

CASTLE VIEW ENTERPRISE ACADEMY

COMMITTEE/INFORMATION SHEET

Principal : Janet Bridges

Chairman: Heidi Mottram

Vice-chairman: Claire Leighton

CONSTITUTION OF GOVERNING BOARD *(all terms of office 4 years)*

Quorum 3 or one-third of current membership

Members (no less than 2)

Heidi Mottram, Louise Hunter, Martin Parker

Lead Sponsors (up to 7)

Heidi Mottram, Louise Hunter, Lynne McKenna, Lynn Perry, Aaron Young, Richard Hutton, Andrew Radcliffe

Local Authority (2)

Parent (1)

Co-opted (3)

Claire Leighton, Mike Wooler, Barbara Gubbins

FINANCE, AUDIT & GENERAL PURPOSES COMMITTEE *(Quorum = 3)*

Louise Hunter, Claire Leighton, Richard Hutton

Principal (Janet Bridges), Finance Director (Phil Smith) and Leadership & Business Support Manager (Lee Anderson) to be invited to all meetings

COMMUNITY AND FITNESS CENTRE *(Quorum – 2)*

Janet Bridges, Louise Hunter

Richard Hutton (Observer)

Finance Director (Phil Smith) and Leadership & Business Support Manager (Lee Anderson) to be invited to all meetings

COMMITTEE A – Quorum = 3 *(Any 3 governors to be invited)*

Staffing reduction and redundancy Staff discipline, pay and grievances, staffing reduction and redundancy

Heidi Mottram, Louise Hunter, Lynne McKenna, Lynn Perry, Richard Hutton, Claire Leighton, Mike Wooler, Aaron Young, Andrew Radcliffe, Barbara Gubbins

APPEALS – **Quorum - must be at least the same number as decision making committee**

All Governors eligible, who have no prior knowledge of the issue or incident

COMPLAINTS COMMITTEE – **Quorum = 3**

Any 3 governors to be invited

PERFORMANCE MANAGEMENT COMMITTEE – Quorum = 3 (Any 3 governors to be invited)

Louise Hunter, Lynne McKenna, Lynn Perry, Richard Hutton, Claire Leighton, Mike Wooler, Aaron Young, Andrew Radcliffe, Barbara Gubbins

STUDENT DISCIPLINE COMMITTEE – Quorum = 3

Heidi Mottram, Louise Hunter, Lynne McKenna, Lynn Perry, Richard Hutton, Claire Leighton, Mike Wooler, Aaron Young, Andrew Radcliffe, Barbara Gubbins

Any 3 governors to be invited who have no prior knowledge of the student or the incident

CASTLE VIEW ENTERPRISE ACADEMY **Terms of Reference**

CORPORATE DETAILS

CVEA is a company limited by guarantee, company number 6268570. The registered office is Castle View Enterprise Academy, Cartwright Road, Sunderland SR5 3DX.

The Members of the Company are Northumbrian Water Limited, Heidi Mottram, Louise Hunter and Martin Parker. The Secretary of State may appoint a further member.

GOVERNANCE

In order to proceed with the FULL Governing Body meetings at least one-third of the current membership is required to be in attendance. It may be possible to participate in meetings of the Governing Body by telephone or video conference provided that you give notice of your intention to do so detailing the telephone number on which you can be reached and/or appropriate details of the video conference suite from which you will be taking part at the time of the meeting. Governors wishing to do this you must the Clerk at least 48 hours before the meeting.

FULL GOVERNING BODY

The Governors have general powers over the management of the Academy but, for clarity, certain duties of the Governing Body are set out below:-

Key duties of the Governing Body:

- 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 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
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- To review the delegation arrangements annually. *
- To consider, and agree, a staffing structure (both teaching and support staff) put together by the Principal and management team.
- To take policy decisions relating to:
 - staffing complement and structure;
 - strategy to be followed in respect of a whole school pay policy;
 - the redundancy, grievance, disciplinary and capability procedures to be followed.
- To determine the delegation of powers (where permissible) and the membership of the Committees with delegated powers. The scheme of delegation in relation to personnel is set out in the Personnel Responsibilities Chart.
- To accept the resignation of the Principal and Vice Principal and decide whether to proceed with appointments to those posts. Ratification of the appointment of Principal and Vice Principal is the responsibility of the full Governing Body.
- To perform duties set out in the Personnel Responsibilities Chart.

