AYLESBURY HIGH SCHOOL

GOVERNING BODY FRAMEWORK

2026/27

1. Standing Orders
2. Governor Code of Conduct
3. Teaching and Learning Committee terms of reference
4. Personnel Committee terms of reference
5. Pay Review Committee terms of reference
6. Resources Committee terms of reference
7. Staff Review Committee terms of reference
8. Pupil Discipline Committee terms of reference
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AYLESBURY HIGH SCHOOL: STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY

CONTENT

The Standing Orders cover:

- Powers and Duties of the Governing Body
- Composition of and appointments to the Governing Body
- Meetings of the Governing Body
- Quorum
- Participation in Meetings by Telephone, Video Conference or other remote means
- Electronic Decision Making
- Committee Structure, Practice for committee Membership and Management
- Delegation of functions:
- Governors' Expenses
- Code of Practice

POWERS AND DUTIES OF THE GOVERNING BODY

The Governors shall exercise their powers and duties as set out in the Academy Trust's Memorandum and Articles of Association (AA) and Funding Agreement (FA), in compliance with relevant and current legislation.

COMPOSITION AND APPOINTMENT OF THE GOVERNING BODY

MEMBERSHIP

The composition of the Governing Body is outlined in the Articles of Association

TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR

The Term of office for all Governors is 4 years

APPOINTMENT OF GOVERNORS

The process for appointing Governors is laid down in the Articles of Association

TERMS OF OFFICE / APPOINTMENT CHAIR AND VICE CHAIR

The term of office for Chair and Vice-Chair will be 1 year

ELECTION OF CHAIR AND VICE-CHAIR

If contested the Chair must be elected by a secret ballot. The Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair:

Governors will be able to submit written nominations prior to the full governing body and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered. Nominee(s) will be asked to leave the room whilst the election process takes place. If there is more than one nominee, the remaining governors will take a vote by a secret ballot. The clerk will tally the votes. The nominee(s) will return to the meeting.

Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken. The clerk will announce the result, 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 would 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.

APPOINTMENT OF ACCOUNTING OFFICER
The Governing Body shall appoint the Head as the as Accounting Officer as laid out in the Academies Trust Handbook.

APPOINTMENT OF RESPONSIBLE OFFICER (RO)
The Finance and Audit Committee will manage the risk review and checking of financial control by retaining a suitable professional or firm to carry out this review on their behalf in accordance with the guidance laid out in the Academies Trust Handbook

APPOINTMENT OF THE PRINCIPAL FINANCIAL OFFICER
The Governing Body shall appoint the Financial Officer with the responsibility to the Governing Body for the financial and administrative matters as defined in the Academies Trust Handbook.

APPOINTMENT OF THE CLERK (Governance Professional)
The Governing Body will appoint a Clerk to the Governors.

MEETINGS OF THE GOVERNING BODY
The Governing Body notes the requirement to meet at least three times in each school year and that this will be termly. This also applies to Committees. The Governing Body notes the requirement for notice of a Governing Body meeting to be given 7 clear days before the date of the meeting

QUORUM
The quorum will be any three Governors, or where greater, a third of the Governors holding office (rounded up), which ever is the greater. The quorum will be two thirds of the number of Governors holding office, rounded up, when the issue is the

- Removal of a Governor
- Removal of the Chair of Governors

PARTICIPATION IN MEETINGS BY TELEPHONE, VIDEO CONFERENCE OR OTHER REMOTE MEANS
Governors can participate in meetings of the Governors by telephone or video conference, provided that he/she;

- has given notice of their intention to do so at least 48 hours in advance of the meeting
- has given notice of the way in which they propose to participate (telephone or video conferencing);

- has individual access to the appropriate equipment.

If, after all reasonable efforts, it does not prove possible for the person to participate by electronic means, the meeting may still proceed with its business providing it is quorate. In the event the Chair requests to participate remotely, the Vice Chair or another Governor should be appointed to Chair the meeting.

