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THE LATYMER SCHOOL
Founded 1624

Terms of Reference 2025-26

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Procedure for Committees and Panels

1. **A Committee** consist of a group of Governors who meet at intervals throughout the academic year to discuss matters delegated to them by the Governing Body and which are outlined in their Terms of reference.

2. **A Panel** comprises a specified number of Governors who are convened as necessary by the Clerk to carry out a specific task at a time and date determined by the Clerk.

3. The Governing Body agrees the Constitution, Membership, and Terms of Reference of all Committees and Panels which are reviewed annually.

4. Committees operate on behalf of the Governing Body, to undertake the detailed work of scrutinising strategy, policy and financial performance and report back to the governing body on these issues for approval. This may be done at full governing body meetings or by email if approval is time-constrained.

5. All Committee decisions and recommendations are on behalf of the whole Governing Body, who share collective responsibility.

6. The Terms of Reference, duties and responsibilities of panels are as given in the policy to which the panel relates.

7. The Chair of the Governing Body invites all Governors to serve on Committees and the allocation to specific Committees is linked to individual skills and interests.

8. The quorum of Committee meetings is a minimum of three Governors who are members of the Committee.

9. The quorum of Panels is the same as the number specified for membership. i.e., all Governors on a panel as convened by the Clerk must be present. In the event of a Governor becoming unavailable the Panel will be re-convened at a different time or with another eligible Governor.

10. Each Committee or Panel must have a Chair and a Clerk.

11. The Chair will be appointed by the Committee or Panel. The Headteacher cannot be the Clerk to a committee, but a Governor can.

12. The Governing Body may remove the Chair of a Committee from office at any time.

13. In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number.

14. Meetings of a Committee are to be convened by the Clerk to that committee and must comply with any direction given by the Governing Body or the chair of the committee. Written notice and a copy of the agenda must be sent out at least seven clear days in advance of the meeting. Meetings of matters demanding urgent consideration can be held at shorter notice providing the written notice states that fact.

15. Any decision taken must be determined by a majority of votes of Committee Members present and voting. No vote can be taken unless a majority of those present are Governors.

16. Where there is an equal division of votes the Chair of the meeting will have a second or casting vote, provided that such person is a Governor.

17. Minutes of the proceedings must be drawn up by the Clerk to the Committee and must be signed (subject to the approval of the committee) by the Chair at the next meeting of the Committee.

18. This record or the unapproved draft minutes will be presented to the first governing body meeting following the subcommittee meeting together with any approved minutes not yet received by the Governing Body. The Chair of each Committee will give a verbal report of draft minutes listing the action taken.

19. The agreed minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee). Confidential minutes will be made available on request to members of the Governing Body.

20. Committee meetings will not be open to the public but minutes shall be made available on request as soon as reasonably practicable.

21. Observers can be invited to attend a committee meeting where appropriate.

22. Confidential minutes will not be made available for inspection.

23. All Committees must consider safeguarding and equalities implications when undertaking their roles.

Admissions Committee

Membership

The Chair of the Governing Body will confirm membership of committees annually at the start of the academic year and allocate a minimum of four Governors plus the Headteacher (as an adviser) to an Admissions Committee.

Meetings per academic year: A minimum of once a year.

The Committee will comply with the Procedures for Committees and Panels.

Terms of Reference

The Admissions Committee is a **statutory** Committee (The Education (School Government) Regulations 1999).

Overall purpose of the committee:

To be responsible for:

1. Complying with the terms, conditions, and timeline of the agreed Scheme for Co-ordination of Admissions.
2. Administering the governing body's Admissions Policy, including applying the admissions criteria where the school is over-subscribed with parental requests for admission.
3. Raising any issues that arise from the school's Admissions Policy with the full Governing Body, for their consideration.

Functions delegated to the Headteacher:

To be responsible for:

4. The day-to-day administration of the admissions process, in relation to any casual requests for admission received where the school is not over-subscribed with requests.
5. To oversee the administrative arrangements surrounding the admissions process within the school.

Functions retained by the Admissions Committee on behalf of the Governing Body

To be responsible for:

6. Determining the school's Admissions Policy on behalf of the full Governing Body, including the admissions criteria.
7. Reviewing the school's Admissions Policy annually, the school's Accessibility Plan and Home– School Agreement as necessary, for referral to the full Governing Body.
8. Informing the Finance and Infrastructure committee of the cost implications of any change to the Admissions process.