*These matters cannot be delegated to either a Committee or an individual

FINANCE AUDIT & GENERAL PURPOSES 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.

Terms of Reference

Subject to the requirements of the applicable legislation, the Committee is authorised:

- To consider the Academy's indicative funding, notified annually by the EFA and to assess its implications for the Academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
- To consider and recommend acceptance/non-acceptance of the Academy's budget, at the start of each financial year.
- To contribute to the formulation of the Academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the Academy.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- To liaise with and receive reports from other Committees of the Governing Body, as appropriate, and to make recommendations to those Committees about the financial aspects of matters being considered by them.
- To monitor and review expenditure on a regular basis and ensure compliance with the budget for the Academy, and with the financial regulations of the EFA, drawing any matters of concern to the attention of the Governing Body.
- To monitor and review 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 to make recommendations for improvement.
- To prepare the financial statement to form part of the annual report of the Governing Body to parents and for filing in accordance with Companies Act and Charity Commission requirements.
- To receive auditors' reports and to recommend to the full Governing Body action as appropriate in response to audit findings.
- To ensure the requirements of the Audit Committee are incorporated into the Finance Audit and General Purposes Committee terms of reference to meet the independent checking of financial records confirmed by the Auditors of the Academy.
- To recommend to the full Governing Body the appointment or reappointment of the auditors of the Academy.
- To monitor and approve tendering and procurement procedures.
- To oversee the operation and maintenance of the Academy's premises and equipment.
- To allocate the financial responsibilities set out in the Financial Responsibility Chart (other than those reserved to the Governing Body) (and the allocation as at the date of these Terms of Reference is as per the Financial Responsibility Chart).
- To approve all purchases of goods or services above the value set out in the Financial Responsibility Chart.
- To approve all virements above the value set out in the Financial Responsibility Chart.

Notes

The Governing Body will formally review risks on a regular basis.

The Principal will ensure that robust tender processes are followed. For purchases between £5,000 and £30,000 three quotations will be obtained and over £30,000 a formal procurement exercise will be undertaken to ensure compliance with procurement rules, Tenders will be opened by either the FD or Principal and a member of the FA&GP Committee.

BUSINESS AND ENTERPRISE SPECIALISM AND EMPLOYABILITY LINK GOVERNORS

Purpose

To assist the Governing Body, with a combined leadership approach to Governors and Senior Leadership Team, with the provision of updates to the Governing body on performance of the Academy

Terms of Reference

- To ensure Governors/SLT are aware and accountable for the designated area of Business Enterprise Specialism and Employability
- To make appropriate comments and recommendations to the Governing Body
- To consider the Academy's policies and procedures

BEHAVIOUR, SAFETY AND SUPPORT LINK GOVERNORS

Purpose

To assist the Governing Body, with a combined leadership approach to Governors and Senior Leadership Team, with the provision of updates to the Governing body on performance of the Academy

Terms of Reference

- To ensure Governors/SLT are aware and accountable for the designated area of Business Enterprise Specialism and Employability
- To make appropriate comments and recommendations to the Governing Body
- To consider the Academy's policies and procedures

COMMITTEE A

This Committee will consider cases of staff discipline, dismissal, capability, grievance and salary issues, staffing reductions and redundancies as set out in the Personnel Responsibilities Chart.

APPEALS

The Appeal Committee will consider appeals against decisions of the First Committee, as set out in the Personnel Responsibilities Chart, and all appeals against decisions of Committee A under staffing reductions.

PERFORMANCE MANAGEMENT COMMITTEE

The Performance Management committee will consider the performance management proposals for all staff presented by the Principal and the Performance Management of the Principal presented by the Chair of Governors.

