

TERMS OF REFERENCE 2021/2022

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 |
|--------------------------|----------|-------------------------|
| CURRENT GOVERNORS | | |
| Bartin | Andy | Parent |
| Basker | Sally | Co-opted |
| Burnham | Kerry | EMS Headteacher |
| Cantle | Liam | EMS Staff |
| Church | Richard | Exeter College |
| Durston | Cathy | University of Exeter |
| Evans | Ken | University of Exeter |
| Fujita | Taro | University of Exeter |
| Hamilton | Jennie | Exeter College |
| Harvey | Nathan | Co-opted |
| Jenkinson | Philip | Exeter College |
| Long | Jenny | Parent |
| Mariadas | Stephen | Exeter College |
| Oxborough | Anne | Exeter College |
| Paulden | Tim | Co-opted |
| Vukusic | Pete | University of Exeter |

RESOURCES 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 vire funds and to authorise spending within approved limits
4. To ensure the regular audit of the School's accounts including the appointment of external auditors and to respond to recommendations arising
5. To approve the annual return (using the School Resource Management Self Assessment Tool SRMSAT) to the ESFA
6. To establish and maintain financial policies including arrangements for delegation to the Committee, the Headteacher and other staff
7. To promote a fraud awareness culture and to consider fraud mitigation actions
8. To keep under review value for money across the School's activities
9. To recommend to the Board and to keep under review a buildings strategy
10. To ensure compliance with Health and Safety legislation
11. 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
12. To ensure effective controls in place to secure data in line with GDPR requirements

Membership

- C Durston (Chair)
- K Burnham
- N Harvey (Vice Chair)
- R Church
- P Jenkinson
- S Basker
- A Bartin

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
- Sally Basker
- Stephen Mariadas
- Tim Paulden

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

- P Vukusic (Chair)
- K Burnham
- L Cante
- K Evans
- T Paulden
- A Oxborough
- S Mariadas (Vice Chair)
- J Long
- J Hamilton
- T Fujita

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

STRATEGY COMMITTEE

1. To ensure clarity of vision, ethos and strategic direction of the School
2. To advise the Board on strategic priorities, aims and objectives for the School in light of the vision which has been determined
3. To review the strategic framework in light of progress
4. To ensure alignment of strategic priorities between the Curriculum and Student Experience Committee and Resources Committee

Membership

Committee to be chaired by the Vice Chair of Governors

- Chair of Governors
- Headteacher
- Vice Chair of Governors
- P Vukusic
- R Church
- C Durston

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 FGB 05.10.2021