to meet with the External Adviser (External Professional) to discuss the Principal's performance targets To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually To meet annually monitor through the year the performance of the Principal against the targets (with a short review half way through the year.) To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set 	<p>Hearing's:</p> <ul style="list-style-type: none"> To make any determination to dismiss any member of staff (<i>unless delegated to the Principal</i>) To make any decisions under the Governing Board's Personnel procedures e.g. disciplinary, grievance, capability where the Principal is the subject of the action* To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability To consider any appeal against selection for redundancy <p>Complaints/Appeals:</p> <ul style="list-style-type: none"> To consider any Complaints at the final stage of the Complaints procedure To refer to and comply with the Complaints Policy and procedure To consider the Complaint and decide whether to uphold or dismiss it, in whole or in part To consider and make any recommendations to the Board in order to avoid similar complaints arising in the future To recommend any changes necessary to the Complaints Policy or process <p>Discipline:</p> <ul style="list-style-type: none"> To consider representations from parents in the case of exclusions of 5 days or less (<i>Committee may not re-instate</i>) To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (<i>meeting to be held between 6th and 50th school days after receiving notice of the exclusion</i>) To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (<i>meeting to be held between 6th and 15th school days after receiving notice of the exclusion</i>) To ensure that the DfE guidance is followed in the school, with specific reference to the role assigned to the Governing Board. To review a decision to uphold a permanent exclusion subject to direction or recommendation to do so by an Independent Review Panel. To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

Committee Termly Agenda items

Finance TBC MAT

Audit

Curriculum and Standards

Welfare

Full Board

Michaelmas Term

- Financial Report including monthly management accounts and lettings
- Internal Audit report for previous quarter
- Health and safety
- Premises management including safety and security
- Human Resources update including exit interviews
- Policies for review
- Fundraising sub committee report
- Financial regulations update
- Insurances
- Pay Progression
- Performance Management

- To meet with the auditor to:-
- Review annual report / accounts
 - Review auditor's findings and actions taken by the Trust in response via the Trust's audit action tracker
 - Review external auditor's plan for the following year
 - Review effectiveness of the internal audit and risk management systems
- To meet to:-
- Review and monitor independence of the statutory audit firm, and the provision of additional services to the audited entity
 - Assess effectiveness and resources of the external auditor to provide a basis for decisions by the Trust's members about the auditor's reappointment, dismissal or retendering
 - Produce an annual report of the cttee's conclusions to advise the Board and members regarding recommendations on reappointment, dismissal or retendering of the external auditor and their remuneration.

- GCSE & A2 Results Overview and Analysis
- Update on the position of current Y11 and Y13 compared to previous cohorts
- Intervention Strategy
- Target grades for years 7, 10 and 12
- Curriculum Strategy Update
- Quality of education development plan & SEF (for Quality of education only)
- Literacy Across the Curriculum development plan
- Extra-curricular strategy for the year ahead
- Sport extra-curricular report
- Quality assurance and subject reviews – (to include the QA plan/schedule for the year, update on appraisal, observations of new staff and a summary of the exam analysis meetings)

- Attendance targets / update [pupils/staff/Gov]
- Destination report Yr 11/13
- Safeguarding report
- SEND report
- Behaviour and Exclusions
- Pupil Welfare report including FSM update / pupils Missing in education
- Staff Welfare report including CPD
- Link with Stakeholders (New starters yrs 7 & 12)
- Parental Engagement
- Pupil Voice
- Community Cohesion (Outreach)
- COVID welfare recovery catch-up
- Exit Interviews

- Michaelmas 1 (AGM)
- Elect Chair/Vice Chair
 - Update Business Interests
 - Agree calendar of Governance meetings / Cttee Structure/ ToR
 - Agree Financial scheme of delegation
 - Appoint Principal's PM cttee
 - Appoint link governors / approve remit
 - Appoint HT PM cttee
 - Review 3 year Strategy, Vision, Mission and Values and objectives
 - Set performance targets for college / objectives for the board for year
 - Policy review cycle and approval
 - Review and approve staff structure
 - Review monthly mgmt accounts
- Michaelmas 2 (Dec – post Audit committee)
- Principal's update
 - **Approve Report & Accounts**
 - Agree induction of new governors / training
 - Pay review [Teacher]
 - Pay review [Principal]
 - Annual Audit Committee report
 - Review Risk Register
 - Review of SEF /OFSTED action plan
 - **Review monthly mgmt accounts**
 - Receive and approve minutes from cttees
 - Receive link Governor reports
 - Chairs Correspondence
 - Review website complaiance

