



Collingwood
College
BELIEVE SUCCEED

TERMS OF REFERENCE

FOR THE GOVERNING BOARD COMMITTEES

2020/2021

- **Curriculum Development Committee**
- **Resources Committee**
- **Standards and Performance Committee**
- **Student Welfare and Community Committee**
- **Appraisals and Salaries Committee**

COLLINGWOOD COLLEGE

**TERMS OF REFERENCE FOR THE
CURRICULUM DEVELOPMENT COMMITTEE**

Membership

Membership of the Curriculum Development Committee should be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any meeting but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Curriculum Committee may invite advisors, either staff from within the College or external advisors, to attend meetings.

Meetings

Termly, unless otherwise agreed by the Committee as necessary.

Terms of Reference

The Curriculum Development Committee has been delegated responsibility for:

- a) Developing in consultation with the Head of Lower College (Curriculum and Collaboration) and the Senior Assistant Principal (Sixth Form and Curriculum Development) strategic plans for Curriculum requirements for the College;
- b) Developing in consultation with the Head of Lower College (Curriculum and Collaboration) and the Senior Assistant Principal (Sixth Form and Curriculum Development) the Curriculum targets for the College Improvement Plan, for approval for the Full Governing Board;
- c) Ensuring that the monitoring and evaluation of all aspects of curriculum development and delivery of the College's taught curriculum, extra-curricular and enrichment programmes meet the needs of all students;
- d) Monitoring and evaluating progress in achieving College Improvement Plan targets relevant to the work of the Committee;
- e) Reviewing the College's Curriculum Policy and other statutory policies;
- f) Receiving reports from Governors' visits to the College.

COLLINGWOOD COLLEGE

TERMS OF REFERENCE FOR THE RESOURCES COMMITTEE

Membership

Membership of the Resources Committee should be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any meeting but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Resources Committee may invite advisors, either staff from within the College or external advisors, to attend meetings. Sub-Committees or Working Parties, from within the membership, may be appointed to address specific issues as required.

Meetings

Termly, unless otherwise agreed by the Committee as necessary, although additional meetings in the autumn and summer terms are very likely to coincide with sign off of end of year and to agree budgets.

Terms of Reference

The Resources Committee has been delegated responsibility for:

- a) Carrying out an annual review of the Committee's work programme and ensuring it appropriately directs the Committee's workload;

Finance

- b) Recommending for approval to the Full Governing Board the proposed and final annual budgets, to reflect the strategic spending priorities agreed by the Governing Board;
- c) Reviewing financial performance against budget and available benchmarking data ensuring the College is providing best value for money for its students;
- d) Ensuring compliance with and reporting any material divergences to the Full Governing Board with regard to the:
 - i. Overall financial plan for the College (including the 5 year scenario)
 - ii. Funding Agreement, and with
 - iii. Financial regulations of the Academies Financial Handbook/Education and Skills Funding Agency (ESFA) or designated body
 - iv. Finance Regulations for the College
- e) Reviewing statutory financial, procurement and other business management policies and relevant procedures and monitoring their application;
- f) Reviewing the Annual Report and Accounts for filing with Companies House in accordance with Companies Act requirements;
- g) Performing the role of the Audit and Risk Committee. Any Committee members who are employees of the College do not participate, as Committee members, when audit matters are discussed. The role of the Audit and Risk Committee includes:
 - i. Recommending to the Members of the Academy Trust, the appointment or reappointment of auditors of the College;

- ii. Receiving auditor's reports and recommending to the Full Governing Board action as appropriate in response to audit findings;
 - iii. Agreeing an annual programme of works to deliver internal scrutiny across the year, and receiving reports, at least three times per annum, on internal scrutiny;
 - iv. Reporting to the Full Governing Board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and management of risks linked with its oversight of the College Risk Register;
- h) Ensuring that the College reviews lettings rates at least annually, and takes account of appropriate commercial and community considerations;
 - i) Reviewing income generation through the College Improvement Plan (CIP);
 - j) Reviewing the College's Admissions Policies and ensuring numbers on roll are regularly reviewed.

Staffing

- k) In consultation with the Principal, agreeing annual staffing requirements in the light of student needs, College priorities and providing best value;
- l) Reviewing those statutory personnel policies and relevant procedures in the remit of the Committee and monitoring their implementation;

Facilities

- m) Ensuring that the College meets the needs of all students in terms of the suitability and condition of accommodation;
- n) Reviewing the Health, Safety and Welfare Policy, and ensuring the risk assessment and security policies within the College are in place;
- o) In consultation with the Principal and the Business Manager, agreeing a suitable Asset Management and Buildings Development Plan;
- p) Reviewing the Business Continuity Plan;

Marketing

- q) Agreeing the annual sponsorship, marketing and PR approach.

COLLINGWOOD COLLEGE

TERMS OF REFERENCE FOR THE STANDARDS AND PERFORMANCE COMMITTEE

Membership

Membership of the Standards and Performance Committee should be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any Committee meeting, but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Standards and Performance Committee may invite advisors, either staff from within College, or external advisors, to attend meetings.

