

**Torpoint Community College  
Governing Body**

**Committee Structure  
and  
Terms of Reference  
2018-2019**

**Reviewed and approved by FGB on 19<sup>th</sup> September 2018**

## The Role of the Chair of the Governing Body

### Terms of reference:

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Cornwall Local Authority delegation requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction
- To work with the Headteacher and be available to the head to listen to concerns and give constructive advice
- To carry out duties delegated by the governing body
- To attend College functions
- To work with the LA
- To be accessible to other governors, staff, and parents/guardians
- To report any non-confidential action taken on behalf of the governing body, ensuring it is explained and seek support for that action
- While the Chair has no special powers to take decisions on behalf of the Governing body unless there has been a resolution to delegate such power, the Chair does have the power to take action if the matter is urgent – urgent is defined as a case where a delay would be seriously harmful to the College, any student or member of staff and it would not be reasonably practical to hold a full governors meeting.

**Disqualification – the Headteacher, Staff Governors, Students, Staff Members**

## The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**Disqualification – Headteacher, Staff Governors, Staff Members**

# The Role of the Governing Body

## Terms of reference:

- **To agree constitutional matters\***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
- **To hold at least three Governing Body meetings a year\***
- **To appoint or remove the Chair and Vice Chair\***
- **To appoint or remove a Clerk to the Governing Body\***
- **To establish the committees of the Governing Body and their terms of reference\***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee\***
- **To suspend a governor\***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\***
- To approve the first formal budget plan of the financial year
- In consultation with the College Leadership Team to review the College's policies on a regular and systematic basis, and to make revisions as and where appropriate
- **To review the delegation arrangements annually\***
- To review the operation of the Governing Body's charging policy in consultation with the College Leadership Team
- In consultation with the Headteacher to agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the College year, based on known cycles of College improvement, financial management, staffing issues and communicating with parents
- In consultation with the College Leadership Team to agree to review governors' roles and responsibilities to ensure that the governing body meets statutory obligations
- In consultation with the College Leadership Team to agree to benchmark the governing body against national best practice.
- In consultation with the College Leadership Team to consider recommendations made by committees with regard to the working of the Governing Body
- In consultation with the College Leadership Team to establish and keep under review arrangements for Governors' visits to College
- To review the operation and progress of the Torpoint & Rame Co-operative Learning Trust
- To regularly review the governing body's commitment to and College activities on the site in relation to Community cohesion.

**\*these matters cannot be delegated to either a committee or an individual**

**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations

**Membership** – **As per the Instrument of Government**

## Governing Body 2018/19

Name of Governor	Type of Governor	Contact number	End of term of office	Notes
Phil Shingler	Parent	01752 829322	20/09/2021	
<i>Vacant</i>	Parent			
Andrea Hazeldine	Headteacher	01752 812511	N/A	On sabbatical Sept-April 2018
Jeremy Plumb	Acting Headteacher	01752 812511	N/A	
<i>Vacant</i>	Staff			
June Porter	Co-opted	01752 812511	30/09/2022	
Harry Cridland	Co-opted	01503 232959	30/09/2022	
Colin Parton	Foundation	01752 811499	30/09/2022	
Sarah Clements	LA	01752 823385	24/06/2019	
<i>Vacant</i>	<i>Associate Member</i>			

<b>Chair of the Governing Body</b>	<b>Colin Parton</b>
------------------------------------	---------------------

<b>Clerk to the Governing Body</b>	<b>Rachel Turner</b>
------------------------------------	----------------------

<b>Quorum</b>	<b>One half of the number of Governors in post</b>
---------------	--

<b>Date terms of reference agreed by the Governing Body</b>	<b>19<sup>th</sup> September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2019</b>
---	---------------------------------------	--------------------	-------------------------

