



# RUTLISH SCHOOL

## GOVERNING BODY STANDING ORDERS

### and TERMS OF REFERENCE 2023-24

## **MODESTE STRENUE SANCTE**

Be Modest, Be Thorough and Pursue Righteousness

At all times the Governing Body of Rutlish School will seek to promote the best interests of the School and the education and well-being of all its students, enabling them to achieve to the best of their ability, acting within the framework set by legislation and agreed policies by:

- **setting the school's vision, ethos and agreeing the strategic direction for school improvement priorities and targets**
- **holding the school to account for the educational performance of the school and its students**
- **overseeing the financial performance of the school and making sure its money is well spent**

The Governing Body is a corporate group and as such has corporate responsibility working as a team in a truly collaborative manner. No Governor has any power as an individual. Individual Governors may be given delegations to act on their own on behalf of the Governing Body and the Chair may in exceptional circumstances take urgent action without consulting colleagues as set out in the School Governance Regulations 2013 and the Governors' Handbook.

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## GOVERNING BODY STANDING ORDERS

All Governors may attend and speak at all Committees meetings except the Pay, Discipline and Appeals Committees. They may only vote if they are a member of the Committee.

### APPOINTMENT OF CHAIRS, VICE CHAIRS AND MEMBERSHIP OF COMMITTEES

At the last Full Governing Body Meeting of the school academic year:

- *the Chair and Vice Chair of the Full Governing Body shall be appointed*
- *the membership of each Sub Committee shall be agreed. This may be considered subsequently and committees may make recommendations to the Governing Body for the appointment of non-voting associate members.*
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At the first Sub Committee meetings of the school academic year:

- *Each sub Committee or panel shall appoint its own Chair (and may appoint a Vice Chair) from its membership.*
- *Each sub Committee should also review its terms of reference and propose any changes to the subsequent Full Governing Body meeting.*

### AGENDA

The agenda for all full Governing Body meetings and all committees shall be circulated at least a week in advance to all Governors by e-mail. Governors may request a copy in hard copy.

Any Governor may contribute an item for the agenda, via the Chair.

The following will usually be standing items on the agendas of meetings:-

- at the beginning of the meeting:

- Attendance and apologies for absence- Apologies for absence from Governors for non-attendance at the Full Governing Body will be noted. ~~They will not normally be accepted in line with the decision of the Governing Body meeting in December 2002.~~
- Declarations of Interests- Governors should declare any interests in any items before they are discussed and withdraw from that part of the meeting if appropriate.
- Minutes of the previous meeting,
- Matters arising from the minutes of the previous meeting,

- at the end of the meeting

- Any other business,
- Consideration of any item as confidential, and
- Date of the next meeting

The clerk will notify the Chair if any Governor misses full meetings for a period of 6 months. The Chair will attempt to contact the Governor concerned to discuss whether the Governor is in a position to continue with their duties. The non-attendance and continuance of the Governor's term should be an item for discussion on the Agenda of the next full Governing Board meeting.

## MINUTES

The main aim of the minutes is to record decisions and any agreed action. Minutes should be written so they can be understood by the casual reader. The appointed clerk will normally take the minutes. In the absence of the clerk, meetings shall appoint [from amongst its membership] a person to be responsible for taking and preparing minutes.

Minutes will have a heading showing what meeting it is and the date of the meeting and list those present.

Draft minutes of the Governing Body and all committees shall be cleared by the Chair of the Meeting before circulation.

Minutes will be circulated (except the Pay, Discipline and Appeals Committees) to all Governors with the next full Governing Body agenda, where possible, or as soon as possible thereafter. They will have "Signed as a true record ....." and "Date ....." left blank on them. The clerk will ensure that the relevant Chair has an additional copy.

If the next relevant meeting approves the minutes, the Chair will sign and date the minutes and return them to the clerk for the files. If the minutes require minor amendment the Chair will make them and then sign one copy and return it to the clerk. If significant changes are required the minutes will be returned to the clerk with the changes indicated and the revised minutes may be re-circulated to all Governors.

Signed minutes will be filed and made available for inspection, except for Part 2 minutes containing Confidential items which will be filed separately in a locked location.

