

**THE ECCLESBOURNE SCHOOL  
TERMS OF REFERENCE  
FOR THE ACADEMIC YEAR 2020-21**

**FACILITIES/HEALTH & SAFETY COMMITTEE**

The Facilities/Health & Safety Committee is responsible to the Governing Body for the following:

- (a) All matters relating to the Health and Safety of all students, staff and visitors.
- (b) Development and safety of the school site and property;
- (c) Execution of all building projects, except where agreed by Full Governors;
- (d) Development of a formal maintenance programme;
- (e) The maintenance of all sites and properties, including building services, in line with c);
- (f) The provision of support services, including telephone, security and cleaning;
- (g) Provision and maintenance of furniture and equipment;
- (h) Oversight of the relevant aspects of the school's Strategic Plan;
- (i) To receive reports / minutes of Development Sub-Committee and of Project Managers' meetings.
- (j) To receive reports of the Tendering Committee and take appropriate action.
- (k) To receive reports on the utilisation, impact and benefits of Facilities.

**Delegated Powers**

Governors delegate the following powers to the Facilities Committee:

- 1) To make H&S recommendations to the Strategic Leadership Team [SLT] on actions that need minimal expenditure.
- 2) To monitor and review incidents and accidents and make recommendations for SLT for resolution.
- 3) To monitor the application of the H&S policy and make recommendations to SLT.
- 4) Allocation of funds for various projects within the Governors' agreed budget;
- 5) Acceptance of all tenders and quotations and final selection of contracts for repair, maintenance and building projects, within the specified budget and the tender limits set-out in the school's Tendering Policy;
- 6) Provision of detailed advice to the school SLT for Facilities items.
- 7) To monitor and review the School's Health and Safety Policy annually, making any recommendations to the Governing Body for any changes.

**Membership**

The Facilities Committee shall comprise a minimum of 8 Governors plus a delegated member of the Strategic Leadership Team, the Site Manager and up to three student representatives.

**Quorum: 3 Governors [only Governors on the committee can vote]**

**Unless exceptional circumstances apply then following two consecutive absences from a committee meeting the Governors will consider whether a third absence will be accepted.**

**THE ECCLESBOURNE SCHOOL**  
**TERMS OF REFERENCE**  
**FOR THE ACADEMIC YEAR 2020-21**

**TENDERING COMMITTEE**

All goods/services with a value over £25,001 or for a series of contracts which in total exceed £25,001 must be subject to formal tendering procedures.

Purchases that fall under EU procurement\* rules require advertising in the Official Journal of the European Union.

- 1 Items for maintenance or refurbishment are brought to the attention of the Governors' Facilities Committee.
- 2 The Committee considers proposals and may delegate authority to proceed as follows:

<b>£1,001-£5,000</b>	<b>ONE</b> written quotation should be obtained from a competent supplier and approved by the budget holder.
<b>£5,001-£25,000</b>	<b>THREE</b> quotations should be obtained from competent suppliers and approved by the Chairman of the Governors' Facilities Committee.
<b>£25,001 or more</b>	<b>TENDERING PROCEDURE</b> as follows: <ul style="list-style-type: none"><li>• Tender documents are prepared by the budget holder. Staff preparing tenders should familiarise themselves with the EU procurement* rules, NJCC Code of Procedure for Single Stage Selective Tendering and the JCT agreement for Minor Building Works;</li><li>• Letter, tender documents, plans and tender return envelopes are sent out to competent suppliers. In the absence of a competent supplier advertise in the general press or trade journals.</li><li>• In general a minimum of <b>THREE</b> tenders should be sought. Where it is appropriate, however, a single tender may be sought with the approval of the Tender Committee. The Committee records its reasons for seeking a single tender;</li><li>• Returned, priced tender documents are held unopened until seen by the Tender Committee. For contracts up to £25,000 the budget holder plus the Head Teacher or Bursar must be present, for contracts over £25,000 either the Head Teacher or Bursar plus a member of the Facilities Committee.</li><li>• The Tender Committee meets to open the tenders and agree the supplier and give formal approval for the work to proceed;</li><li>• A report of the proceedings of the Tender Committee, signed and dated, is given to full Facilities Committee. The minutes of the relevant meeting will be presented at the next Facilities Meeting as a standing item and reported at the next Full Governors meeting for ratification.</li></ul>

- 3 The decision to proceed having been taken, a letter is sent to the approved supplier and confirmed afterwards by a school order.
- 4 Work commences and is monitored by the Facilities Committee staff member and/or the Budget Holder.
- 5 Work is completed to detailed specification and signed off by the Budget Holder.
- 6 The supplier's invoice is approved by the Facilities Committee staff member and payment is made subject to a 5% retention on invoices for quotations/tenders over £5,000.