ELECTRONIC DECISION MAKING

Governors agree that where necessary, and at the discretion of the Chair of Governors for the full Governing Body or Committee Chair's for respective Committees, decisions can be made via electronic means. The quorum for any decision taken will be the same as applies to FGB or Committee meetings, as relevant. The Clerk to the Governing Body or Committee will then draw up an eMinute which will be circulated via email and taken to the next meeting of the Governing Body or Committee to be signed by the Chair of Governors or Chair of the Committee to verify the minutes are a true record.

COMMITTEES

COMMITTEE STRUCTURE/MEMBERSHIP OF COMMITTEES

The establishment, Terms of Reference, constitution and membership of any committee of the governors shall be reviewed at least once in every twelve months.

The review of the above will take place by the whole Governing Body in the Autumn Term. The appointment of the Committee Chair will also be reviewed in the Autumn Term and has been delegated to committee members. The Governing Body will appoint a clerk to each committee in the Autumn Term. (This will not be the Head). For a committee with a financial remit the clerk will not be a Governor from that committee.

The Committee structure and membership is detailed on the attached grid. Committee members shall report to the Governing Body in respect of any action taken or decision made.

PRACTICE FOR COMMITTEE MANAGEMENT

- Agendas will be made available to all Governors at least seven days in advance of the meeting.
- Committee papers will be available to all Governors (not just those on the committee) with the exception of the Personnel Committee whose papers will be confidential to those members of the Committee
- Minutes will be circulated to all Governors (not just those on the committee)
- Minutes will be signed by the Committee Chair at the next committee meeting to verify that the minutes are a true record.
- Any Governor may attend a committee meeting but only named committee members may vote.

DELEGATION OF FUNCTIONS

A Governing Body can delegate any of its statutory functions to a Committee, a Governor or the Head, subject to the restrictions described below. The Governing Body must review the delegation of functions annually. The Governing Body will

remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions may not be delegated to a Governor, Committee, the Head or any other holder of an executive office:

- The removal of Governors
- The appointment or removal of the Chair or Vice-Chair
- The establishment of committees and delegation of functions
- Approval of the Budget (Academies Trust Handbook)

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

- The review of the exclusion of pupils

The Governing Body can still perform functions it has delegated.

- Any individual or committee to whom a decision has been delegated must report to the Governing Body in respect of any action or decision made (Article 106)

DELEGATION OF FUNCTIONS TO COMMITTEES

The Governing Body agrees the delegation of functions as described in the terms of reference for its Committees

DELEGATION OF FUNCTIONS TO THE CHAIR

The Governing Body agrees the delegation of functions to the Chair as in Annex 1.

DELEGATION OF FUNCTIONS TO THE HEAD

The Governing Body agrees the delegation of functions to the Headteacher as in Annex 2.

PAYMENT TO GOVERNORS

Governors can receive payment for all reasonable out of pocket travel, or other expenses legitimately incurred by them. This is detailed in the Governor Allowance Policy

CODE OF PRACTICE / CODE OF CONDUCT

Governors have agreed to follow the Governors Code of Practice

DELEGATION OF FUNCTIONS TO THE CHAIR ANNEX 1

PERSONNEL

- In an emergency, where time does not permit the relevant Committee or full Governing Body to meet, to agree additional leave of absence outside the limit of discretionary leave set by the Governing Body's Leave of Absence Policy; the Chair has permission to agree up to 5 additional days' leave of absence with or without pay.

- Co-ordinating arrangements for Governor participation in interview, and for hearings of the Pupil Discipline Committee, Hearings Committee and Appeals Committee.

- Liaison with the Head in relation to personnel issues as outlined in the Personnel Policies and Procedures adopted by the Governing Body in relation to employees of the School.

INSET

Approval of INSET days where time does not permit consideration by the full Governing Body.