## ANY OTHER BUSINESS

The chair should not allow "Any other business" to unduly extend the meeting or be used to make a major decision (thereby avoiding giving Governors proper notice) unless it is an area where the Chair of Governors might reasonably take emergency action. The Chair should normally defer any major issue to the next meeting where it will be an agenda item.

## CONFIDENTIAL ITEMS

Meetings should consider whether any items are confidential towards their end. Where a meeting deems any item confidential, the minutes of this item should be recorded separately as Part 2 confidential minutes. Individual Committee Chairs will ensure the main body of the minutes record that the item concerned was Confidential. The Confidential sheet shall clearly denote the meeting and the item cross referenced to the main minutes and be marked prominently as "Confidential" and signed and filed separately.

Note: Nothing in these standing orders will override legal requirements, obligations and duties placed upon the Governing Body.

## POLICIES

Statutory polices are delegated by default where allowed (unless otherwise stated) to the school for approval in line with the agreed delegation list.

It is noted that the school automatically adopts the latest version of the Merton model staff Disciplinary, Conduct and Grievance polices.

## LEADERSHIP AND MANAGEMENT COMMITTEE

- Membership:** Chair of the Governing Body  
Vice Chair of the Governing Body  
Chairs of any standing committee or their representatives  
Head Teacher
- Quorum:** Four members or their representatives
- Meetings:** The committee shall meet at least once a term as part of the committee cycle. An agenda will be provided for each meeting – copied to each Governor in accordance with standing orders.
- Procedures:** See Standing Orders

### TERMS OF REFERENCE

To ensure co-ordination between Committees and to avoid duplication.

The Chair of each Committee will be responsible for raising issues at each Leadership and Management meeting, highlighting in particular, areas that are of relevance to other Committees.

To propose the yearly cycle of full Governors meetings and Committee meetings and to make recommendations to the Governing Body.

To review the allocation of responsibilities and policies to committees and advise the FGB on this.

To contribute to the development of school policies including those specifically allocated to the committee by the FGB.

To initiate and review stakeholder surveys

In accordance with the general principle agreed at the FGB meeting 8<sup>th</sup> December 1998, governors not being the Committee Chair (or their committee's representative) may attend meetings and contribute to discussion but will not hold a vote.

## QUALITY OF EDUCATION- Curriculum

- Membership:** At least five governors, one of whom must be the Headteacher
- Quorum:** The quorum shall be four governors
- Meetings:** The Committee will meet at least once a term and otherwise as required
- Procedures:** See Governing Body Standing Orders

### TERMS OF REFERENCE

To advise the Governing Body on all aspects relating to the Quality of Education, the School's Curriculum Model, and that their statutory obligations regarding the National Curriculum and its assessment have been met,

#### Curriculum

- With the assistance of the staff, to provide the Governing Body with information about how the curriculum is planned, taught, evaluated and resourced.
- To contribute to the School Development Plan and to monitor and evaluate Key Aims.

- To recommend to the Governing Body challenging targets for KS4 and review progress of all students at KS3, KS4 and KS5
- To receive proposals from the Headteacher on the management and delivery of the curriculum and to make recommendations to the Governing Body.

To contribute to the development of school policies specifically allocated to the committee by the FGB, and other policies as appropriate.

The Committee will contribute to the School Development Plan, review school's policies and the parts of the SDP referred to it by the FGB and report back to the FGB on all its responsibilities.

## INCLUSION (Behaviour & Attitudes and Personal Development)

<b>Membership:</b>	At least five governors, one of whom must be the Headteacher
<b>Quorum:</b>	The quorum shall be four governors
<b>Meetings:</b>	The Committee will meet at least once a term and otherwise as required
<b>Procedures:</b>	See Governing Body Standing Orders

### TERMS OF REFERENCE

To advise the Governing Body all aspects relating to Personal development and Behaviour and Attitudes including Safeguarding and SEND

#### Inclusion

To ensure that all students have full access to all areas of school life and receive the requisite care, guidance and support necessary to underpin their learning. This includes ensuring that the school meets its responsibilities under the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011