Appointments Panel

Membership

Every Governor is potentially a member of the Appointments Panel, except Staff Governors.

Every Appointments Panel must have one member trained in safe recruitment procedures.

The Appointments Panel will be convened by the Clerk at the request of the Headteacher and will meet as often as necessary to fulfil its responsibilities.

The Headteacher will advise the Clerk on the number of Governors required. In most appointments, only one Governor is needed. For Assistant Headteacher and above, there should be three.

Terms of Reference

Purpose of the Panel

The Appointments Panel will assist the Headteacher with the recruitment of teachers in posts at Head of Department level or Head of Learning and above or as required by the Headteacher.

Duties and responsibilities

1. The Clerk will assemble the appointments panel at the request of the Headteacher. The Clerk and Headteacher will ensure that all members of the panel receive documents related to the appointment process in advance of the selection process.

2. All processes related to the appointment must ensure:
    a. Those guidelines for safe recruitment are followed.
    b. That salary offers comply with the relevant Pay and Conditions documentation and that the Recruitment and Retention monies are also used according to guidelines.
    c. That members of Appointments panels attend safer recruitment training.

3. The School Business Manager is responsible for checking all documentation required for appointment and records this on the school's Central Record.

4. The Headteacher will inform the governing body of appointments and resignations.

5. The Headteacher is responsible for administering exit interviews and exit questionnaires, if appropriate, and informing the Chair of the Governing Body of the findings.

Curriculum & Standards Committee

Membership

All Governors are eligible for this committee. In addition, the Governing Body may invite guests to the committee to draw on expertise and experience from both inside and outside the school.

The Chair of the Governing Body will confirm membership of committees annually at the start of the academic year and allocate a minimum of four governors. The Headteacher is a member of the Committee.

Meetings per academic year: A minimum of once a term.

The Committee will comply with the Procedures for Committees and Panels.

Terms of Reference

1. To provide guidance to the Governing Body, and support for the Headteacher, on all matters relating to the curriculum, its implementation and delivery.
2. To ensure that the impact of equalities legislation is considered in all relevant curriculum and standards matters.
3. To contribute towards, and monitor, the School Improvement Plan/Post-Ofsted Action plan in respect of curriculum issues.
4. To evaluate the strategies being implemented to improve attainment as evidenced by results.
5. To examine attainment data by protected characteristic (including- but not limited to- ethnicity, SEND; gender; socio-economic background.) To review the school's plans to address potential areas of underperformance.
6. To review the school's curriculum policy and advise the Governing Body on this and other policies and documents relating to curriculum and standards.
7. With the assistance of staff, to provide information about how the curriculum is taught, evaluated, and monitored; to receive reports on the implementation of the school's individual subject policies, including SRE and RE.
8. With the assistance of staff, to understand and scrutinise the extent to which the curriculum is culturally representative and culturally sensitive.
9. To ensure the requirements of children with Special Needs are met and that staff take account of their duties under equal opportunities legislation when planning lessons that meet the needs of SEND students, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO.
10. To receive information on how Pupil Premium is being allocated and the impact this is having.
11. To advise the Finance and Infrastructure Committee on the funding priorities necessary to implement the curriculum.
12. To ensure that teaching quality is monitored.
13. To receive information on how teaching assessment is carried out and that assessment is conducted in a non-discriminatory way.
14. To receive and consider reports and consultation papers from the LEA and other bodies concerning curriculum issues on behalf of the Governing Body.
15. To receive and discuss the results of all examinations in school, including GCSE and A level, plus value-added statistics, analysis and commentary.

16. To receive and discuss governor visit reports.
17. To keep the Governing Body informed through minutes of meetings and, if relevant, reports to the full Governing Body meetings, and to make recommendations where there is no delegation to the Committee.

Finance and Infrastructure Committee

Membership

The Health & Safety Governor shall be an ex-officio member of the Committee who will be entitled to attend meetings to report on Health & Safety issues and Audits. The Headteacher is a member of the committee.

The Chair of the Governing Body will confirm membership of committees annually at the start the academic year and allocate a minimum of four governors. The School Business Manager attends in an advisory capacity and is non-voting.

Meetings per academic year: A minimum of four meetings per year

The Committee will comply with the Procedure for Committees and Panels. This Committee deals with infrastructure.