CORRESPONDENCE/DOCUMENTATION

Preparing a response on behalf of the Governing Body to any other correspondence/ documentation, e.g. consultation documents, received from the Local Authority or Department for Education where time does not permit the full Governing Body to consider it at its termly meeting. In delegating this function to the Chair, he/she will be expected to liaise with members of the relevant committee/Chair of Committee before preparing a response.

The Governing Body delegates to the Chair the right to take a decision in an emergency. Any decisions taken by the Chair under his/her delegated authority will be reported back to the next meeting of the Governing Body.

DELEGATION OF FUNCTIONS TO THE HEAD ANNEX 2

Accounting Officer: In accordance with the requirements of the Funding Agreement the Governing Body identifies the Head as the Accounting Officer (Academies Trust Handbook).

The Governors delegate such powers and functions as they consider are required by the Head for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the Academy)

APPOINTMENT OF MEMBERS OF THE ACADEMY TRUST

Member appointments will be in accordance with the Articles of Association

Aylesbury High School Governing Board
Code of conduct 2026/27

Once this code has been adopted, all board members agree to faithfully abide by it.

We also agree to follow the charity governance code

We will abide by the Seven Nolan Principles of Public Life and demonstrate our commitment to ethical governance:

Selflessness
We will act solely in terms of the public interest.

Integrity
We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work.

We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity
We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness
We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
We will be truthful.

Leadership
We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will apply the highest standards and will:

1. act within our powers
2. promote the success of the trust
3. exercise independent judgement
4. exercise reasonable care, skill and diligence
5. avoid conflicts of interest
6. not accept benefits from third parties
7. declare interest in proposed transactions or arrangements

We will focus on our core purpose:

1. strategic leadership: defining a vision, fostering a culture and ethos, and championing the strategy
2. accountability and assurance: providing robust and effective oversight of operations and performance
3. engagement: strategic oversight of relationships with stakeholders

As individuals, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core purpose rather than involve ourselves in day-to-day management.
2. We will fulfil our role and responsibilities as set out in our scheme of delegation.
3. We will develop, share and live the ethos and values of our school.
4. We agree to adhere to school policies and procedures.
5. We will fully cooperate with requests that are necessary to ensure organisational compliance, including disclosure and barring or right to work checks.
6. We will work collectively for the benefit of the school.
7. We will be candid but constructive and respectful when holding senior leaders to account.
8. We will consider how our decisions may affect the school and local community.
9. We will stand by the decisions that we make as a collective.
10. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
11. We will only speak or act on behalf of the governing board if we have the authority to do so.
12. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
13. When making or responding to complaints, we will follow the established procedures.
14. We will strive to uphold the school's reputation in our private communications (including on social media).
15. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.
16. We will act as ambassadors for our school.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and, where we cannot attend, explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and welcome opportunities to be involved in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

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Build and maintain relationships

1. We will develop effective working relationships with leaders, staff, parents and other relevant stakeholders from our local communities.
2. We will champion the voices of our school community and stakeholders.
3. We will establish effective working relationships with governors.
4. We will respect the remit of, and engage constructively with, relevant authorities, sector bodies and other trusts.
5. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
6. We will work to create an inclusive environment where each board member's contributions are valued equally.
7. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of the trust when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. We will practice good ICT security, keep personal data safe and support GDPR compliance.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the register of business interests will be published on the school's website.
5. We will act as a governor, not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the trust board, attendance records, relevant business and pecuniary interests, category of governor/trustee and the body responsible for appointing us will be published on the trust website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions including suspension or removal from the board as a last resort.

Adopted by**:** Aylesbury High School Governing Board on 6th October 2025

Signed**:** [chair/co-chairs of board]

We agree that this code of conduct will be reviewed annually and endorsed by the full governing board.