- Students with Special Educational Needs and Disabilities (SEND) in accordance with Part 3 of the Children and Families Act 2014 and associated regulations including the Special Educational Needs and Disability Regulations 2014 and the SEN Code of Practice January 2015
- Disadvantaged students- Pupil Premium and Free school meals

#### Behaviour and Attitudes

- Attendance
- Student Behaviour and Attitudes for Learning including racist and homophobic borough returns
- Safeguarding and Child Protection Issues in line with Guidance including Prevent and the Counter Terrorism and Security Act 2015

#### Personal Development

- Key groups including students with English as an Additional Language (EAL), young carers, Looked After and post Looked After Children (LAC).
- the admission of students including specifically the provision for those with statements of SEND, and into the Additional Resources Provision
- Student well-being
- Students with health issues (including mental health)
- Students in alternate provision
- Careers, citizenship and readiness for their next steps

To contribute to the development of school policies specifically allocated to the committee by the FGB, and other policies as appropriate.

The Committee will contribute to the School Development Plan, review school’s policies and the parts of the SDP referred to it by the FGB and report back to the FGB on all its responsibilities.

## SCHOOL BUSINESS COMMITTEE

**Membership:** At least five governors, one of whom should be the Headteacher

**Quorum:** The quorum shall be four governors

**Meetings:** The Committee shall meet at least once a term and otherwise as required (these meetings should be timetabled in advance for the whole school year)

### TERMS OF REFERENCE

To provide Strategic Direction and overseeing the Financial Performance of the School and ensuring its money is well spent

#### Budget and Finance

Provide guidance and assistance to the Headteacher and Governors on all matters relating to budgeting and finance and to clearly define financial responsibilities as detailed in the London Borough of Merton, Scheme for Financing schools.

Review budget monitoring reports that contain detailed statements of income and expenditure to date with committed expenditure and comparisons to budget/expected outturn for each budget heading, and other evidence of delegated financial control, ensuring that full explanations are available. These reports must include original system data.

Report on the school’s finances at Governing Body meetings.

If the budget goes into deficit, ensure that a recovery plan is put in place or that there is a plan to spend surpluses.

Ensure the preparation of and report upon an annual budget of income and expenditure to be presented to a meeting of the Governing Body and such supplementary estimates as may be required by the Governors.

Ensure the preparation of and report upon a three year financial plan to be presented to a meeting of the Governing Body.

Review tenders received for contracts. Agree on which contractors are to be awarded contracts and make recommendations to meetings of the Governing Body.

Ensure the delegated powers are set at appropriate levels and recommend to the Governing Body for approval.

Authorise expenditure within the limits determined in the delegated powers.

Receive requests for authorisation to vire expenditure between budget headings within the limits determined in the delegated powers.

	FGB	Finance Committee	Headteacher	DHT	SBM
Authorisation level	>£40,000	£20,000-£40,000	Up to £20,000	Up to £5000	Up to £5,000
Virements (changes to agreed budget)	>£25,000	£10,000-£25,000	Up to £10,000		

Approve, after due consideration of all matters including cost and quality issues, the continuation or cessation of contracts including LA sourced services.

From time to time and in conjunction with the Headteacher, undertake reviews of the school's management organisation, accountancy systems and financial procedures and their effectiveness including access to the computer systems.

Ensure the appointment of an independent auditor/examiner for non-public (school) funds and ensure this report is presented to the Governing Body.

Review Internal Audit reports or undertake Self Evaluation of Internal Controls and report to the Full Governing Body meetings on findings and recommendations. Ensure implementation of any recommendations and action plan.

Approve any debts written off. (Where the debt exceeds £250 the approval of the Children, Schools and Families' Financial Controller must also be obtained.)

Participate in any consultation with the local authority on funding reviews and amendments to the Scheme for Financing Schools and to make a recommendation annually to the Governing Body as to the approval and adoption of the Scheme.

Ensure the school maintains an up to date Asset Register.

Annually review governor allowances.

Annually review the terms of reference.

Contribute as appropriate to the School Development Plan.

Ensure that the school maintains compliance with the DfE School's Financial Value Standard (SFVS) and report any issues/recommendations to the Governing Body.

