



Re-founded 1555

Ripon Grammar School

Engineering Specialism within a Grammar School



TERMS OF REFERENCE OF GOVERNORS' COMMITTEES 2017-18

1 BOARDING COMMITTEE

1. To support and advise the Headmaster and staff in their leadership and management of RGS boarding.
2. To monitor boarding quality, standards and practice and to ensure that RGS boarding
 - (a) always meets the statutory National Minimum Boarding Standards (NMBS) and
 - (b) strives to achieve a judgement of outstanding in any OFSTED Boarding inspection
3. To devise, approve and evaluate strategic priorities for boarding on an annual basis and, in conjunction with the Headmaster and staff, formulate and approve the boarding development plan
4. To advise the Governors' F&P Committee annually on boarding fees.
5. To report regularly to the full Governing Body on boarding matters and to approve policies relating to boarding as delegated by the full Governing Body.

In support of the above the Committee will have delegated authority to spend up to £3,000 annually on items of boarding expenditure without reference to the F&P Committee.

The Committee will meet at least once each academic term.

2 CURRICULUM COMMITTEE

1. To monitor all matters concerning the planning and development of the curriculum in its broadest sense, including extra-curricular opportunities for pupils, and to advise Governors thereon. To consider the staffing implications of curricular changes and to make recommendations to the Finance & Personnel committee as necessary.
2. To monitor admissions to the school, including selection procedures.
3. To monitor student progress, attainment and destinations on leaving Years 11 and 13.
4. In consultation with the School's Senior Leadership Team (SLT), to prepare and revise, from time to time, the curriculum, teaching & learning and assessment policies for the approval of the Governing Body.

The Committee will meet at least once each academic term.

2a The Admissions Committee

- Is a sub-committee of the Curriculum Committee and comprises at least 3 governors excluding the Headmaster and governors who are members of RGS staff.
- Where the governing board is the admission authority
 - ❖ determines, annually, the number of places available

- ❖ monitors and approves RGS admissions procedures and policies (including the style of entrance tests) to ensure fairness to applicants and compliance with the DfE Admissions Code
- ❖ approves all RGS offers for admission as recommended by the Headmaster
- Where North Yorkshire County Council (NYCC) is the admission authority
 - ❖ agrees the PAN
 - ❖ monitors the information and procedures (including the conduct of entrance tests) to ensure accuracy and fairness in RGS admissions and compliance with the DfE Admissions Code
 - ❖ receives and analyses NYCC data concerning admissions
- Provides guidance for action on admissions to the Headmaster as circumstances require
- Reports to the Curriculum Committee termly.

3 FINANCE & PERSONNEL COMMITTEE

a) Finance

1. Ensure sound management of the School's financial situation and the achievement of Value for Money by monitoring and evaluating financial performance.
2. Establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.
3. Ensure the School development plan is fully costed and provides a sound basis for long term financial planning.
4. Give consideration to the initial budget and long term financial plans and make recommendations to the Governing Body.
5. Ensure that the School complies with the principles of Best Value in using the resources available to the School including the consideration of the annual Best Value Statement and make recommendations to the Governing Body.
6. Ensure that regular (at least annual) financial self evaluation (including the use of local and national financial benchmarking data) is undertaken and the School complies with any Standards of Financial Management endorsed by the DfE.
7. Give consideration to the signing off process of the annual Statement of Internal Control, with recommendations to the Governing Body.
8. Regularly review the policy on its level of balances and make recommendations, as appropriate, to the Governing Body.
9. Evaluate the quality, cost and impact of services purchased from all outside providers, including the North Yorkshire County Council Children and Young People's Service, before contracts are renewed.
10. Consider the priorities for use of the Devolved Capital Funding made available to the School and to make recommendations to the Governing Body.

11. Consider the annual insurance requirements and make recommendations to the Governing Body.
12. Receive the report of the Authority's auditors and act upon any recommendations made therein.
13. Determine the School's charging policy.
14. Carry out an annual review of the Schools Budget Management Policy and to make recommendations to the Governing Body.

b) Personnel

1. Approve the RGS Staffing Structure annually
2. Support the Headmaster and senior staff in maintaining a general oversight of staff welfare
3. Receive information, as required, from the Headmaster with details of staff appointments and staff resignations, including reasons, where known, for the resignations.
4. Monitor the implementation and effectiveness of the Staff Appraisal Policy and review the Policy from time to time or as required by regulation.

c) Staff Pay

1. Monitor the implementation and effectiveness of the Staff Pay Policy and review the Policy annually.
2. Report to the full Governing Body as required on the implementation and effectiveness of the Staff Pay Policy.
3. Appoint sufficient (at least 3) of its members to the Staff Pay Committee [SPC] which will
 - a. receive and consider the Headmaster's recommendations for all support staff pay progression and approve or otherwise as the Committee decides.
 - b. receive and consider the Headmaster's recommendations for all teaching staff pay progression including onto and through the Upper Pay Spine and approve or otherwise as the Committee decides.
 - c. receive and consider the Headmaster's recommendations for Senior Leadership progression through their individual salary range and approve or otherwise as the Committee decides.
 - d. undertake the Headmaster's annual performance review, consider the Headmaster's remuneration and make recommendations to the F&P Committee for final approval.
 - e. respond to staff queries about their pay progression.
 - f. report to the F&P Committee on decisions taken under 4a to 4e above
4. Consider any recommendations and reports from the SPC.
5. Note any decisions and recommendations of Staff Pay Appeals Committee [PAC] which has responsibility for
 - a. Hearing any staff appeals against rejection of pay progression
 - b. Notifying appellants of outcome of appeals

The Committee will meet at least twice each academic term.