## Curriculum & Standards Sub-Committee

### Terms of reference

1. To undertake the following functions in order to achieve the Committee's purpose:
  - a. Review and develop relevant components of the College Development and Improvement Plan, setting priorities and monitoring progress
  - b. Oversee arrangements for Governor involvement in formulating and monitoring the College Improvement Plan
  - c. Review areas identified for improvement from within the Self-Evaluation Form (SEF), setting priorities and monitoring progress
  - d. Review areas identified for improvement from within the Ofsted report, setting priorities and monitoring progress
  - e. Provide representation of the Governing Body at College Improvement discussions with the LA and ensure reports are received by the Governing Body.
2. To undertake the following functions in consultation with the College Leadership Team, in order to achieve the Committee's purpose:
  - a. Monitor the programme of subject area reviews
  - b. Regularly review the system of progress tracking for students
  - c. Regularly review the use of data as a tool to directly inform learning and teaching
  - d. Monitor the raising of student achievement
  - e. Monitor the use of performance data in target setting of what students can achieve
  - f. Monitor Student Attendance
  - g. Consider and advise on standards and other matters relating to the College's curriculum development (including, but not limited to: Diplomas Themes, Sixth Form, Humanities College Status and re-designation, Enterprise Education, Economic Awareness, Literacy, Numeracy, ICT, wider key skills)
3. To review and monitor policies, procedures and processes in consultation with the College Leadership Team, in order to achieve the Committee's purpose and/or to ensure statutory compliance:
  - a. Monitor arrangements for educational visits, including the appointment of a named co-ordinator.
  - b. Review and approve annually those curriculum policies/provision which are required by law (Safeguarding, Sex Education, RE and Collective Worship, Special Needs, Complaints Procedure).
  - c. Review pastoral support systems within the college (including, but not limited to: House structure, tutoring, and well being)
  - d. Review and advise the Governing Body on testing and assessment, recording and reporting processes and approve the associated policy
  - e. Review and approve the College's Student Behaviour Policy
  - f. Review Gifted and Talented policy and provision
  - g. Review provision for rewards and celebrations
  - h. Review impact of the Continuing Professional Development agenda
  - i. Review Special Educational Needs (SEN) policy and provision
  - j. Review Children in Care (CIC) systems and procedures
  - k. Review Careers and information, advice and guidance provision
4. To make recommendations to the HR, Finance & Facilities Committee on any curricular issues that have financial and/or personnel implications
5. To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum dis-applications
6. To ensure effective primary liaison and monitor effectiveness
7. To review the prospectus and website annually
8. Recognise and celebrate best practice for Teaching and Learning
9. To carry out responsibilities with on overarching recognition of the need to consider safeguarding.

**Disqualification** – Any relevant person employed to work at the College other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

**Membership** – Membership is by Governing Body appointment to the Committee (see names below), but attendance is open to all members of the Governing Body. College Leadership Team attendance will be invited as the agenda requires.

<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
<b>Members:</b>	
Andrea Hazeldine (Headteacher)	21 September 2016
Sarah Clements	21 September 2016
June Porter	21 September 2016
Phil Shingler	21 September 2016
<b>Advisers:</b>	
College Leadership Team (as invited)	

<b>Chair of the Sub-Committee</b>	<b>Phil Shingler</b>		
<b>Clerk to the Sub-Committee</b>	<b>Rachel Turner</b>		
<b>Quorum</b>	<b>3</b>		
<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2019</b>

## HR, Finance & Facilities Sub-Committee

### Terms of reference:

#### Finance

1. To ensure that the College operates within the Cornwall Council Financial Regulations, in conjunction with the annually approved Financial Management scheme for College
2. To agree and approve annually a scheme for the day to day financial management of the College
3. In consultation with the College Leadership Team to draft the preliminary budget and agree the final budget of the financial year
4. To establish and maintain an up-to-date three year financial plan in accordance with the Dedicated Schools Grant (DSG) linked to and with reference to the College Improvement Plan
5. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Full Governing Body
6. In consultation with the College Leadership Team to make decisions in respect of service level agreements
7. In consultation with the College Leadership Team to make decisions on expenditure following recommendations from other committees
8. In consultation with Headteacher and Business Manager to agree financial statements prepared for inclusion in the governing body report to parents
9. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher and the Headteacher Performance Management Group
10. In consultation with Headteacher and Business Manager to monitor income and expenditure and provide regular reports to the Governing Body
11. To monitor expenditure of all funds kept on behalf of the Governing Body
12. To annually review all policies appertaining to Finance
13. To respond to any audit reports on the management of the budget and financial procedures
14. To review student numbers and the effect on budgets.