Terms of Reference

1. Review the operation of financial control systems, in liaison with the Internal Audit team of the Borough and any appointed auditors and approve amendments as appropriate. Including review, completion and submission of the School Financial Value Standard (SFVS), undertake any remedial action identified as part of the SFVS and to receive and act upon any issues identified by any relevant audit.

2. To ensure financial information is identified to enable the school to plan the best curriculum for students with the available funding.

3. To ensure that the impact of equalities legislation is considered in all relevant financial matters.

4. Recommend to the Governing Body a 'Scheme of Delegation' documenting financial powers to be delegated to Headteacher, School Business Manager and other officers of the school, and amendments thereto. Carry out an annual review of this document to ensure it is current and fit for purpose for approval by the governing body.

5. Receive reports on the use of Pupil Premium, EHCP and other support funding to ensure this is used to provide access to the curriculum and support for the students with needs that attract this funding.

6. Recommend appointments of auditors and bankers to the Governing Body.

7. Review all supply contracts and items of expenditure where the value exceeds the normal limits described in the 'Scheme of Delegation'.

8. Receive and review the annual revenue budgets for maintenance and purchase of equipment, together with the annual Capital programme.

9. Ensure an adequate level of insurance is in place for the school and approve amendments as appropriate.

10. Review and recommend the annual school budget and 3-year plan prepared by the school to the Governing Body for approval.

11. Review and recommend all applications for external grants to the Governing Body.

12. Monitor, review and recommend to the Governing Body actual quarterly Income and–expenditure statements and budget re-forecasts for approval by the governing body.

13. To report back to each meeting of the Full Governing Body and to alert them of potential problems or significant anomalies at an early date.

14. To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds.

15. To regularly review the upkeep and maintenance of the premises and grounds from a report received from the Senior Leadership Team identifying any issues that may need to be included in the annual 'Works' programme and with reference to any current condition report. Any proposed remediations to be referred to the governing body for approval, in liaison with The Latymer Foundation.

16. To review and monitor professional surveys and emergency work as necessary. The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the head teacher would normally be expected to consult the committee chair at the earliest opportunity.

17. Formulate requests to be approved by the governing body prior to submission to The Latymer Foundation regarding funding support for Revenue and Capital expenditure.

18. Liaise with all other School Committees to ensure that any proposed financial implications – e.g., Curriculum requirements, School Improvement Plan (SIP) and Pay policy decisions, are factored into Finance Committee deliberations.

Hearings Panel

Membership

All members of Governing Body except Headteacher, Staff Governors, Parent Governors and Governors officiating on the School Pay Committee where the matter is an appeal against their decision.

The Hearings Panel will meet as required to consider different categories of case as detailed below. It will comprise three governors.

The Panel will comply with the procedures outlined in any policy linked to the hearing and/or those for Committees and Panels.

Terms of Reference

1. In the discharge of its functions the Panel must be aware of any **statutory** powers relevant to the category of case, and keep in mind any Guidance issued by the Department for Education and the policies adopted by the Governing Body with respect to each category of case within its remit.

2. The Panel will consider decisions made:
    a. Under the Personnel Procedure (e.g., disciplinary, grievance and capability) where the Head Teacher is the subject of the decision.
    b. Under the Personnel Procedure relating to any other member of staff, unless delegated to the Headteacher.
    c. Under the National Curriculum Disapplication procedure; and
    d. Under the school's Complaints Procedure.

3. The Panel will be advised by its Clerk as to its procedure in the conduct of any hearing. In particular, where there is any evidential dispute, the Panel should determine matters of fact on the balance of probabilities standard of proof.

4. The Panel may:
    a. Dismiss or uphold an appeal or complaint in whole or in part.
    b. Decide on the appropriate action to resolve the appeal.
    c. Recommend changes to the school's systems or procedures for the avoidance of similar difficulties.

5. In the event of a complaint as to the level of punishment of a pupil (other than the suspension of that pupil), the Panel will have a review function, to determine whether the procedure set out in the Complaints Procedure has been properly followed.

The Panel will endeavour to notify the interested parties of its decision in writing within ten working days of the conclusion of the hearing. If compliance with this timescale is not possible, the Panel will advise those concerned, within ten working days of the date by which they will be notified of its decision.

Pay Committee

Membership

The Chair of the Governing Body will confirm membership of committees annually at the start of the academic year and allocate a minimum of five governors. The Headteacher is an advisor to this committee. Staff Governors are not eligible for membership of this Committee. Parent Governors are eligible for membership of this Committee at the discretion of the Headteacher and the Chair of Governors.