4 PASTORAL COMMITTEE

1. To liaise with the Headmaster, Senior Leadership Team and senior pastoral staff to monitor pastoral care of the students and to report any issues to the Full Governing Body (FGB) as necessary.
2. To liaise with the Headmaster to ensure that the relevant Child Protection policies are in place and to ensure that the highest standards of practice are implemented. To this end, the Committee appoints a Governor with special responsibility for Safeguarding and Child Protection who is appropriately trained and who, with the Headmaster and senior pastoral staff, monitors child protection procedures, undertakes an annual audit and reports regularly to the Committee. The Committee in turn reports to the FGB on the implementation and effectiveness of the school's Child Protection procedures and advises on Governor training.
3. To review the school's Behaviour Policy periodically as determined by the FGB and, when doing so, consult with the Headmaster and parents, taking into account their observations and make recommendations to the FGB.
4. To discharge the functions of the Governing Body in relation to the exclusion of pupils, in line with the legislation and DFE and LA guidance and FGB agreed procedures.

The Committee will meet at least once each academic term.

5. PREMISES COMMITTEE

1. To monitor the condition of RGS's facilities and to act to maintain these facilities to the best standard that is possible
2. To advise the Governing Body of the priority works that require financial support.
3. To consider long term strategic improvements that will necessitate significant financial commitment and to advise the Governing Body of these projects.
4. To ensure the quality of RGS's facilities and to liaise with the PC&L committee in the promotion of their use to outside organisations.
5. To recommend the rental rates for RGS facilities.
6. To consider premises related health and safety issues and to receive a report at each meeting from the Health and Safety Officer.

The Committee will meet at least once each academic term.

6. PUBLICITY & COMMUNITY LIAISON COMMITTEE (P&CL)

The principal objectives of the Publicity & Community Liaison Committee (P&CL) are to ensure that the School is well known, well understood, strongly supported within the school community and highly attractive to those outside it.

The objectives of the P&CL will encompass both policy and operational matters.

Policy Matters

The P&CL will work with and support the Headmaster and relevant staff by

1. helping to develop and grow the 'RGS family', in particular by strengthening and maintaining contacts with RGS alumni

2. examining and recommending new ways to raise funding and support key fund raising campaigns
3. advising on promotional literature and events;
4. monitoring the effectiveness of the School's marketing activities including monitoring interest in the School from prospective parents;
5. evaluating the School's informational and publicity material, including press articles and the School's website, to guarantee high quality;
6. ensuring excellent communication between all groups within the School community and in particular communicating the activities of the governing body and committees with the aim of encouraging the broadest engagement with, and diversity within, the governing body;
7. promoting the School in the local community including liaison with other schools;
8. identifying and taking opportunities to promote the School more widely, for example through the national press and journals.

Operational Matters

The P&CL will assume responsibility for the following matters:

1. producing promotional literature, including two editions of Clocktower each year
2. helping to arrange and organise RGS alumni events (aiming for one major event each year)
3. organising and implementing new fund raising methods and providing support and assistance to specific fund-raising campaigns
4. producing a short 'marketing plan' that will support and help to grow interest in the school from prospective students/parents and that will promote RGS in the local community and nationally
5. developing the RGS website so that it is informative, user-friendly and up to date
6. establishing a 'binder' (real and/or electronic) of RGS press and external coverage
7. producing a synopsis of quarterly Governors' meetings for publication on the website or elsewhere
8. reviewing the draft annual report to parents before publication
An agreed budget will be allocated

The Committee will meet at least twice per academic year.

**Approved by the FGB
March 2015**

STANDING COMMITTEES & PANELS

Staff Pay Committee (a sub-committee of the Finance & Personnel Committee)

To consider all matters relating to staff pay progression

To undertake the Headmaster's annual performance review

THE FOLLOWING COMMITTEES DO NOT MEET UNLESS REQUIRED

Pay Appeals Committee

To consider all appeals against decisions made by the Staff Pay Committee relating to staff pay progression

Staff Dismissal Committee

To make initial determination on the termination of employment of a member of staff, and to hear representations in relation to such a decision.

Staff Dismissal Appeal Committee

To hear and determine appeals against decisions by the Dismissal Committee.

Pupil Exclusion Panel

The governing body has a duty to consider parents' representations about an exclusion. The pupil exclusion panel, which must consist of at least three governors, has delegated authority to undertake this consideration.

September 2016