STUDENT DISCIPLINE COMMITTEE

The Student Discipline Committee will consider parental representation of an excluded student, within 15 school days of receiving notice of exclusion if:-

- The exclusion is permanent
- The exclusion is a fixed period exclusion which would bring the student's total number of school days of exclusion to more than 15 days in a term or;
- The exclusion would result in a student missing a public examination or national curriculum test

Where the parents of the student have requested representation to the committee in the case of a student exclusion of more than 5 days but less than 15 days. The Committee must consider the parental request within 50 days of receiving notice of the parental request.

- To review the School Behaviour and Discipline Policy and make recommendations on changes to the Governing Body or relevant Committee.

Personnel Responsibilities Chart

Task	Responsibility of				
	Governing Body	Committee A	Appeals Committee	Principal	Selection Panel
Appointment of Principal and Vice Principal					
Accept the resignation of Principal/Vice Principal	√				
Set Principal/Vice Principal salary	√				
Determine advertisement/job spec/person spec/timetable for interview				√	
Select Governors to serve on appointments panel	√				
Shortlist and interview for Principal and Vice Principal					√
Ratify appointments of Principal and Vice Principal	√				
Appointment of Teaching and Support Staff					
Accept resignation of teaching and support staff (other than P & VP)				√	
Determine all matters relating to the appointment of AVP's				√	
Determine all matters relating to the appointment of teaching staff				√	
Determine all matters relating to the appointment of support staff					
Staff Disciplinary/Dismissal/Grievance/Capability					
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 support staff				√	
Suspend Principal	Chair				
Consider cases of staff discipline/capability referred by Principal		√			
Consider cases of staff discipline/capability against Principal		√			
Consider grievances against staff initially investigated by Principal		√			
Consider appeals against the First Committee's decision			√		
Consider termination of contract on grounds of medical capability		√			
Salary Issues					
Adopt pay policy	√				
Hear recommendations from performance management Governors re salary of Principal		√			
Make recommendations to the First Committee re Vice Principal and other teaching staff				√	
Take decision on teaching staff salaries each autumn term		√			
Consider applications for support staff regarding		√			
Consider appeals against the First Committee's decision			√		
Consider honoraria payments		√			
Redundancy Issues					
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 representation from staff selected for redundancy		√			
Hear appeals from staff affected by decision to reduce staff			√		
GENERAL					
Consider requests for flexible working				√	
Consider requests for career break				√	
Determine membership of First Committee	√				
Review delegation of powers at least annually	√				
Code of conduct declarations/disclosures				√ + Chair	
Approval and monitoring of external educational visits				√	

Financial Responsibilities Chart

	Governing Body	Finance, Audit & General Purposes Committee	Committee A	Principal	Finance Director	Non-employed trustee	Admin staff
Draft initial budget				√ &	√		
Consider and recommend budget to FGB		√					
Approve final budget plan	√						
Reporting budget to EFA					√		
Monitor staffing budget		√		√	√	√	
Monitor other budgets		√		√	√	√	
Report on budget to Governors (as required)		√		√	√	√	
Authorise virements up to a limit of £50,000				√			
Authorise virements up to a limit of £100,000		√					
Authorise virements in excess of £100,000	√						
Review financial management arrangements of powers at least annually	√						
Formally review risks on a regular basis		√					
Maintain risk management action plan				√	√		
Monitor progress of actions in risk management action plan		√		√			
Generate orders							√
Authorise up to a limit of £5,000					√		
Authorise up to a limit of £30,000 (joint authority)				√ &	√		
Authorise over £30,000 and up to £100,000		√					
Authorise exceeding £100,000	√						
Obtain quotations for expenditure					√		
Authorise cheque signatories				√ &	√		
Tendering - Approval of contracts exceeding £30,000 to £93,738		√					
Tender opening				√ or	√		
				plus 1 Gov			
Take delivery of goods							√
Process invoices for payment							√
Authorise invoice without a purchase order					√		
Authorise payment to suppliers					√		
Payment to suppliers							√
Collection of income							√
Banking of income							√
Verification of bankings					√		
Approve appointments (in writing)				√			
Approve supply cover				√			
Adopt pay policy	√						
Maintain inventory					√		
Carry out checks against inventory at least annually					√		
Authorise disposal of equipment					√		
Maintain up to date data protection notification	√						
Maintain software inventory showing licence details					√		