## Premises

Address proactive and reactive maintenance items which are the responsibility of the governing body.

Consider the LA and New Schools policies on health and safety and recommend a Health and Safety policy for the school for adoption by the governing body. Ensure that the necessary school management organisation and procedures are in place (e.g. Risk Assessment) to implement the policy and ensure that the school complies with health and safety regulations.

Liaise with PFI contractor and the local authority regarding maintenance of premises and grounds, security and health and safety.

Representatives of the committee to inspect the grounds and premises at least once a term to review progress of ongoing site issues and consider new issues.

Ensure that the PFI contractor complies with their responsibilities regarding litter and refuse under the Environmental Protection Act 1990.

Ensure premises are fit to deliver the Curriculum.

Draw up policy for school security and monitor, evaluate and review its effectiveness on a regular basis.

Contribute to the School Development Plan.

Appoint a "School Meals Governor" and ensure that a review group representing the Governing Body, the catering company, the school's staff and (subject to, from time to time, the agreement of the School) the School Council is convened, chaired by the School Meals Governor, to consider the quality and delivery of school meals and any other issue associated with school meal times and to receive, at least annually a report from the review group.



## Personnel & Staffing

To review the staffing structure annually in relation to the School Improvement plan. To establish staffing needs and recommend adjustments as necessary.

To provide support and guidance to the Headteacher on all personnel matters.

To contribute to the School Development Plan.

To make recommendations as necessary to the Finance Committee regarding the school Pay Policy and its implementation, in accordance with DfE and local authority regulations and guidelines. To Participate in staffing reviews and implement pay policies as appropriate.

To make recommendations as necessary to the Finance Committee on personnel related expenditure.

To oversee the appointment procedure for all staff and ensure job descriptions are appropriate and in place

To support the Headteacher in strategic planning for internal promotions and permanent staffing posts.

To ensure that DBS (Disclosure and Barring Service) and Section 128 checks are completed satisfactorily as and when required.

To review and recommend for adoption the Appraisal Policy and monitor the implementation and impact of the Appraisal Policy.

To review and adopt personnel related policies and procedures as and when they are due for renewal.

To review and monitor the operation of GDPR with the school.

To keep under review staff working conditions and well-being, including the monitoring of absence.

To ensure that LA guidance is sought for all HR matters and that the most up to date LA policies and procedures are followed.

To report to the Governing Body on decisions taken by the Committee in the exercise of delegated powers.

## RR6 JOINT STRATEGIC COMMITTEE

Updated: November 2021

### Membership

- The two Headteachers (or their representatives)
- The two Chairs of Governors (or their representatives)
- Five governors at Rutlish School
- Five governors at Ricards Lodge High School

Total membership: 14 Governors



### Quorum

6 members at least 3 from each school, two non staff Governors and HT or designated person.



### Meetings

- The committee will meet at least once a term and otherwise as required.

- The purpose of the Joint Strategic Committee is not to duplicate the work already carried out by the school committees. The bullet points under each heading are not intended to be exclusive, but more to help as prompts to ensure all business relevant to the Joint 6<sup>th</sup> Form is properly covered. It should be considered that, may be, a lot of the business can best be covered simply by ensuring that each school's committees are dealing with the relevant business.
- The Chair and Vice-chair will rotate between Ricards and Rutlish on an annual basis with a governor from each school in the role on an alternate basis.
- In the absence of the chair, the vice-chair will act as chair for a meeting.
- In the absence of the clerk, the school who is chairing the meeting will organise a clerk for the meeting.

### **Procedures**

- All decisions taken by the Committee must be reported to the Full Governing Bodies.
- To review the terms of reference annually and propose any amendments to the Full Governing Bodies.
- Contribute to the development of the schools' policies.
- Contribute to the schools' Improvement Plans.
- Advise the Full Governing Bodies of the 6<sup>th</sup> form's curriculum model and that the statutory obligations regarding the curriculum and its assessment have been met, including information about how the curriculum is planned, taught, evaluated and resourced, recommending proposals to both FGBs.
- Review information on student performance required to be published on the schools website and review student progress and attainment data including for groups (LAC, disadvantaged, SEN, ethnicity, gender and bursary).
- Provide guidance and assistance to the Head-teachers and governors on all matters in relation to the 6<sup>th</sup> form area premises and grounds, security and health and safety.
- Admissions Policy for students to the 6<sup>th</sup> form (to be ratified at FGBs).