Committee Termly Agenda items

Finance	Audit	Curriculum and Standards	Welfare	Full Board
Lenten Term				
<ul style="list-style-type: none"> • Financial Report including monthly management accounts + lettings • Health and safety • Premises management including CAPEX plan • Human Resources update • Policies for review • Write offs / disposals • Fundraising sub committee report • Risk Register • GDPR review • Asset Register • Cybersecurity review • SMRSA Self assessment • Internal Audit report for previous quarter • Voluntary Fund Accounts • SLA'S including insurance • DBS compliance checks • Key holder arrangements 	n/a	<ul style="list-style-type: none"> • Analysis of pupil progress / end of term results (Autumn) • Intervention Strategy • Target grades for years 7, 10 and 12 • Review IDSR • Review & publish (on website) PP Report & Sport Funding Report • Quality assurance and subject reviews – (to include the QA plan/schedule for the year, update on appraisal, observations of new staff and a summary of the exam analysis meetings) • Review Curriculum / extra-curricular reports/plans • Curriculum Strategy Update • Quality of education development plan & SEF (for Quality of education only) • Literacy Across the Curriculum development plan • Sport extra-curricular report 	<ul style="list-style-type: none"> • Attendance update • Safeguarding report • SEND report • Review SEND policy / statement • Behaviour and Exclusions report • Pupil Welfare report including FSM update / pupils Missing in education • Staff Welfare report including CPD • Link with Stakeholders (e.g. Staff forum) • Parent survey report • Community Cohesion (Outreach) • Review stakeholder feedback – pupils, staff, parents • Parental Engagement • Pupil Voice 	<ul style="list-style-type: none"> • Principal's update • Determine Admission Policy for the following autumn term by 28 Feb. Publish appeals arrangements on website. • Review monthly mgmt accounts • Review Risk Register • Review of SEF /OFSTED action plan • Receive and approve minutes from cttees • Receive link Governor reports • Review of governance planning (Self-evaluation / skills audit / Governor Away Day planning) • Governor training • Edmund Rice AGM report • Chairs Correspondence

Committee Termly Agenda items

Finance	Audit	Curriculum and Standards	Welfare	Full Board
Trinity Term				
<ul style="list-style-type: none"> • Financial Report including monthly management accounts and analysis of year end forecast + lettings • Health and safety including audit • Premises management including PPM schedule • Human Resources update including recruitment / absence monitoring • Policies for review • Write offs / disposals • Fundraising sub committee report • Budget for next financial year / 3-year plan • External Audit schedule for forthcoming year • Internal Audit report for previous quarter • Internal Audit report schedule • Fundraising sub committee report 	n/a	<ul style="list-style-type: none"> • Update on the position of current Y11 and Y13 compared to previous cohorts • Intervention Strategy • Target grades for years 7, 10 and 12 • Preliminary/predicted KS 3/4/5 results • Curriculum Strategy Update • Quality of education development plan & SEF (for Quality of education only) • Literacy Across the Curriculum development plan • Extra-curricular strategy for the year ahead • Sport extra-curricular report • Quality assurance and subject reviews – (to include the QA plan/schedule for the year, update on appraisal, observations of new staff and a summary of the exam analysis meetings) 	<ul style="list-style-type: none"> • Review Careers Advice provision • Attendance update – staff / pupils • Safeguarding report • SEND report • Behaviour and Exclusions report • Pupil Welfare report including FSM update / pupils Missing in education • Staff Welfare report including CPD • Link with Stakeholders (e.g. leavers yrs 11 &13) • Parental Engagement • Pupil Voice • Community Cohesion (Outreach) 	<ul style="list-style-type: none"> • Approve calendar of meetings • Principal's update • Approve Budget (submit by 31 July to ESFA) • Review monthly mgmt accounts • Appt Clerk • Review Risk Register • Review of SEF /OFSTED action plan • Overview of School priorities • Receive and approve minutes from cttees • Receive link Governor reports • Governor training • Review board of governors performance / annual governance statement • Chairs Correspondence

Policies for Review by Committee

Finance, Resources & Audit	Admissions	Curriculum & Standards	Pupil & Staff Welfare	Full Board
<ul style="list-style-type: none"> • Accessibility Plan • Antifraud Policy • Bursery Policy (16-19) • Business Contingency Plan • CCTV Policy • Charges & Remissions Policy • Cyber Security Policy • Data Protection Policy • Debt Recovery policy • Educational Trips & Visits Policy • Event Protocol • Fire Safety Policy • First Aid Policy • Gifts & Hospitality Policy • Governor's Allowance Policy • ICT Acceptable Use Policy • Lettings Conditions of Hire • Lockdown Policy • Maternity Leave Policy (x2 teaching staff / non-teaching staff) • Mini Bus Policy • Premises Management document • Privacy Policy • Recruitment & Selection Policy • Register of Business Interest • Remote Working Policy • Reserves Policy • Risk Assessment Register / Policy • Shared Paternity Leave Policy • Teachers' Pay Policy 	<ul style="list-style-type: none"> • Admissions Policy 	<ul style="list-style-type: none"> • Appraisal Policy (teaching staff) • Appraisal Policy (non-teaching staff) • Assessment Policy • Complaints Policy • Curriculum Statement • ECT Policy • Examination Contingency Plan • Non-examinations Assessment Policy • Organisational Change Procedure/Policy • Parental Code of Conduct Policy • Prayer & Liturgy Policy • Remote Learning Policy • Staff Capability Policy & Procedure • Staff Code of Conduct Policy • Staff Disciplinary Policy & Procedure • Staff Grievance Resolution Policy • Whistle-blowing Procedure/Policy 	<ul style="list-style-type: none"> • Alcohol Policy • Anti-Bullying Policy • Anti-Racism Policy • Assisted Fertility Treatment Policy • Behaviour & Discipline Policy • CEIAG Provider Access Policy • Child Protection & Safeguarding Policy • Children Absent from School Policy • Equality Objectives Action Plan • Flexible Working Policy • Flexible Retirement Policy • Health & Safety Policy • Prejudice Related Incidents Policy • Pupil Premium Statement • Relationships & Sex Education Policy • SEND Policy • Staff Leave of absence Policy • Staff Parental Bereavement Policy • Staff Sickness Absence Policy • Student Attendance Policy • Supporting Students with Medical Conditions Policy • Time in Lieu Policy 	