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TERMS OF REFERENCE FOR THE TEACHING AND LEARNING COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To monitor the school development priorities and KPIs within the remit of this committee and ensure teaching and learning is meeting the strategic objectives
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Associate Members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors.
Frequency	Once a term and more often if necessary

KEY OBJECTIVES	
1	Advise the Full Governing Body on all matters relating to student well-being having liaised fully with the Headmistress and teaching staff.
2	To receive and review data to support the following: • Progress of pupils by year group, including broken down by sub groups such as disadvantage, SEND, ethnicity • Destination/career data, including for pupils with SEND and including CEIAG provision connected to the Gatsby benchmarks • Performance measures at KS4 and KS5 • data on the breakdown of pupils by sub-groups including ethnicity, disadvantage, EAL, SEND and Looked After Children • SEND students including areas of need, support provision, funding, progress, outcomes • Curriculum data, including pupil numbers, class sizes, pupil:teacher ratio
3	To scrutinise examination results and review aspirational targets for the achievement of students
4	To ensure the views of the Cabinet and all students, parents and staff are considered.
5	To receive reports on assessment and feedback practices and to be satisfied data collection is meaningful and impactful for leaders, staff and pupils
6	Monitor and review the curriculum provision across the school to ensure it is broad, balanced and relevant for all students and groups of students, including supporting groups of students such as Pupil Premium, SEND and EAL.
7	Monitor and review the co-curricular provision for all students and groups of students, including trips and visits and their value and impact.

8	Consider the objectives and conduct of Governor visits to school and advise the Full Governing Body.
9	Review the management of admissions and Key Stage transfer • KS2 to 3 – liaison with feeder primary schools and management of transfer process of new intake • KS3 to 4 – options choices and guidance • KS4 to 5 – retention and transition
10	Receive and evaluate termly reports on • The quality of education across the school and actions to secure improvement • Standards and behaviour – rewards/sanctions/exclusions data. • Attendance and students who are taken off role during the academic year
11	Receive and evaluate (at least) annual reports on: • The impact of PSHCE provision • The use and impact of ICT to support teaching and learning • The use and impact of Pupil Premium funding to ensure it is used effectively
12	Policies – to review and approve in accordance with the Policy schedule

TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To monitor the school development priorities and KPIs within the remit of this committee to ensure personnel related matters are meeting the strategic objectives
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure. The Governing Body recommend Staff Governors are not appointed to this Committee.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Associate Members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to the Committee members.
Frequency	Annually and more often if necessary

KEY OBJECTIVES	
	PERSONNEL
1	To determine the staff structure and complement (involving communications with the Resources Committee where necessary).
2	To receive reports that Staff Recruitment and safer recruitment practices are being followed, when appointing new members of staff
3	To delegate discretionary leave of absence decisions to the Headteacher in line with the policy, in the case of the Headteacher, the decision is made by the Chair of Governors)
4	To receive and determine applications for premature retirement. Any amount of enhancement will be subject to approval by the Resources Committee
5	To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
6	To recommend to the Full Governing Body, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership Team
7	To ensure an Appraisal policy is in place for all staff and reviewed regularly
8	To receive reports from the Headteacher on the operation of Performance Management procedures and the professional development opportunities provided for staff
9	To receive reports on staff welfare
10	To be aware of and advise the Governing Body of the implications of equal opportunities and other legislation in relation to personnel functions
11	To ensure succession planning is in place for the Headmistress, SLT and any other key member of staff
12	To receive an annual report on recruitment processes

	POLICIES
13	To review policies in line with the Policy schedule

TERMS OF REFERENCE FOR THE PAY REVIEW COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To monitor to the school development priorities and KPIs within the remit of this committee and ensure teaching and learning is meeting the strategic objectives
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Associate Members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number.
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to the Committee members.
Frequency	Annually and more often if necessary