Meetings

Termly, unless otherwise agreed by members of the Committee, as necessary.

Terms of Reference

The Standards and Performance Committee has been delegated responsibility for:

- a) Reviewing and approving, on an ongoing basis in consultation with the Principal, the Self-Evaluation & Review (SER) Policy for the College;
- b) Reviewing all performance data and ensuring that this informs College improvement planning and targets;
- c) Agreeing and reviewing quality assurance measures of the College's work;
- d) Monitoring and evaluating progress in achieving College targets/deadlines in respect of Self-Evaluation and Review timetables;
- e) Keeping under review the College's Department/Faculty performance grading and reviewing action plans for those departments who are judged as 'red';
- f) Ensuring that SER issues are regularly incorporated into communications with departments;
- g) Reviewing, in detail, the College's progress and performance data in external examinations;
- h) Agreeing annual attainment targets, in consultation with the Principal.

COLLINGWOOD COLLEGE
TERMS OF REFERENCE FOR THE
STUDENT WELFARE & COMMUNITY COMMITTEE

Membership

Membership of the Student Welfare and Community Committee should be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any meeting but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Student Welfare and Community Committee may invite advisors, either staff from within the College or external advisors, to attend meetings.

Meetings

Termly, unless otherwise agreed by the Committee as necessary.

Terms of Reference

The Student Welfare and Community Committee has been delegated responsibility for:

- a) Monitoring the promotion of the personal development of students at the College;
- b) Ensuring that all students at the College are able to enjoy equality of access to all aspects of the College's provision;
- c) Monitoring the support needed for students and funding implications;
- d) Ensuring that the College complies fully with its statutory responsibilities in relation to Looked After Children and Previously Looked After Children;
- e) Reviewing and monitoring the implementation of the College's Management of Behaviour Policy;
- f) Monitoring student attendance;
- g) Monitoring exclusion and inclusion data;
- h) The oversight of the College's promotion of equality, diversity and personal development issues;
- i) Ensuring compliance with statutory requirements relating to the work of this Committee;
- j) Reviewing and monitoring the effectiveness of the development of Student Voice within all aspects of the College's work;
- k) Developing and monitoring a strategic plan to engage parents;
- l) Developing and reviewing a holistic mentoring strategy throughout the College;
- m) Safeguarding - the monitoring of the Safeguarding policies, reporting and actions that the College is taking with regard to ensuring that all of its staff and students work and learn in a safe environment which is fully compliant with all pertinent legislation;

- n) Reviewing and monitoring the implementation of the statutory policies that fall within the remit of the committee;
- o) Reviewing and monitoring the annual Student Safety Survey and Students' Survey;
- p) Reviewing the College's Pupil Premium Website Report;
- q) Reviewing and monitoring the Sixth Form Bursary Fund.

COLLINGWOOD COLLEGE

TERMS OF REFERENCE FOR THE APPRAISALS AND SALARIES COMMITTEE

Membership

Membership of the Appraisals and Salaries Committee shall consist of at least three non-staff Governors, appointed by the Full Governing Board each year. The Principal will always be in attendance, for all parts of the meeting, with the exception of consideration of his own remuneration.

Quorum

A quorum of three members of the Appraisals and Salaries Committee shall apply.

Meetings

The committee will usually meet three times a year and in accordance with the College's agreed appraisal cycle.

Terms of Reference

The Appraisals and Salaries Committee has delegated responsibility for:

- (a) Reviewing and amending as necessary the College's Appraisal and Performance Related Pay Policies, including the criteria for pay progression;
- (b) Monitoring the implementation of the two above-mentioned policies to ensure that rigor, equality and fairness are reflected and that pay progression is linked to appraisal and reviewing all other policies in the remit of the committee;
- (c) Ensuring that fair moderation of appraisers' decisions is undertaken and appropriate continuing professional development (CPD) identified for individual appraisers, where necessary.
- (d) Agreeing which specific functions will be delegated, and to whom, in relation to pay recommendations and the appeals process;
- (e) Making decisions on the Principal's recommendations in respect of teachers who are eligible to cross the pay threshold and move to the Upper Pay Spine;
- (f) Making decisions on the Principal's recommendations in respect of Performance-Related Pay and teachers' progression on main and upper pay ranges;
- (g) The establishment, review and setting of the Individual School Range (ISR) in respect of calculating the Principal's pay range, having regard to (but not being bound by) the School Teachers' Pay and Conditions Document (STPCD);
- (h) Making decisions on the recommendation from the Principal's Appraisal Panel in respect of pay awards for the Principal; (*The Principal will withdraw from this part of the meeting*)
- (i) Making decisions on the Principal's recommendations for progression up the Leadership Spine in relation to the Senior Leadership Team;
- (j) Agreeing the annual uplift to the Collingwood pay scales;
- (k) Ensuring that the budgetary implications of pay awards for the subsequent year are planned for and included in the College's draft budget;
- (l) Receiving the Annual HR Report.