BELLERIVE FCJ CATHOLIC COLLEGE

CONSTITUTION AND TERMS OF REFERENCE FOR THE COMMITTEES OF THE GOVERNING BOARD

The Governing Board may institute or disband a Committee at any time.

MEMBERSHIP

In addition to the members, any committee may co-opt or invite non-governors to attend its meetings on a needs basis, in an advisory or 'expert witness' capacity.

Alternates All Governors are nominated as alternate members of all Committees for which they are eligible. In case of need, the Clerk to the Governors will select Governors to act as alternates after consultation with the Chair of the Governing Board.

Quorum The quorum of all Committees will be three members

Reporting The business of all Committees will be reported to the termly meetings of the Governing Board.

Chairs The Chairs of each Committee will be appointed by the Committee at its first meeting of the academic year. In the absence of the Chair from any meeting, the committee will appoint one of its members to take the chair for that meeting only.

Review The functions and membership of all committees will be reviewed each year at the first meeting of the Autumn term.

The Governing Board remains responsible for any decision taken by a Committee, and all Committee decisions are to be reported to the Governing Board at its next full meeting.

The terms of reference for each Committee are to be confirmed annually by the Governing Board in each academic year. Currently the terms of reference are as follows:

Audit, Finance, Staffing and Resources Committee (AFSR):

Finance/Staffing Duties:

- To consider and make decisions relating to the Delegated Budget and to maintain an overview of matters relating to the college's finances. The Headteacher and School Business Manager are authorised to work within the limits of financial delegation as specified in the Finance Handbook.
- To consider and make decisions related to major projects involving sites and buildings.
- To consider and make decisions about all matters relating to staffing issues (excluding disciplinary and grievance procedures) with particular reference to staff appointments and promotions. For middle and senior leadership posts any available governors will be welcome to participate.
- To advise the Governing board of financial and governance requirements, delegated authorities, audit requirements and any additional matters set out in the current Academies Handbook.
- To advise the Governing Board on financial strategy and policy, in accordance with the school's development plan.
- To keep under general review the staffing of the school and recommend to the Governing Board the financial limits for salaries and wages within the overall school budget.
- To periodically review the regulations for the supervision and control of financial procedures, accounts and income and expenditure, including insurances.
- To receive regular reports on income and expenditure, detailing a comparison against the annual budget.
- To consider the scrutiny of internal control systems and to receive regular updates from Internal Audit. Review recommendations for improvements in internal controls and ensure that these are implemented in a timely fashion.
- To review and determine the salaries of the teaching staff annually, taking account of the current Standard Teachers' Pay and Conditions Document, the school's current pay policy and the recommendations of the Headteacher.
- To review and determine the salaries of the Deputy Headteachers, taking account of the previous year's objectives and advice from the Headteacher, within an agreed range.
- To review and determine the salary of the Headteacher after considering the performance review undertaken by the appointed governors for this purpose.
- To recommend to the Governing Board changes to the school's pay policy, having taken appropriate consultation through the school's consultative mechanism for staff.
- To make a report to the Governing Board after any appeal has been heard.
- To advise generally on the provision of resources and services to the school, in particular, the setting up of contracts for a variety of services as determined by the Governing Board.
- To review and advise the Governing Board on the condition, usage and development of the school buildings and grounds.
- To review a rolling maintenance programme for the school and regularly monitor progress.
- To ensure that all health and safety matters are considered and dealt with in a timely and appropriate way.
- To ensure that staff are appropriately consulted on all relevant matters.

- To look at ways in which the school can promote and monitor all aspects of the student body's welfare and development (including health and well-being in its many guises, and including academic progress and participation in wider school life of disadvantaged pupils).
- The committee will also look at ways in which the school can promote and monitor all aspects of staff welfare, including health and well-being in its many guises and staff development, including access to CPD.

Audit Duties

- Advise the Trust Board and Accounting Officer on the adequacy and effectiveness of the Academy Trust's finance and audit governance, risk management, internal control and value for money systems and frameworks.
- Advise the Trust Board/Members on the appointment, re-appointment, dismissal and remuneration of the external and regularity auditor.
- Advise the Trust Board on the need for, and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of, an internal auditor or other assurance provider to enable the Board to sign the corporate governance statement in the annual accounts.
- Advise the Trust Board on an appropriate programme of work to be delivered by independent assurance providers (external/internal auditors and other responsible officers). This programme of work to be derived from the Risk and Audit Committee's regard of the key risks faced by the Academy Trust, the assurance framework in place and its duty to report to the Trust Board.
- Meet with the external auditor without management present, at least annually.
- Review the external/internal auditor's annual strategy/planning document and approve the planned audit approach.
- Receive reports (annual reports, management letters etc) from the external/internal auditor and other bodies, for example the DfE, and consider any issues raised, the associated management response and action plans.
- Regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.
- Review the Academy Trust's fraud response plans and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- To ensure that any significant financial losses are investigated and reported to the DfE where required in accordance with the Academies Handbook.

Admissions Committee:

- To review and implement the annual admissions procedures in accordance with the published Admissions Policy and to decide upon issues arising from any occasional applications for admission throughout the year.

Curriculum & Standards Committee:

- To review the school's curriculum regularly and ensure that it complies with the National Curriculum and other statutory requirements.

- To consider and make decisions on any matters relating to the college's curriculum and to examine in detail academic performance.
- To ensure that pupil assessment records are up to date and comply with current requirements.
- To determine, approve, monitor and keep under review, the school's Behaviour policy, including Anti-Bullying.
- To monitor the school's policy on educational visits for pupils.
- To keep the school's charging and remissions policy under review.
- To advise the Governing Board on curriculum information required for the school website and prospectus.

Staff Disciplinary (and Grievance) Committee and Appeal Committee

Membership of the Staff Disciplinary (and Grievance) Committee and of the Appeal Committee will be drawn up as necessary from among members of the Governing Board and will comprise no fewer than three governors in each case. No member of the Governing Board who has been a party to any decision of the Pupil Discipline or of the Staff Disciplinary (and Grievance) Committee may serve on the Appeal Committee.

- Staff Disciplinary (and Grievance) Committee: To consider and make decisions about matters relating to staff disciplinary or grievance issues.

- Appeal Committee: To consider and to determine any appeal against any decision of the Staff Disciplinary and Grievance Committee. This Committee may also hear any parental representation arising from the exclusion of a student from the school and consider and determine the consequential action to be taken.

September 2026