

DATE THIS SHEET WAS UPDATED – October 2021

COMMITTEE/INFORMATION SHEET

FARRINGDON COMMUNITY ACADEMY

Headteacher: **Mr N Holder**
(Appointed:01/01/18)

Chair: **Mrs G Hossack**
Appointed Autumn Term 2021 for 1 year. *Nominations invited at the first meeting of the Local Governing Board in the new Academic year*

Vice Chair: **Ms L Alderson**
Appointed Autumn Term 2021 for 1 year. *Nominations invited at the first meeting of the Local Governing Board in the new Academy year.*

Governance Structure:

Brighter Academy Trust - Members: Mrs G Hossack (Chair) Mrs M Blacklock, Mr A Eastick

Brighter Academy Trust - Directors: Mr A Eastick (Chair), Mr N Holder, Mr S Gallagher

Local Governing Board: LEA – 1 PARENT – 2 STAFF – 2 CO-OPTED – 8

LINK GOVERNORS

Ofsted Responsibility	Areas of Responsibility	Governor	SLT Link
Quality of Education	Curriculum Teaching and Learning Monitoring and Evaluation Data and Assessment CPD	Steph Clay Lynne Alderson	Lead -Adele Farley SLT – Claire Appleby and Scott Waller
Leadership and Management	Governors Student Outcomes Curriculum Leaders Community Marketing Staff Well-being	Val Thompson Alan Eastick Clare Whittington	Lead – Neal Holder
Personal Development, Behaviour and Attendance	Behaviour Attendance Punctuality Attitudes to Learning CEIAG Safeguarding PDP, SMSC, RSE, LGBT	Glynis Hossack Val Thompson	Lead – Andrew Roberts (PD and CEIAG) Lead – Barbara McCrudden (Safeguarding, B&A)
Vulnerable students	SEND LAC PP funding Catch up funding Alternate Provision	Lynne Casey Rodger Lane Lynne Alderson (PP)	Lead – Jill Reay

Personnel Committee (Quorum = 3)

Mrs G Hossack (Chair), Ms L Alderson, Mrs S Clay

Mr N Holder (Headteacher) to be invited when appropriate

Performance Management

**Performance Management Governors: Mrs G Hossack,
Review Officer: Mr A Eastick**

Personnel Appeals Committee

Mr A Eastick (Chair), Mr R Lane, Ms L Casey

Mr N Holder (Headteacher) to be invited when appropriate

Personal Development, Behaviour and Welfare (incl. safeguarding) (Quorum = 3)

Internal clerking used except for items using of delegation of powers:*

**Delegation of powers given for suspension reviews and Permanent Exclusions.*

Mrs G Hossack (Chair), Mr R Lane, Mrs V Thompson, Ms K Rose and Ms L Casey

Miss J Reay (staff) to be invited when appropriate

Mr N Holder (Headteacher) to be invited when appropriate

**suggestion to make Complaints a responsibility of the Board of Directors and for policy to be amended.*

COMPLAINTS

(Quorum = 3)

Mrs G Hossack, Mr A Eastick, Mr R Lane and Ms L Casey

Mr N Holder (Headteacher) to be invited when appropriate

- **Governors agreed (Autumn term 2005 and reviewed 2021) to adopt a policy not to pay governors' expenses**
- **Governors agreed to subscribe to the TfC governing training programme.**
- **The Clerk to the Governing Board and its formal committees is the Governor Support Team (TfC), supported by Ms B Parker (internal minutes)**

Directors

Directors (all or any of them) may also serve on the Local Governing Board and may attend any meetings of the Local Governing Board and its committees. Any Director attending a meeting of the Local Governing Board will count towards the quorum for the purposes of the meeting and will be entitled to vote on any resolution being considered by the Local Governing Board.

FARRINGDON COMMUNITY ACADEMY
TERMS OF REFERENCE – EMPLOYMENT ISSUES

Personnel Responsibilities chart

	Task				
	Directors	Local Governing Board	Personnel Committee	Appeals Committee	Head teacher
<u>Appointment of Headteacher and Deputy Headteacher</u>					
Accept the resignation of Headteacher/Deputy Headteacher		✓			
Set Headteacher/Deputy Headteacher salary		✓			
Determine advertisement/job spec./person spec./timetable for interview			✓		
Select governors to serve on Personnel Committee		✓			
Shortlist and interview for Headteacher and Deputy Headteacher			✓		
Ratify Appointments of Deputy Headteacher		✓			
Ratify Appointments of Headteacher	✓				
<u>Appointment of Teaching and Non-Teaching Staff</u>					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)					✓
Determine all matters relating to the appointment of Assistant Headteachers					✓ & Chair of LGB
Determine all matters relating to the appointment of teaching staff					✓
Determine all matters relating to the appointment of non-teaching staff					✓+ J.R.
<u>Staff Disciplinary/Dismissal/Grievance/Capability</u>					
Adopt discipline, Grievance and Capability procedures		✓			
Issue verbal warnings to staff					✓
Issue first written warnings to staff					✓
Issue final written warnings to staff					✓
Suspend teaching and non-teaching staff					✓
Suspend the Headteacher		Chair			
Consider cases of staff discipline/capability			✓		
Consider cases of discipline or capability against the Headteacher			✓		
Consider grievances against staff initially investigated by the Headteacher			✓		
Consider appeals against the Personnel Committee's decision				✓	
Consider termination of contract on grounds of medical capability			✓		
<u>Salary Issues</u>					
Adopt pay policy		✓			
Hear recommendation from performance management governors re. salary of Headteacher			✓		
Make recommendations to the Personnel Committee re. Deputy Headteacher and other teaching staff					✓
Take decisions on teaching staff salaries each autumn term			✓		
Consider applications for non-teaching staff regrading			✓		
Consider appeals against the Personnel Committee's decision				✓	
Consider honorarium awards if applicable			✓		
<u>Redundancy Issues</u>					
Adopt redundancy policy/procedure		✓			
Determine the number and category of staff to be reduced		✓			
Determine the criteria to be used in making a selection					✓

Initial consultation with trade unions					✓
Consider applications for voluntary redundancy			✓		
Select staff for redundancy according to agreed criteria			✓		
Consider representations from staff selected for redundancy			✓		
Hear appeals from staff affected by decision to reduce staff				✓	
General					
Consider changes to the staffing structure			✓		✓
Ratify New Staffing Structures		✓			
Consider requests for flexible working			✓		
Consider requests for career break			✓		
Determine membership of Personnel and Appeals Committees		✓			
Review delegation of powers at least annually		✓			
Code of Conduct declaration/disclosure					✓+Chair
External Visits Coordinator					Ext Visits Co-Ord.

These terms of reference will be reviewed as least annually and additionally in the light of any subsequent changes in school governance regulations or recommendations.