### **Finance**

- Financial information about RR6 will be shared when required for joint strategic planning.
- Consider, with the Headteachers, from time to time, the long term requirements of the 6<sup>th</sup> form, the financial implications of such requirements, their priorities and any financial strategy for their provision. Report such findings to the Full Governing Bodies as required.
- Agree RR6 Charging Policy and publish on school websites.
- Each school will ensure its provision meets the needs of SEND students in accordance with the SEND Code of Practice 2015 and relating to Part 3 of the Children and Families Act 2014.
- To receive regular reports as necessary on:
  - Quality of education
  - Personal development
  - Behaviour and attitudes
  - Leadership and management

## Terms of reference for other Committees and Panels

### PAY COMMITTEE

**Membership:** Three governors\* as appointed by the FGB

**Quorum:** The quorum shall be three governors

**Meetings:** The Committee will meet as required

**Procedures:** See Governing Body Standing Orders.

- To ensure that each member of staff's salary is reviewed annually in accordance with the Pay Policy
- To consider reports and recommendations from reviewers, the Senior Leadership Team and the Head Teacher regarding pay progression.
- To report the outcome to the Finance/Personnel Committee

*\*The Head Teacher cannot sit on the Pay Committee.*

### HEAD TEACHER'S PAY COMMITTEE

**Membership:** Three Governors as appointed by the FGB\*

**Quorum:** The quorum shall be two governors

**Meetings:** The Committee will meet as required

**Procedures:** See Governing Body Standing Orders.

- To consider reports and recommendations from the Head Teacher's Appraisal Panel in connection with the Head Teacher's performance.
- To review and determine annually the pay terms and conditions of the Head Teacher.

*\*Governors selected for the Head Teacher's Pay Committee cannot sit on the Head Teacher's Appraisal Panel and vice versa. The Head Teacher cannot sit on the Head Teacher's Pay Committee.*

### DISCIPLINE COMMITTEE

**Membership:** This committee is convened from time to time as the need arises. Any non staff Governor may be asked to sit on this committee if not conflicted.

**Quorum:** 3 Governors

**Meetings:** When the need arises to convene the Discipline Committee, the Clerk to the Governing Body will notify the Chair or Vice Chair of the FGB and convene a panel within statutory timescales.

Meetings will usually be chaired by the Chair or Vice Chair. If neither is available, the Chair will nominate another Governor to chair the meeting.

The Headteacher will usually attend Committee meetings as a witness as the meetings are generally to review his/her decision, but s/he may not vote or take any part in the decision making process.

**Procedures:** See Governing Body Standing Orders and relevant policies and legislation

#### TERMS OF REFERENCE- Pupil discipline

- To consider re-instatement following permanent exclusions,
- To review fixed term exclusions where indicated, and to review provision for re-inclusion of students following a FTE
- The LA shall be informed and invited whenever it is necessary to convene a Pupil disciplinary meeting.

#### TERMS OF REFERENCE- Staff disciplinary

- To consider and to make initial decisions about matters relating to the dismissal of staff, discipline of staff or staff grievances, in accordance with LA procedures.

## COMPLAINTS/GRIEVANCE COMMITTEE

**Membership:** Non staff Governors as available and not conflicted nor having taken part in any previous Panel

**Quorum:** 3 Governors.

**Meetings:** The committee shall meet as required.

**Procedures:** See Governing Body Standing Orders

To consider and decide upon any matter so raised under current policy and in line with procedures contained therein.

## APPEALS COMMITTEE

**Membership:** Non staff Governors as available and not conflicted nor having taken part in any previous Panel relating to the specific case.

**Quorum:** 3 Governors.

**Meetings:** The committee shall meet as required.

**Procedures:** See Governing Body Standing Orders

To consider and decide upon any appeals against a decision of a previous committee for pay/staff disciplinary/grievance/complaints in line with policy and procedures.