

## TERMS OF REFERENCE 2023/24

### GOVERNING BOARD

1. To ensure clarity of vision, ethos and strategic direction for the School
2. To hold the Headteacher to account for the educational performance of the School and its students, and the performance management of staff
3. To oversee the financial performance of the School and make sure its money is well spent and resources managed responsibly
4. To promote the success of the School and act in the School's best interests at all times
5. To exercise independent judgement and avoid conflicts of interest
6. To act with reasonable care, skill and diligence

### Membership

- Not less than three members, not subject to any maximum
- At least three meetings every school year
- Quorum: any three governors or, where greater, any one third (rounded up to a whole number) of the total number of governors holding office at the date of the meeting (subject to article 116)

SURNAME	FORENAME	CATEGORY OF APPOINTMENT
Burnham	Kerry	EMS Headteacher
Child	Jeremy	Parent
Day	Lewis	Exeter College
Dowell	John	Exeter College
Durston	Cathy	University of Exeter
Evans	Ken	University of Exeter
Hamilton	Jennie	Exeter College
Harvey	Nathan	Co-opted
Marasingha	Gihan	Exeter University
Oxborough	Anne	Exeter College
Noble	Gemma	Exeter College
Paulden	Tim	Co-opted
Penny	Liene	Parent
Tarbet	Dave	Co-opted
Thomas	Fiona	Staff

## RESOURCES COMMITTEE (fulfils the function of an Audit Committee)

1. To prepare and recommend to the Board the annual budget and a 5-year financial plan
2. To monitor the School's financial performance, including consideration of monthly accounts and reviewing of internal controls, its overall staffing arrangements (noting matters delegated to the Remuneration Committee) and any other management processes; and to make any necessary recommendations to the Board
3. To advise the Board on the School's overall approach to staffing strategy and to monitor the implementation and impact of HR policies and practice
4. To vire funds and to authorise spending within approved limits
5. To ensure the regular audit of the School's accounts including the appointment of external auditors and to respond to recommendations arising
6. To recommend the appointment of internal auditors to the Board, agree the programme for internal audits, receive the internal audits and ensure necessary changes are implemented
7. To approve the annual return (using the School Resource Management Self Assessment Tool SRMSAT) to the ESFA
8. To establish and maintain financial policies including arrangements for delegation to the Committee, the Headteacher and other staff
9. To promote a fraud awareness culture and to consider fraud mitigation actions
10. To keep under review value for money across the School's activities
11. To recommend to the Board and to keep under review a buildings strategy
12. To ensure compliance with Health and Safety legislation
13. To identify and manage risk, ensuring that robust systems are in place for regular monitoring and review, that mitigating action is taken as appropriate, and that all major risks are reported to the Board
14. To ensure effective controls in place to secure data in line with GDPR requirements

### Membership

- Cathy Durston (Chair)
- Kerry Burnham
- Nathan Harvey (Vice Chair)
- Jeremy Child
- John Dowell
- Gemma Noble
- Dave Tarbet

Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members

*Note: As the Resources Committee deals with audit matters, staff may be members but do not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions. Currently only the Headteacher is a member of the Resources Committee.*

## REMUNERATION COMMITTEE

1. To meet twice per year: in Autumn and early May
2. Where appropriate, provide recommendations on all remuneration matters relating to the School
3. To ensure fair and legislatively compliant pay policies for both teaching and non-teaching staff and ensure that the operation of the policy is monitored annually
4. To receive an annual report from the Head Teacher focusing on any exceptions to standard pay increases (early May)
5. To review and agree the Head-teacher's salary annually (Autumn), and to have regard to any recommendation from the governors who have conducted the Head- teacher's appraisal.
6. To undertake salary reviews or staff pay scales at any other time the Governing Board directs that there is a need to do so

## Membership

- Cathy Durston (Chair of Resources), Chair of Committee
- Gemma Noble (Vice Chair)
- Nathan Harvey
- Ken Evans
- Liene Penny

Quorum: 3 governors

Kerry Burnham (Headteacher) to attend meetings to provide information to governors and make recommendations as required.

## CURRICULUM AND STUDENT EXPERIENCE COMMITTEE

1. To monitor progress towards the School's mission and strategic objectives by developing and using key performance indicators
2. To keep under review the School's curriculum strategy and the associated student experience and make any recommendations for amendment to the Board
3. To scrutinise and challenge the School's self-evaluation report and improvement plan and monitor progress of student experience and curriculum targets towards completion
4. To ensure that the School captures, records and responds to students' views
5. To ensure that safeguarding is effective and that the school monitors and promotes student wellbeing.

### Membership

- Ken Evans (Chair)
- Anne Oxborough (Vice Chair)
- Kerry Burnham
- Fiona Thomas
- Lewis Day
- Tim Paulden
- Jennie Hamilton
- Liene Penny
- Gihan Marashingha

Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members

## GOVERNANCE COMMITTEE

1. To advise the Board on the composition and balance of professional knowledge of the Board and its committees
2. To liaise with the University and the College, as school sponsors, in respect of the skills sought from prospective governors
3. To recommend and keep under review procedures for securing parent and staff governors representation
4. To keep under review:
  - the Board's skills matrix
  - Governors' attendance at Board and Committee meetings
  - procedures for induction and development of governors
5. To advise the Board on matters relating to the governance of the School and any matters which the Board may remit to the Group

## Membership

- Chair of Board (Chair)
- Vice Chair of Board (Vice Chair) and any governor shadowing this role
- Headteacher

Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members

## APPEALS COMMITTEE

1. To consider appeals in respect of students whose applications for admission to the School have been turned down
2. To hear appeals by members of the teaching staff against any decision of the Headteacher to terminate their employment
3. To examine the case for disciplinary action in respect of the Headteacher, Deputy Headteacher or Clerk to Governors in accordance with the relevant HR policies and procedures and determine how the case is to be dealt with
4. To hear unresolved complaints under the School's Complaints Policy

## Membership

- Three members to include
  - Vice Chair of Governors (Chair of Committee)
  - Chair of Governors (Vice Chair of Committee)
  - One other governor with no prior involvement
- Quorum: Any two members
- Head and staff governors may not be members

Clerk to the Board and all committees: Jane Lucas

Agreed at Full Governing Board meeting on 12<sup>th</sup> March 2024