**Notes:**

- EU Procurement\* Rules – Where a single work involves more than one contract the estimated value of all contracts must be aggregated to decide whether the Threshold is reached. Where the threshold is reached each of the works contracts will be covered by the rules except small contracts (known as small lots) the value of which falls below the de minis level provided for in the regulations. (Originator to ensure that regulations have been checked for current levels).
- The competency of a supplier shall be judged by its inclusion in the Facilities Committee's central file of approved suppliers and/or upon appropriate professional advice, for example from the project architects or quantity surveyors.
- When evaluating quotations/tenders, consideration must be given to issues of price; professional competence and experience; financial stability; and commitment to health and safety.
- The Tender Committee shall consist of the Chairman of the Facilities Committee or her/his representative, the Head Teacher/Bursar or her/his representative and one other Governor.

\*Subject to change this academic year and will be kept under review.

**THE ECCLESBOURNE SCHOOL**

**TERMS OF REFERENCE  
FOR THE ACADEMIC YEAR 2020-21**

**STUDENTS & CURRICULUM COMMITTEE**

The Students & Curriculum Committee is responsible to the Governing Body for all matters relating to the students and the curriculum, including, but not exclusive to:

- (a) ensuring the National Curriculum is taught to all students and considering any disapplication for student(s);
- (b) considering the curriculum policy formulated by the Head Teacher and make recommendations to adopt it with or without modifications, or remitting it to the head teacher for reformulation;
- (c) monitoring, evaluating and reviewing the implementation of the curriculum policy;
- (d) Monitoring, evaluating and reviewing the implementation of the pupil premium strategy and the impact it has on student outcomes
- (e) Evaluating the schools approach to diminishing difference in achievement between groups of students
- (f) ensuring the provision of sex education and regularly reviewing the written policy;
- (g) prohibiting political indoctrination and ensuring the balanced treatment of political issues\*;
- (h) reviewing the discipline policy\*;
- (i) having responsibility for ensuring provision of Religious Education in line with the school's basic curriculum;
- (j) ensuring that all students take part in a daily act of collective worship. The Governing Body also has similar duties;

To review curriculum policy and make recommendations

**Membership**

The Students & Curriculum Committee shall comprise of at least 8 governors, up to two student representatives and a delegated member of the Strategic Leadership Team, with only Governors allowed to vote.

**Quorum: 3 Governors**

**Unless exceptional circumstances apply then following two consecutive absences from a committee meeting the Governors will consider whether a third absence will be accepted.**

## THE ECCLESBOURNE SCHOOL

### TERMS OF REFERENCE FOR THE ACADEMIC YEAR 2020-2021

#### PAY COMMITTEE

The Pay Committee is responsible to the Governing Body for all staff salary matters. The Pay Committee shall meet at least once annually. One meeting should take place each November.

#### **Delegated Powers**

The Pay Committee will have delegated power to:

- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to observe all statutory and contractual obligations;
- to decide on the individual school range for salaries for those in the leadership group;
- to set the Head Teacher's salary range and the spine point within the Head Teacher's salary range;
- to set the Deputy Head Teachers' salary range and to set the specific spine points within the Deputy Head Teachers' salary range;
- to agree with the Head Teacher the targets for each academic year;
- to determine whether or not those targets have been met and any salary increase that might result;
- to ratify decisions of the Finance and Personnel Committees about budget and staff salaries;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;

The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

#### **Membership**

The Pay Committee shall comprise of three Governors from the four Chairs of Governors Committees, plus the Chair of Governors. Vice Chairs to be invited to attend in their absence. The Chair of Governors may co-opt other members of the governing body onto the Pay Committee based on them having relevant professional experience and knowledge. The Head Teacher and Human Resources Manager shall attend all meetings in an advisory capacity only and not as a Governor. The Head Teacher will not attend where discussions and decisions are taken regarding their salary.

The quorum for the Pay Committee is a minimum of three Governors.

