

Terms for Reference – Full Board of Directors 2016-17

The board of directors is an integral part of school leadership and needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

The Full Board of directors of Isebrook SEN Cognition and Learning College are required to:

- Agree constitutional matters*, including procedures where the board of directors has discretion
- Recruit new members as vacancies arise and to appoint new Directors* where appropriate
- Hold at least three board of directors meetings a year*
- Appoint or remove the Chair and Vice Chair*
- Appoint or remove a Clerk to the board of directors*
- Establish the committees of the board of directors and their terms of reference*
- Appoint the Chair of any committee (if not delegated to the committee itself)
- Appoint a Clerk to each committee*
- Suspend a governor*
- Appoint or remove the Head Teacher and Deputy Head Teacher*
- Decide which functions of the board of directors will be delegated to committees, groups and individuals*
- Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the board of directors is necessary*
- Ensure that the board of directors complies with the requirements of the Freedom of Information Act and to publish a publication scheme and put in place procedures for dealing with requests for information
- Establish a policy which decides what expenses should be paid to Directors and associate members to ensure they are not out of pocket for the valuable work they do for the school
- Approve the first formal budget plan of the financial year
- Keep the Health and Safety Policy and its practice under review and to make revisions where appropriate (if not delegated to a committee)
- Determine and approve, in the first instance, all Personnel policies and thereafter delegate their review to the Personnel Committee
- Ensure that there are effective confidential reporting arrangements for staff and Directors
- Ensure that any pecuniary interests are declared at each meeting by everyone present
- Review the delegation arrangements annually*
- Any items which the board of directors may wish to include

* *these matters cannot be delegated to either a committee or an individual*

Reporting arrangements will be established between the board of directors and its committees which ensures a proper flow of information and accounting for the work and decisions of those committees on behalf of the board of directors.

Terms for Reference – Directors Resource Committee 2016-17

Personnel

The Resource Committee will:

- Develop, review and oversee the implementation of the board of directors' personnel policies
- Draft and keep under review the staffing structure in consultation with the Head Teacher
- Maintain and implement the Appointments Policy for all newly appointed members of staff
- Approve the appointment of all members of staff other than Headteacher or Deputies
- Carry out the board of directors' functions relating to the Performance Review of the Head Teacher
- Draft, on behalf of the board of directors, and review annually, in consultation with staff, a whole-school Pay Policy
- Consider and recommend to the board of directors and review annually, the school Appraisal Policy for all staff
- Keep under review staff work/life balance, working conditions and well-being
- Draft and review, in consultation with the Head Teacher and staff, a policy on Absence Management for the approval of the board of directors
- Agree and monitor a training strategy for teachers, support staff and Directors
- Approve applications for early retirement, secondment and leave of absence
- Make recommendations on personnel related expenditure
- Receive and agree recommendations from the Head Teacher relating to the pay of all members of staff in line with legal requirements
- Make recommendations to the full board of directors concerning the pay review of the Head Teacher and Deputy Head Teachers
- Carry out other staff-related tasks as delegated by the board of directors

Premises and Health and Safety

The Resource Committee will:

- Carry out the board of directors' responsibilities in relation to Health and Safety, including recommending a draft Health and Safety Policy statement to the board of directors and providing regular reports to the board of directors on the monitoring of H & S
- Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk
- Carry out the board of directors' responsibilities in relation to the security of school premises and equipment
- Make arrangements for directors to inspect the premises on a regular basis
- Establish and keep under review a Building Development Programme
- Prepare an annual programme of repairs and maintenance
- In consultation with the Head Teacher oversee premises related funding bids
- Agree a level of maintenance service the school will buy from service providers
- Be involved in drawing up Asset Management Plan and Accessibility Plan for the school
- Review the opportunities (and challenges) from developing as an Extended School
- Draft and review a Hiring/Lettings Policy to the board of directors to include H & S measures
- Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and ensure that the school follows the procedures as laid down in the Local Authority's Off-site Activities Recommendations
- Carry out any other premises related tasks as delegated by the board of directors

Terms of Reference
Directors Resource Committee 2016-17

Finance

The Resource Committee will:

- In consultation with the Head Teacher and Chief Finance Officer draft any budget plans for the financial year and to recommend them to the board of directors for approval
- Establish and maintain an up to date 3 year financial plan with particular reference to the School Development Plan (SDP) and 3 year Excellence Plan
- Monitor income and expenditure against budgeted plans and report termly to the board of directors drawing attention to significant anomalies from the anticipated position
- Make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate
- Make recommendations to the board of directors regarding decisions due to be taken by the board of directors that have financial implications to ensure economy, efficiency and effectiveness of resources
- In consultation with the Head Teacher agree to any transfer of funds between budget areas up to £10000 higher amounts only to be approved by the board of directors
- Monitor all voluntary funds kept on behalf of the school in accordance with the constitutions and management arrangements of the funds
- Ensure all voluntary funds are properly audited annually for presentation to the board of directors
- In consultation with the Head Teacher and / or Chief Finance Officer, to approve contracts to be entered into up to the value of £20000 whether for goods, services or works
- Recommend to the board of directors the school's charges and remissions policy and expenses policy, and to keep those under annual review
- Make recommendations to the board of directors in respect of the financial implications of service agreements
- Assess different expenditure proposals put forward and recommend priorities to the board of directors
- Keep an annual up to date register that lists for each member of the board of directors body, the Head Teacher and any member of school staff with budget management responsibility, any business interests held by them or any member of their immediate family
- Ensure that any additional pecuniary interests are declared at each meeting by everyone present
- Ensure that the financial implications of staffing decisions are explicitly identified, understood, budgeted for and approved. For example, the appointment of new staff, re-grading and pay increments to existing staff
- Approve the writing off of irrecoverable debts of over £5000 and the disposal of surplus and damaged equipment
- Any Additional items which the governing bodies may wish to include

Isebrook SEN Cognition and Learning College



Terms of Reference

Directors Staff Disciplinary Committee 2016-17

The Staff Disciplinary Committee are required to:

- Meet to determine the dismissal of any member of staff*
- Make any decisions under the board of directors' personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action*
- Make any determination or decision under the Full Board of Directors General Complaints Procedure for Parents and others
- Make any determination or decision under the Board of Directors' Curriculum Complaints Procedure, in respect of disapplication, and the operation of the Board of Directors' Charging Policy

* cannot be delegated to an individual governor

Membership – Not less than 3 members of the board of directors plus 2 reserves
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

NOTE: It is suggested that only experienced Directors be appointed to this committee and that the Chair of Directors, due to probable prior knowledge, should not be a member

Terms of Reference

Directors Performance & Standards Committee 2016-17

The Performance and Standards Committee will:

- Ensure that the school has a self review form (SRF) in place that identifies strengths and areas for development
- Prepare a schedule for monitoring progress of the School Development Plan (SDP) and to ensure that the full board of directors receives regular progress reports
- Prepare and keep under review a strategy which will enable the full board of directors to understand how the school is improving against the five outcomes of the Children Act
 - Stay safe
 - Be healthy
 - Enjoy and achieve
 - Achieve economic well being
 - Make a positive contribution
- Research and keep under review the opportunities (and challenges) from developing as an Extended School (from a Performance and Standards perspective)
- Recommend to the board of directors draft curriculum policies including Relationship and Sex Education, religious education, collective worship, equal opportunities and drug education.
- Monitor the board of directors' Curriculum Policy
- Ensure provision of RE in line with school's basic curriculum
- Carry out the board of directors' responsibilities in relation to target setting
- Monitor student achievement against set targets
- Decide which subject options should be taught and implement provision for flexibility in the curriculum (including activities outside the school day)
- Carry out the directors' responsibilities for the prospectus and to prepare the School Prospectus for approval at the Full Board of Directors meeting
- Make recommendations to the full board of directors about appropriate mechanisms for fulfilling the board of directors' accountability to parents (School Profile, newsletters, etc)
- Adoption and review of home-school agreements and ensure these are distributed to new students and their parents
- Make recommendations to the board of directors on the adoption of the school behaviour policy, including the school anti-bullying policy
- Make recommendations to the board of directors on the adoption of the school Single Equality Duty, and to monitor and review the impact regularly
- Review, amend and monitor the board of directors' other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination)
- Review, at least annually, the overall pattern and use of exclusions within the school
- Liaise with the Student Discipline Committee to review the School's Behaviour and Discipline Policy and make recommendations on changes to the board of directors or relevant committee
- Regularly monitor and review student attendance
- Make recommendations on matters relating to the role of the school in the community, including public relations
- Carry out annual review of Safeguarding Children policy and procedures and report to the Local Authority
- Any additional items which individual governing bodies may wish to include

Terms of Reference
Directors Student Disciplinary Committee 2016-17

The Student Disciplinary Committee are required to:

- Consider representations from parents in the case of exclusions of 5 days or less* (*Committee may not re-instate*)
- Consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term* (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- Consider the decision of the Head Teacher to permanently exclude or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a student is denied the chance to take a public examination* (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- Ensure that the guidance contained in the school's policies pertaining to behaviour and attendance are practised in the school, with specific reference to the role assigned to the board of directors.
- Any items which individual governing bodies may wish to include

* cannot be delegated to an individual governor

Membership – 3 or 5 Directors

NB: The board of directors may nominate a pool of directors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a director, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Head Teacher

Any governor with prior knowledge of the incident.