KEY OBJECTIVES	
	PAY AND PERFORMANCE
1	Salary reviews: • To understand the profile of the school • Ensure salaries reflect staff responsibilities and contributions • To understand the scope for progression and impact on the budget
2	To review and approve pay recommendations: • To ensure the performance management process is applied fairly and consistently • To ensure recommendations are demonstrably evidence based • To ensure recommendations can be justified if challenged • To approve evidence based threshold applications • To approve leadership pay • To get confirmation that the School will notify the HR provider of pay recommendations
3	Receive a report to ensure that objectives set are: • Aligned to the SDP • The process is robust, open, consistent and fair • To understand the link between pay and performance to inform progression

	• To ensure the setting and reviewing of targets (in the Autumn and Summer term respectively) for Deputy and Assistant Headteachers takes place by the Headteacher
4	To make decisions concerning pay of the Leadership Team (Headteacher, Deputy Headteachers, Assistant Headteachers). • Ensure the Pay Policy sets out the process for determining executive pay
5	Policies – to be reviewed and approved in accordance with the policy schedule

TERMS OF REFERENCE FOR THE RESOURCES including Finance COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To liaise and consult with other committees as necessary.
- To monitor the school development priorities and KPIs within the remit of this committee to ensure the strategic objectives are being met
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure.
Clerk	as per agreed arrangements
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Co-opted members	The Governing Body may co-opt members to the Committee, but they will not have voting rights
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair and vice-chair, the committee will choose an acting chair for that meeting from among their number (not the Headmistress).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors.
Frequency	Twice in the Autumn term, once in the Spring and Summer terms and more often if necessary

KEY OBJECTIVES	
1	To abide by the Academies Trust Handbook (updated annually)
2	**Risk Register and Internal scrutiny** • The Committee will review the risk register, asking other committees to review their areas and report to the Committee any changes. The Risk Register will be presented to the FGB once a term • The Committee will put in place a system of internal scrutiny, selecting items for inclusion from suggestions made by all the Governor Committees. The Resources Committee will agree the plan of scrutiny for the year ahead and present this to the FGB. The Internal Scrutiny findings will be reported to the Full Governing Body after scrutiny by the relevant Governor Committee.
3	**Budget** • To prepare the annual financial plan for ratification by the full Governing Body, having taken account of the priorities determined by other committees and set down in the School Improvement Plan • To approve the 3-year budget forecast as realistic and within resources • To approve the Premises strategy and agree budget allocation for alterations and improvements for the following financial year. • To determine in each school year, the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the relevant Committee to ensure appropriate levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers' Pay and Conditions Document. This includes liaising over the staff complement and the results of any recommendations resulting from the performance management review.

4	**School Regulatory Policy** • That School regulations are structured to meet the requirements for academies set down by the Department for Education. • To recommend to the full Governing Body the level of financial authority to be delegated to the Headmistress for the day to day management of the school and to keep this reviewed annually (The Headmistress's single item/project expenditure limit is £15,000. Amounts above £15,000 are to be referred to the Resources Committee or Whole Governing Body for approval). • To arrange for an audit or independent examination (as determined by current legislation) of all School Funds, both voluntary and public, to take place at least once in every accounting period. • To receive the audited accounts and to prepare the financial statement to form part of the annual report of the Governing Body. • To ensure that statutory financial regulations for charities and companies are followed carefully within school and that any agreed recommendations from the Audit Report are fully implemented. • To ensure tendering arrangements are carried out when directed by AHS Financial Procedures and to approve the award of tenders. Also, should a quote other than the lowest be accepted, to report the decision for ratification by the Committee,To review and approve annually the major contracts and leases the school has entered into including outsourced IT and Catering services, leased equipment and any contract worth over £10k on aggregate annually
5	**Monitoring of School Finances** • To review and approve the Financial procedures manual annually • To receive and review monthly monitoring reports from the Finance and Operations Director and report back to the full Governing Body at their termly meeting(s). To approve or, as appropriate within delegated authority, recommend to the full Governing Body, any corrective/remedial action where significant variances from planned income/expenditure arise. • To conduct on behalf of the Full Governing Body annually a benchmarking exercise of the school's finances where practicable. • Ensuring best practice is followed by the School in preventing fraud, taking note of DfE published guidance on anti-fraud measures
6	**Business Development and Fundraising** • Fundraising in support of school improvement. • Developing Alumni relations for the long-term support of the school
7	**Premises** • To review regularly the condition of the school buildings and ensure an appropriate annual maintenance plan is in place, having full regard to the 'Property Condition Survey', any Asset Management Plan. • To liaise with the Headmistress to ensure that efficient, effective and safe programmes are in operation for building and plant maintenance, site security, cleaning, catering, grounds maintenance and disposal of waste. • To monitor lettings, in accordance with the policy of the Governing Body, having regard to any advice from our auditors about regulations • To monitor the Schools Climate Action plan
8	**Health and Safety** • The Committee is to ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety policies as necessary. • **The Committee is to liaise with the Headmistress and Chair of Governors**:

	• In arranging for an internal or external Health and Safety Audit Programme as deemed necessary. • **The Committee is to liaise with the Headmistress to ensure that**: • The school complies with health and safety legislation. • The Headmistress has received adequate health and safety training to enable him/her to manage health and safety effectively in the school. • At least one senior member of staff has received appropriate training and acts as health and safety co-ordinator for the school. • To ensure that the school has an up to date fire risk assessment which is reviewed annually and that the recommendations of the risk assessment are put in place. • To ensure that the procedures are followed in respect of any building work proposed other than general maintenance to ensure building regulations are met. • All accidents, incidents, dangerous occurrences are recorded and where appropriate are reported to the Health and Safety Executive. • Accident reports are reviewed at least once annually and a check is made to ensure that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence. • Risk assessments for all work activities carrying a significant risk to health and safety are in place and reviewed at least once annually or more frequently if appropriate and are communicated to all relevant personnel. • The school site, premises and access to and egress from them are maintained in a safe condition at all times and that particular regard is given to the adequate separation of vehicles and pedestrians. • All plant and equipment is serviced and maintained in compliance with the requirements of health and safety legislation, the School's insurers and the School's own policies regarding servicing and maintenance of equipment. • An action plan is drawn up following any health and safety audits carried out and that the recommendations in the reports are followed up and implemented as appropriate
9	**Educational Visits** • To ensure that guidance is available and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. To review the school's educational visits policy for approval by the whole governing body. • To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the Department for Education or Governing Body. • To ensure that the Headmistress and Educational Visits Co-ordinator are supported in matters relating to educational visits, and that they have the time and expertise to fulfil their responsibilities. • To ascertain what governor training is available and relevant, and ensure, where possible, training is undertaken.
	IT • To regularly review the IT strategy
10	**Policies**

	• Are reviewed in accordance with the policy schedule

TERMS OF REFERENCE FOR THE STAFF REVIEW COMMITTEE AND THE STAFF REVIEW APPEALS COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	Each Panel will consist of three members and will be in accordance with the relevant policies
Clerk	as per agreed arrangements and cannot be the Headteacher
Quorum	at least THREE members
Chair	to be elected by the committee.
Minutes	Confidential minutes will be taken at the meeting and can be shared with those present and if required for any future appeals.
Meeting	The Panel may meet remotely, via video conferencing, subject to agreement by all parties.

KEY OBJECTIVES	
1	Panels will be convened and act in accordance with the school's policies and procedures (to include but not limiting – Capability, Conduct and Discipline, Employee Grievance, Redundancy and Health and Attendance matters)
2	To hear staff grievances, take disciplinary action, take action in relation but not limited to redundancy, capability or health and attendance issues and follow the policy and procedures adopted by the Governing Body. This will include the power to determine staff dismissal and hear representations.
3	To ensure that minutes are taken of the meetings and retained in case they are required during any later appeal process.