#### HR

1. In consultation with the College Leadership Team to approve and adopt the Whole School Pay Policy
2. To ensure that the pay policy is applied in a fair, non-discriminatory, equitable and transparent manner whilst having due regard to confidentiality in consultation with the College Leadership Team
3. To ensure that the pay policy meets the College's needs for the recruitment, retention and development of staff in consultation with the College Leadership Team
4. To determine the appointment salaries for all staff in consultation with the Strategy and Finance Committee.
5. To carry out an annual review of the College's staffing structure and pay in relation to the College's Development Plan and in consultation
6. In consultation with the College Leadership Team, to consider individual requests from staff for a review of pay and to follow the administrative procedures set out in the Model Pay Policy issued by Cornwall Council
7. In consultation with the College Leadership Team to ensure a salary statement is issued to all teaching staff during September each year, or when a Teacher takes up a new post or where a Teacher passes the threshold. The salary statement, which is a legal requirement, must set out how the member of staff's pay is made up, and in the case of Leadership Group Staff and Advanced Skills Teachers (ASTs), the criteria upon which his/her salary will be reviewed in the future
8. In consultation with the College Leadership Team to review the salary position of staff on the upper pay spine no less frequently than the second anniversary of the achievement of the previous pay point on the upper pay spine
9. In consultation with the College Leadership Team to establish and review a Performance Management policy for all staff
10. In consultation with the College Leadership Team to keep under review staff work/life balance, working conditions
11. In consultation with the College Leadership Team to monitor and support the professional development of all staff.

#### Facilities

1. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the College's premises including Satellite centres
2. In consultation with the Headteacher, to oversee premises-related funding bids in line with College Site Development
3. To oversee arrangements, including Health and Safety, for the use of College premises by all users in the community, subject to governing body policy
4. To establish and keep under review a Building Development Plan
5. To establish and keep under review an Accessibility Plan
6. To annually inspect the premises and grounds and prepare a statement of priorities for maintenance and development for approval by the Governing Body
7. To monitor, and report regularly to the Governing Body on Energy, Cleaning, Grounds Maintenance, Security, Maintenance

8. To approve the costs and contracts for maintenance, repairs and decoration within the budget allocation
9. To approve a Health and Safety Policy. To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Representative within the College
10. To approve the Educational Visits Policy and monitor and evaluate its implementation
11. To annually review all policies relating to community and facilities including travel plan
12. To undertake tasks delegated to them by the Governing Body
13. To carry out responsibilities with on overarching recognition of the need to consider safeguarding.

**Disqualification** – Any relevant person employed to work at the College other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

### Membership

<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Andrea Hazeldine (Headteacher)	21 September 2016
Harry Cridland	21 September 2016
Colin Parton	21 September 2016
Phil Shingler	19 September 2018
NB The Business Manager is the Adviser	

<b>Chair of the Sub-Committee</b>	<b>Harry Cridland</b>		
<b>Clerk to the Sub-Committee</b>	<b>Rachel Turner</b>		
<b>Quorum</b>	<b>3</b>		
<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2019</b>



## Student Disciplinary Panel

**Terms of reference:**

1. To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a student is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
4. To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the College, with specific reference to the role assigned to the Governing Body.

**Disqualification** – The Headteacher and any Governor with prior knowledge of the student or the incident

**Membership – 3 or 5**

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Disciplinary Panel to consider particular exclusions. If a governor has a connection with the student or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the Chair has the casting vote.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member).