Meetings per academic year: A minimum of once a year (The Pay Committee will meet as required, but must meet at least annually, in the autumn term usually in October).

The Committee will comply with the Procedures for Committees and Panels.

The Committee will at the first meeting each academic year:

1. Review the terms of reference and remits for the committee.
2. Report on these matters to the next meeting of the Governing Body.
3. Operate with a quorum of at least three governors.
4. Determine decisions by a majority of votes of committee members present and voting. No vote can be taken unless a majority of those present are governors.
5. In the event of no Chair elected or Acting Chair for the meeting available for a committee the Chair of Governors or Vice Chair of Governors will chair that Committee Meeting.
6. The Chair of a Committee or Acting Chair will have the casting vote if Governors are unable to decide a matter.

Terms of Reference

1. The Pay Committee is responsible to the governing body for the school's Pay and Appraisal Policies. It will comprise of at least five Governors appointed annually by the Governing Body and will elect its own Chair. Parent Governors are eligible for membership of this Committee at the discretion of the Headteacher and the Chair of Governors. The Headteacher and Governors employed at the school are not eligible for membership, but the Head will attend Committee meetings in order to report and advise.

2. In the discharge of its functions the Committee must work to achieve the aims of the school's Pay and Appraisal Policies in a fair and equal manner, and in accordance with current employment and equality legislation set out in those Policies, and in accordance with staff contractual entitlements.

3. The Committee will, under powers delegated to it by the Governing Body, make teacher and support staff pay decisions following the Head's conduct of appraisal of teaching staff and support staff and the Head's report and recommendations to the Committee.

4. The Committee will delegate to three of its members which will include a Vice Chair of Governors and the Chair of Finance the annual review of the performance of the Head, in accordance with the statutory performance management arrangements, including, as required, the appointment of an external advisor. In conducting the review of the performance of the Head, the committee will when considering performance objectives in respect of leadership and management, consider all relevant information.

5. The Committee will review the school's Pay and Appraisal Policies each year, in the light of their operation, and recommend any changes to the Governing Body. The Committee will make an annual report to the Governing Body on the operation of these Policies, regardless of whether it is proposing any change to the Policies.

6. The Committee will ensure compliance with all statutory requirements, local agreements, and contractual entitlements in relation to pay arrangements for all staff groups, as appropriate.

7. The Committee will ensure the application of the relevant criteria, including criteria for discretionary or temporary payments, set by the School's Pay Policy, in determining staff pay at the annual review.

8. The Committee will ensure that relevant information (including any recommendations on pay progression, as appropriate) from the appraisal statements of teaching staff is taken into account in making decisions about promotion and pay (or other arrangements and information as applicable, where teachers are not subject to the 2012 Appraisal Regulations).

9. The Committee will meet in private, record minutes of its proceedings, and ensure due confidentiality in the conduct of its business.

Appeals against decisions made by this Committee, including appeals against entries made in planning and review statements in the course of appraisal, must be made to the school's Appeals Committee.

Professional Standards Panel

Membership

All members of Governing Body except Head teacher, Staff Governors and Parent Governors.

The Professional Standards panel will meet as required. The panel will comprise of three members of the governing body. All members of the panel must be present.

The Committee will comply with the Procedure for Committees and Panels.

Terms of Reference

The **Professional Standards Panel is statutory** (The Education (School Government) Regulations 1999) and must follow all relevant legislation and employment guidelines and procedures.

1. Professional Standards Panel shall be responsible for considering dismissal in the cases of:
    a. An exceptional circumstance when the Headteacher is not responsible for dismissal of the member of staff.
    b. The Headteacher.

2. The Professional Standards Panel and Headteacher shall each have power to suspend any person who works at the school. Each must inform the other and the local authority.

3. The Professional Standards Panel shall have power to suspend the Headteacher for misconduct or other urgent cause.

4. The Professional Standards Panel shall convene a panel of a minimum of 3 governors to consider the dismissal.

5. Where the Professional Standards Panel has decided to terminate the employment of any person, the person concerned shall be entitled to appeal against that decision to the Hearings Panel.

6. This appeal shall be by way of re-hearing.

7. Where a meeting of the Professional Standards Panel to consider a dismissal, or of the Hearings Panel to hear an appeal against a dismissal, is held, the member of staff shall be given at least 7 days' prior written notice of the meeting; shall be entitled to make representations in writing; and shall be entitled to appear at the meeting for the purpose of making oral representations accompanied if he/she wishes, by a friend.