TERMS OF REFERENCE FOR THE PUPIL DISCIPLINE COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure. The Headteacher cannot be a member and it is recommended that a member of staff does not sit on this committee. Where there are insufficient governors without prior involvement the Governing Board should consider collaborating with another Governing Board. Any member who has a connection with a particular pupil, or of the incident leading to an exclusion, should consider stepping down as this knowledge could affect their ability to act impartially.
Clerk	as per agreed arrangements and cannot be the Headteacher
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Chair	to be elected by the committee.
Minutes	Confidential minutes will be taken at the meeting.
Meeting	The Panel may meet remotely, via video conferencing, subject to agreement by all parties

KEY OBJECTIVES	
1	To consider whether the Headteacher has complied with the exclusion procedure and has had regard to the Secretary of State's guidance before deciding to permanently exclude or suspend a pupil.
2	All suspensions (including lunch-time, half-day-suspensions) that would lead to a pupil being excluded for **over 15 school days in a school term or missing a public examination**. **This meeting must be convened within 15 school days after the date of receipt of the notification from the Headteacher.** (Where a pupil might miss a public examination and the Committee is unable to meet before the date of the examination, the Chair of Governors is empowered to take the decision about the exclusion).
3	All suspensions that would lead to a pupil being excluded for **over 5 days but not over 15 days in a school term**, where the parents have made representations. **This meeting must be convened within 50 school days after the date of receipt of the notification from the Headteacher.**
4	All suspensions that would lead to a pupil being excluded for **5 school days or less in a school term**, where the parents have made representations. The meeting must be convened within 50 school days after the date of receipt of the notification from the Headteacher but does not have to invite the parents to attend.
Pupil support	Ensure arrangements are in place to provide full time and suitable education for pupils from **day six** of any permanent or suspension NB: Educational provision for pupils permanently excluded rests with the LA from day six of the permanent exclusion

Letter/Minutes	A fully reasoned and comprehensive letter will be sent to parents within 5 school days following any meeting to consider parents representations about a suspension or permanent exclusion. Detailed and comprehensive confidential minutes will also be taken at the meeting.
	If applied for within the legal time frame by the parents, the School must organise for an independent review panel hearing to review the decision of a Governing Board not to reinstate a permanently excluded pupil. A copy of the Governing Board Committee minutes will be required for the Independent Review Panel packs.
Offsite Direction	• To ensure the Local Authority have been informed of the placement. The Local Authority will maintain oversight of sufficiency and safeguarding. • To ensure the School is maintaining regular contact with the provider and the student and that there are clear procedures to exchange information, monitor progress and provide pastoral support • To ensure the alternative provision is providing appropriate reports on any issues or concerns, attendance and progress • To ensure the parents have been notified in writing of the placement and have been provided with information about the placement • The Committee must meet to review the placement for as long as the requirement is in place, and must decide following each review meeting as to whether the requirement should continue to have effect, and if so, for what period of time • The Committee must give written notification of their decision as to whether the requirement to continue the placement should continue and if so, for what period of time, including reasons for it to the parent no later than six days after the date of the review meeting. If requested by the Local Authority, for a student with an EHC Plan, the Committee must hold a review meeting as reasonably practical, unless there has been a review meeting in the previous 10 weeks.

TERMS OF REFERENCE FOR THE COMPLAINT'S COMMITTEE OF THE SCHOOL GOVERNING BODY

General terms

- To act on matters delegated by the Governing Body.
- To consider safeguarding, equalities, diversity and inclusion when undertaking all committee functions.

Constitution and Procedures

Membership	Two governors and one person who is independent of the management and running of the school
Clerk	as per agreed arrangements and cannot be the Headteacher
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Chair	to be elected by the committee.
Minutes	Confidential minutes will be taken at the meeting.
Meeting	The Panel may meet remotely, via video conferencing, subject to agreement by all parties

KEY OBJECTIVES	
1	To hear any Complaints which reach Stage 3 of the Complaint's Policy.