

Northallerton and Risedale Colleges Federation

Committee Structure and Remits

1. Purpose of Structure

- a) To ensure that the Governing Body has a strategic overview of the federation and meets all of its statutory duties;
- b) To reflect the individual characteristics of each College in the Federation through the approach to governance;
- c) To allow for College-specific business to be fully considered;
- d) To retain the close monitoring role currently exercised by the Interim Executive Board for Risedale and as required by the National Challenge Accountability framework;
- e) To minimise travel to and from meetings.

2. Resources Committee (Risedale Committee and Northallerton Committee) Note: the terms of reference relate to the matters specified in respect of the College for which the respective committee is responsible for.

- a) *Membership* - 6 Governors (inclusive of the Executive Principal) on each committee.
- b) *Meetings* – half termly (6 meetings annually at each college)
- c) *Quorum* – 3 governors
- d) *Terms of reference:*

Finance

- To consider and approve the Start Budget;
- To consider and approve a Budget Management Policy;
- To monitor all income and expenditure and to consider Budget Monitoring reports on a termly basis;
- To consider and review long-term financial planning and resourcing and submit recommendations to the Governing Body;
- To determine the amount that can be vired between budget headings by the Executive Principal without the prior approval of the committee;
- To consider and approve any matters relating to the Financial Management Standard in Schools including:
 - ✓ Best Value,
 - ✓ Comparative Statistical information;
 - ✓ Internal control statement
 - ✓ Standard, cost and impact of services purchased from all outside providers.
- To receive and consider reports from the LA's auditors and implement any recommendations arising therefrom;

- To consider, review and approve the financial procedures of the college;
- To consider and determine the annual insurance requirements of the college;
- To keep under review the limits of expenditure permitted to the Executive Principal under the Scheme of Delegation;

Personnel

- To consider and review staff salaries annually in accordance with the Teachers Pay and Conditions Document;
- To consider and approve the staff structure annually;

Facilities

- To consider Health and Safety reports and implement any matters arising;
- To monitor the security measures of the College and authorise appropriate action where necessary;
- To agree procedures for the undertaking of emergency work;
- To consider, formulate and approve proposals for the use of the Devolved Formula Capital;
- To consider and approve an annual programme of maintenance and improvement;
- To consider and approve an Asset Management Plan;

General

- To commission appropriate training for governors.

3. Improvement Committee - (Risedale Committee and Northallerton Committees) Note: the terms of reference relate to the matters specified in respect of the College for which the respective committee is responsible for.

- Membership* - 6 Governors (inclusive of the Executive Principal) on each committee.
- Meetings* – half termly (Northallerton) Fortnightly (Risedale)
- Quorum* – 3 governors
- Terms of reference:*

- To monitor the Improvement and Raising Attainment Plan;
- To ensure that the requirements of pupils with Special Education Needs are met so far as is practicable;
- To consider and determine complaints relating to the Curriculum;
- To consider performance data relating to academic standards and achievement, leadership and provision;

- To consider and deal with matters in relation to the Every Child Matters agenda;
- To commission appropriate training for governors.

4. Staff Discipline Committee (Note: The Executive Principal and the Corporate Director – Children and Young People’s Service (or a representative) (in the case of potential dismissals) have a right to attend the meeting and offer advice)

- Membership* - 3 Governors as available;
- Meetings* – as necessary
- Quorum* – 3 governors
- Terms of reference:*

- To consider matters relating to staff discipline;
- To determine whether an employee should cease to work at either or both of the Colleges;
- Should the need arise, and in consultation with staff, to draft and review policies for redundancy and other terminations for approval by the Governing Body and to establish the criteria for selection;
- To apply the agreed criteria in the selection of staff for redundancy or other terminations.

5. Staff Appeals Committee (The Executive Principal and the Corporate Director – Children and Young People’s Service (or a representative) (in the case of potential dismissals) have a right to attend the meeting and offer advice)

- Membership* - 3 Governors as available but excluding any governor who had been involved previously in matters to be determined by the Committee.
- Meetings* – as necessary
- Quorum* – 3 governors
- Terms of reference:*

- To hear appeals against initial decisions of the Staff Discipline Committee or the Executive Principal about matters relating to the discipline of staff, dismissal of staff, other terminations or staff redundancy in accordance with the adopted procedures;
- To uphold or dismiss an appeal.

6. Pupil Discipline Committee

- Membership* - 3 Governors (excluding the Executive Principal) as available but excluding any governor who has been involved previously in matters to be determined by the Committee.
- Meetings* – as necessary
- Quorum* – 3 governors
- Terms of reference:*

- To consider the actions of the Executive Principal in excluding a student;
- To consider representations made by parents and the LA;
- To determine whether the student should be re-instated immediately, re-instated by a particular date or not re-instated.
- In the case of a fixed term exclusion which would result in the student being excluded from the college(s) for a total of 5 days or less in any one term to consider representations made by the parent(s)

7. Complaints Committee

- Membership* - 3 Governors (excluding the Executive Principal) as available but excluding any governor who has been involved previously in matters to be determined by the Committee.
- Meetings* – as necessary
- Quorum* – 3 governors
- Terms of reference:*
 - To determine appeals made pursuant to the formal complaints policy of the college(s);

8. Executive Principal Performance Management Group

Membership: three Governors (excluding Staff Governors) appointed at the first meeting in the Autumn term of the Governing Body.