Pupil Discipline Panel

Membership

All members of Governing Body except Headteacher, Chair of Governors, Staff Governors and Parent Governors.

The Pupil Discipline panel will meet as required and be convened by the Clerk. The panel will consist of at least three members of the governing body. Panel members should have attended appropriate training. All members of the panel must be present. The Committee will comply with the Procedures for Committees and Panels.

Terms of Reference

1. The Pupil Discipline Panel is a statutory one which meets to consider all permanent exclusions and some fixed term ones.

2. In the discharge of its function to review exclusions the panel must be aware of its statutory powers and keep in mind the guidance issued periodically by the Department for Education.

3. In the case of any of the following decisions by the Headteacher:
    a) To exclude permanently.
    b) That a fixed term exclusion should be made permanent.
    c) Where a fixed term exclusion would result in the pupil being excluded for more than 15 school days in a single term.
    d) The exclusion would result in a pupil missing a public examination or national curriculum test; the Panel shall consider the circumstances of the exclusion by holding a meeting within 15 school days after it has received notice of the exclusion and must invite the parent (or pupil if aged 18 or over) to the meeting.

4. In the case of a decision to exclude for a fixed term of 6 to 15 days inclusive, or where the period of exclusion would result in the pupil being excluded for 6 to 15 days in a single term, the panel shall adopt the same procedure as in para. 3 above if the parent wishes to make representations, save that the meeting must be held within 50 days after notice of exclusion is received.

5. In the case of a short, fixed term exclusion (of up to and including 5 school days in a single term) the panel must consider any representations made by the parent but is not required to hold a meeting with parents.

6. The panel will be advised by its clerk as to its procedure in the conduct of any meeting to review exclusion, and will bear in mind what is said in the Guidance about such procedure. In particular, the panel should apply the balance of probabilities standard of proof, i.e. whether it is more probable than not that the pupil has behaved as alleged.

7. The panel cannot increase the severity of exclusion by extending it or making a fixed term permanent. In cases falling within paras 3 and 4 above (exclusion for more than 5 days) the panel can uphold the exclusion or direct the pupil's reinstatement immediately or by a particular date. (If the exclusion has already expired, a copy of the panel's findings can be placed on the pupil's record.) In the case of a short fixed period exclusion (para 5 above) the Committee cannot direct reinstatement, but can place a copy of their findings on the pupil's record.

8. The panel will reconvene where an Independent Review Panel recommends or directs that the governing body reconsiders its decision. Such a meeting will be held within 10 school days of the governing body receiving notification of the IRP decision.

9. The current principal legal provisions are the Education Act 2002 as amended by the Education Act 2011, the Education and Inspections Act 2006, the Education Act 1996; the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012; the Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007 as amended by the Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014 and any guidance from the Local Authority. These are explained in DfE Guidance published in September 2017, Exclusion from maintained schools, Academies, and pupil referral units in England.

Pupils and Personnel Committee

Membership

All Governors are eligible for this Committee. In addition, the governing body may invite guests to the Committee to draw on expertise and experience from both inside and outside the school.

The Chair of the Governing Body will confirm membership of committees annually at the start the academic year and allocate a minimum of four governors to this committee. The Headteacher is a member of the Committee.

Meetings per academic year: A minimum of once a term

The Committee will comply with the Procedures for Committees and Panels.

Terms of Reference

1. To provide guidance to the Governing Body, and support for the Head teacher, on all matters relating to the health, safety and welfare of the students and employees, including ensuring the school web site is up to date on the statutory information on these matters.

2. To receive reports from the school's Health and Safety committee and respond as required.

3. To contribute towards, and monitor, the School Improvement Plan/Post-Ofsted Action plan in respect of health, safety, and welfare issues.

4. To monitor the deployment of teachers as the school improvement plan (SIP) is implemented, ensuring teaching load, contact time and other duties may not jeopardise the work life balance of any individual.

5. To receive reports from the head teacher on pupil and employee attendance and exit questionnaires and interviews when these have taken place.

6. To ensure that staff development is implemented.

7. To liaise with School Council so as to provide a communication channel with the student body.

8. This Committee checks all matters reported for fairness in line with the Equalities Act and / or any other associated legislation in force at the time.