## **THE ECCLESBOURNE SCHOOL**

### **TERMS OF REFERENCE FOR THE ACADEMIC YEAR 2020-21**

#### **HUMAN RESOURCES COMMITTEE**

**The Human Resources Committee is responsible to the Governing Body for all matters relating to:**

- (a)** the school Pay Policy and Conditions of Service, to include staffing policy, appointments, promotions and appropriate reviews of staff salaries;
- (b)** oversight of staff pastoral matters;
- (c)** contracts of employment
- (d)** review of the governors' grievance procedures and disciplinary rules for staff including the Appeals Policy and ensuring steps are taken to make known such procedures to members of the staff of the school as required;
- (e)** consideration of disciplinary action in respect of staff;
- (f)** consideration of such cases as may be referred to it by the head teacher or as its members may decide to consider;
- (g)** consideration with regard to staff dismissal, redundancy and early retirement.
- (h)** Decisions from the Pay Committee affecting staff salaries should be ratified by the Personnel Committee.

#### **Delegated Powers**

**The Governing Body delegates the following powers to the Human Resources Committee**

- 1)** act on discipline, suspension and dismissal of staff.
- 2)** advise on staffing levels, salary levels and early retirements.

#### **Membership**

The Human Resources Committee shall comprise of up to eight governors and the clerk. Each committee will be required to elect a chairman and vice chairman at the first meeting of each academic year. The committee will be required to appoint a Clerk who may not be an Associate Governor or the Head Teacher. A committee may also have representatives from the school such as students and other members of staff who will be non-voting members of the committee. A Governor may only clerk the committee on the rare occasion when no other suitable person is available. A committee may have Associated Governors who are non-voting members of the committee.

Quorum: 3 Governors

**Unless exceptional circumstances apply then following two consecutive absences from a committee meeting the Governors will consider whether a third absence will be accepted.**

# **THE ECCLESBOURNE SCHOOL**

## **TERMS OF REFERENCE FOR THE ACADEMIC YEAR 2020-21**

### **FINANCE, AUDIT & RISK COMMITTEE**

#### **Purpose**

To assist the decision making of the Governing Body, by enabling more detailed consideration to be given to the best means of fulfilling the Governing Body's responsibility to ensure sound management of the Academy's finances and resources, including proper planning, monitoring and probity. To make appropriate comments and recommendations on such matters to the Governing Body on a regular basis. Major issues will be referred to the Full Governing Body for ratification.

The Finance and Audit Committee is responsible to the Governing Body for all financial matters including:

1. Consideration of the School's indicative funding, notified annually by the DfE, and assessment of its implications for the School, in consultation with the Head Teacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
2. Approval of an annual budget for recommendation to the Governing Body.
3. Contributing to the formulation of the School's development plan, through the consideration of financial priorities and proposals, in consultation with the Head Teacher, in line with the stated and agreed aims and objectives of the School.
4. Recommendation of financial policies to the Governing Body, ensuring adequate financial controls are maintained in accordance with those policies, including approving and monitoring school charging policies.
5. Ensuring that provision is made for all financial statements to be presented, as required, to form part of the annual report of the Governing Body to parents and for filing in accordance with DfE, Companies Act and Charity Commission requirements.
6. Ensuring that the school operates in accordance with the Academies Financial Handbook.
7. Ensuring adequate insurance provision for the School, its staff and Governing Body.
8. Monitoring and reviewing budget and expenditure on a regular basis and ensuring compliance with the overall financial plan for the Academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Governing Body.

9. Monitoring and reviewing procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, making recommendations for improvement.
10. Approval of the appointment of contractors and suppliers following formal tender/quotation procedures for such items which fall outside the remit of the Facilities Committee.
11. Recommending to the Governing Body the Head Teacher's level of virement.
12. Receiving auditors' reports, ensuring that recommendations are implemented as appropriate and recommending to the Full Governing Body the appointment or re-appointment of the auditors of the School.

### **Delegated Powers**

The Finance and Audit Committee has delegated authority to sanction expenditure from the identified cost centres, within the Governors' agreed budget total, without reference back to the Governing Body.

### **Membership**

The Finance and Audit Committee shall comprise of at least four voting governors and representative(s) of the School Strategic Leadership Team.

### **Quorum : 3 Governors**

**Unless exceptional circumstances apply then following two consecutive absences from a committee meeting the Governors will consider whether a third absence will be accepted.**