Name of Governor	Date Appointed to the Committee
Three governors as appropriate	n/a
Headteacher (Adviser)	

<b>Chair of the Panel</b>	<b>To be appointed at each meeting</b>
---------------------------	--

<b>Clerk to the Panel</b>	<b>Rachel Turner</b>
---------------------------	----------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	<b>3</b>
---	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Student Appeals Panel

**Terms of reference:**

- I. To consider any appeal against a decision of the Governing Body's Student Disciplinary Panel.

**Disqualification** – The Headteacher and any members of the Student Disciplinary Panel

**Membership** – no fewer members than the Student Disciplinary Panel

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Student Appeals Panel to consider appeals to the decision made by the Student Disciplinary Panel. If a governor has a connection with the student or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an appeal, the Chair has the casting vote.

Name of Governor	Date Appointed to the Committee
Three governors as appropriate (but who did not sit on Student Disciplinary Panel)	n/a

<b>Chair of the Committee</b>	<b>To be appointed at the first meeting of the Committee</b>
-------------------------------	--

<b>Clerk to the Committee</b>	<b>Rachel Turner</b>
-------------------------------	----------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	<b>3</b>
---	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Staff Disciplinary Committee

**Terms of reference:**

1. To make any determination to dismiss any member of staff *(unless delegated to the Headteacher)*
2. To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\*
3. To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures *(unless delegated to the Headteacher)*
4. To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.

**\*these matters cannot be delegated to an individual**

**Disqualification** – The Headteacher

**Membership** – not less than 3 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for the Staff Appeals Committee)

(It is suggested that only experienced governors be appointed to this Committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

Name of Governor	Date Appointed to the Committee
Three governors as appropriate	n/a
Headteacher (Adviser)	

<b>Chair of the Committee</b>	<b>To be appointed at each meeting</b>
-------------------------------	--

<b>Clerk to the Committee</b>	<b>Rachel Turner</b>
-------------------------------	----------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	<b>3</b>
---	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Staff Appeals Committee

**Terms of reference:**

2. To consider any appeal against a decision, short of dismissal, under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, in accordance with the Model Pay Policy
3. To consider any appeal against a decision to dismiss a member of staff made by the Staff Dismissal Committee\*
4. To consider any appeal against selection for redundancy\*.

**\*these matters cannot be delegated to an individual**

**Disqualification** – The Headteacher and any members of the Staff Disciplinary Committee

**Membership** – no fewer members than the Staff Disciplinary Committee

Name of Governor	Date Appointed to the Committee
Three governors as appropriate (but who did not sit on Staff Disciplinary Committee)	n/a

<b>Chair of the Committee</b>	<b>To be appointed at the first meeting of the Committee</b>
-------------------------------	--

<b>Clerk to the Committee</b>	<b>Rachel Turner</b>
-------------------------------	----------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	<b>3</b>
---	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Headteacher's Performance Management Review Panel

**Terms of reference:**

1. To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
3. To monitor through the year the performance of the Headteacher against the targets
4. To make recommendations to the HR, Finance & Facilities Sub-Committee in respect of awards for the successful meeting of targets set.

**Disqualification – The Headteacher and Staff Governors**

Name of Governor	Date Appointed to the Committee
Harry Cridland	21 September 2016
Colin Parton	21 September 2016
Sarah Clements	19 September 2018

<b>Chair of the Panel</b>	<b>To be appointed at the meeting</b>
---------------------------	---------------------------------------

<b>Review Officer</b>	<b>School Improvement Partner</b>
-----------------------	-----------------------------------

<b>Quorum (minimum of 2, group can determine higher number)</b>	<b>2</b>
---	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Headteacher's Performance Management Appeal Panel

