



## Ripon Grammar School Governors

### TERMS OF REFERENCE OF GOVERNORS' COMMITTEES

#### 1 ADMISSIONS COMMITTEE

1. The committee comprises the Chair and Vice-Chair of Governors plus two more governors, excluding the Headmaster and governors who are members of RGS staff. The vice-chair of governors chairs the committee.
2. Where the governing board is the admission authority, the committee
  - 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
3. Where North Yorkshire County Council (NYCC) is the admission authority, the committee
  - 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
4. Provides guidance for action on admissions to the Headmaster as circumstances require

The committee will meet at least once each academic term.

#### 2 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 Board on boarding matters and to approve policies relating to boarding as delegated by the full Governing Board.

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.

### **3 CURRICULUM COMMITTEE**

1. To monitor all matters concerning the planning and development of the curriculum in its broadest sense, including extra-curricular opportunities for students, 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 student progress, attainment and destinations on leaving Years 11 and 13.
3. In consultation with the School's Senior Leadership Team (SLT), to prepare, revise and approve, from time to time, the teaching & learning, assessment and all other curriculum-related policies delegated to it by the Governing Board. With the SLT to revise as necessary the Curriculum Policy and recommend approval by the Governing Board.

The Committee will meet at least once each academic term.

### **4 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 Board.
3. Ensure the Strategic Improvement 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 Board.
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.
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. Oversee the signing off process of the annual Statement of Internal Control.
8. Regularly review the policy on its level of balances and make recommendations, as appropriate, to the Governing Board.
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 Board.
11. Consider and approve the annual insurance requirements.
12. Receive the report of the Authority's auditors and act upon any recommendations made therein.
13. Determine the School's charging policy.
14. To recommend the rental rates for RGS facilities and to consider and recommend to the Governing Board any third party involvement in the management of facility hire.
15. Carry out an annual review of the Schools Budget Management Policy and to make recommendations to the Governing Board.

#### **b) Personnel**

1. Approve the RGS Staffing Structure annually
2. Support the Headmaster and senior staff in maintaining a general oversight of staff welfare and receive reports from the Governor for 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 Performance Review 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 Board 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. appoint a panel to 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.

#### **5 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 Board 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 Board 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.

## **6. 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 maintain a costed and prioritised maintenance plan and advise the Governing Board of the priority works that require financial support.
3. To maintain a prioritised site safety risk register (covering site security, health and safety and fire risk assessments) and advise the Governing Board of the priority works that require financial support.
4. To consider long term strategic improvements that will necessitate significant financial commitment and to advise the Governing Board of these projects.
5. To ensure the quality of RGS's facilities.
6. To consider premises related contracts, approving or making recommendations for approval where appropriate.
7. To monitor the community use agreement for the 3G pitch.
8. 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.

**Approved by the FGB  
June 2020**

## **STANDING COMMITTEES & PANELS WHICH 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.

**June 2020**