**Terms of reference:**

1. To consider any appeal against a decision made by the Headteacher's Performance Management Review Panel.

**Disqualification** – The Headteacher and Staff Governors

Name of Governor	Date Appointed to the Committee
Phil Shingler	21 September 2016
To be appointed if and when required	

<b>Chair of the Panel</b>	<b>To be appointed at the meeting</b>
---------------------------	---------------------------------------

<b>Review Officer</b>	<b>School Improvement Partner</b>
-----------------------	-----------------------------------

<b>Quorum (minimum of 2, group can determine higher number)</b>	<b>2</b>
---	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Pay Committee

### Terms of reference:

- I. The pay committee will work with the Headteacher to agree specific pay recommendations on an annual basis and advise the governing body:
  - to achieve the aims of the whole school pay policy in a fair and equal manner;
  - 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 observe all statutory and contractual obligations;
  - to minute clearly the reasons for all decisions (which are confidential to this committee);
  - to prepare a summary report for presentation to the governing body on an annual basis and report the fact of these decisions to the next meeting of the full governing body;
  - to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
  - to keep abreast of relevant developments and to advise the governing body when the school's pay policy is revised annually;
  - to work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

### Disqualification – The Headteacher and Staff Governors

Name of Governor	Date Appointed to the Committee
Colin Parton	21 September 2016
Phil Shingler	19 September 2018
Harry Cridland	21 September 2016
Headteacher (Adviser)	

<b>Chair of the Panel</b>	<b>To be appointed at the meeting</b>
---------------------------	---------------------------------------

<b>Quorum</b>	<b>3</b>
---------------	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Pay Appeals Committee

**Terms of reference:**

The main responsibility of the committee is to deal with appeals relating to pay and salary grading

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- 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 observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions (which are confidential to this committee);
- to prepare a summary report for presentation to the governing body on an annual basis;
- and report the fact of these decisions to the next meeting of the full governing body
- Pay appeals decisions are final

**Disqualification** – The Headteacher and Staff Governors

<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Three appropriate governors (but who did not sit on Pay Committee)	n/a

<b>Chair of the Panel</b>	<b>To be appointed at the meeting</b>
---------------------------	---------------------------------------

<b>Quorum</b>	<b>3</b>
---------------	----------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------



## The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To prepare and collate the Agenda and associated documentation
- To attend meetings of the Governing Body and ensure minutes are taken
- Prepare minutes and circulate in draft and final form by email
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To attend training courses and review LA literature
- To perform such other functions as may be determined by the Governing Body from time to time.

**Disqualification – Governors, Associate Members, the Headteacher**

### The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To prepare and collate the Agenda and associated documentation for the committee
- To attend meetings of the Committee and ensure minutes are taken
- Prepare minutes and circulate in draft and final form by email
- To perform such other functions as may be determined by the committee from time to time.

**Disqualification – the Headteacher**

<b>Clerk to the Governing Body</b>	<b>Rachel Turner</b>
------------------------------------	----------------------

<b>Date terms of reference agreed by the Governing Body</b>	<b>19 September 2018</b>	<b>Review Date</b>	<b>Autumn Term 2018</b>
---	--------------------------	--------------------	-------------------------

## Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the College with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the College
- To regularly report to the Governing Body on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate.

### Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- College discipline policies
- Exclusions of students (except in an emergency when the chair has the power to exercise these functions)
- Admissions.

Specific Responsibility	Governor
Chair of Governors	Colin Parton
Vice Chair	Harry Cridland
Whistle Blowing/Confidential Reporting	Colin Parton
Safeguarding, Child Protection, and Data Protection (including e-safety)	Colin Parton/Sarah Clements as deputy
English and Literacy	
Maths & Numeracy	Harry Cridland
Teaching & Learning Lead and ICT	Phil Shingler
Equalities with Behaviour and Admissions	Colin Parton
SEND	Sarah Clements
Pupil Premium (including Highly Able PP students)	Harry Cridland, s and Colin Parton
Governor Development/Training/Induction	June Porter