

TRINITY CE HIGH SCHOOL, MANCHESTER

GOVERNORS' COMMITTEES AND FULL GOVERNING BODY: STRUCTURE, REMITS AND MONITORING ROLES

2023 - 2024

Effective governance in schools is outlined by the DfE as follows:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

In order to ensure that governance is effective at Trinity CE High School, a comprehensive and robust committee structure is in place.

Trinity CE High School's Governing Body delegates some of its work to 9 committees; Admissions committee, Audit and Risk committee, Curriculum committee, Disciplinary committee, Finance and Resources committee, Head's Performance Management committee, Pay committee, Pastoral and Ethos committee, and Standing committee. Policies that are monitored by the different committees or by the school are outlined in the school's 'Policy Schedule Summary'.

The Full Governing Body also meets 6 times per year, including the Annual General Meeting which takes place during Half Term 2.

Trinity governors are also invited to undertake the following;

- serve on a Committee.
- attend six Governing Body Meetings per year, including the Annual General Meeting (AGM).
- make one linked departmental / nominated role visit per year.
- attend any school events, as notified in the Head's reports.
- attend one governor training event per year. All new governors are expected to attend a new governor training event.

This will allow governors to gain knowledge and understanding of the school, its strengths and weaknesses, in order to contribute to giving it direction and support. In pursuit of this task, each Committee undertakes to examine particular aspects of the school's life in some detail and to report accordingly to the Full Governing Body in a systematic way.

The remits and monitoring roles of committees, plus the Full Governing Body, can be found on the following pages:

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Governors' Admissions Committee

Remits and monitoring roles	To act in an executive capacity in all issues relating to the admission of students to the school in line with the Governors' published Admissions Policy and to report to the Full Governing Body.
Membership	The committee will consist of a minimum of three governors, plus the Head, according to the Admissions Policy. A Chair will be appointed at the start of each academic year.
Meeting Frequency	The committee will meet on an annual basis, usually in late November, to apply the school's Admissions Policy for entry into Year 7 in the following academic year. Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given. Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.
Quorum	The quorum necessary for a decision to be taken by the Admissions Committee shall be 3 or one third (rounded up to the nearest whole number) – whichever is greater.
Delegations	Responsibility for admissions is delegated to the Admissions Committee.
Policies	The Admissions Committee is responsible for implementing and applying the policies that they monitor. The committee will review the policies outlined in the 'Policy Summary Schedule' before they are approved by the Full Governing Body. NB: The majority of school policies are reviewed every three years. Some policies are required to be reviewed on an annual basis and this is indicated in the 'Policy Summary Schedule', if applicable.

Governors' Audit and Risk Committee

Remits and monitoring roles	<p>To act in an executive capacity scrutinising internal and external audit findings.</p> <ul style="list-style-type: none"> • External auditors plans. • The annual trustees' report and trust accounts. • Review the internal auditors report three times per year, alongside the trust responses. • Review the efficiency of the current auditors and make recommendations on the reappointment, dismissal if re-tendering of the internal and external auditor. • Review progress of recommendations made by the internal and external auditors. • End of year accounts for the Sports Centre. • Risk Register. • Consider the asset managements register on an annual basis.
Membership	<p>The committee will consist of a minimum of three governors, and any governor may attend.</p> <p>A Chair will be appointed at the start of each academic year. It is not permitted for the Chair of Governors or the Chair of the Finance and Resources Committee to be the Chair of the Audit and Risk Committee.</p> <p>Senior Leaders in attendance at Finance Committee meetings will include the Head, Business Manager and Finance Officer.</p>
Meeting Frequency	<p>The committee will meet up to five times per year.</p> <p>Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given.</p> <p>Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.</p>
Quorum	<p>The quorum necessary for a decision to be taken by the Audit and Risk Committee shall be 3 or one third (rounded up to the nearest whole number) – whichever is greater.</p>
Delegations	<p>This is outlined in the school's scheme of delegation.</p>
Policies	<p>The Audit and Risk Committee is responsible for implementing and applying the policies that they monitor.</p> <p>The committee will review the policies outlined in the 'Policy Summary Schedule' before they are approved by the Full Governing Body.</p> <p>NB: The majority of school policies are reviewed every three years. Some policies are required to be reviewed on an annual basis and this is indicated in the 'Policy Summary Schedule', if applicable.</p>

Governors' Curriculum Committee

Remits and monitoring roles	<p>To act in an advisory capacity to the Full Governing Body in the development of policies relating to the whole curriculum including cross-curriculum issues.</p> <p>Monitoring roles of the Curriculum Committee:</p> <ul style="list-style-type: none"> • Curriculum organisation, management and development (<i>Intent</i>). • Analyse School Performance (ASP) – analysis of end of KS4 and KS5 attainment and progress (<i>Impact</i>). • Quality of teaching (<i>Implementation</i>). • Attainment and progress of Years 7-13 (<i>Implementation</i>). • Linked governor departmental visits (<i>Implementation</i>). • KS4 and KS5 subject numbers, including viability of classes (<i>Implementation</i>). • Assessment information and calendars (<i>Intent</i>). <p><i>NB: Monitoring roles have been categorised under a curriculum evaluation model where we are looking at curriculum ambition (intent), curriculum delivery (implementation) and curriculum outcomes (impact).</i></p>
Membership	<p>A Chair will be appointed at the start of each academic year.</p> <p>Senior Leaders in attendance at Curriculum Committee meetings will include the Deputy Head (Curriculum Development, Academic Standards and Progress), and Deputy Head (Professional Standards and Teacher Development).</p>
Meeting Frequency	<p>The committee will meet three times per year.</p> <p>Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given.</p> <p>Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.</p>
Quorum	<p>The quorum necessary for a decision to be taken by the Curriculum Committee shall be 3 or one third (rounded up to the nearest whole number) – whichever is greater.</p>
Delegations	<p>This is outlined in the school's scheme of delegation.</p>
Policies	<p>The Curriculum Committee is responsible for implementing and applying the policies that they monitor.</p> <p>The committee will review the policies outlined in the 'Policy Summary Schedule' before they are approved by the Full Governing Body.</p> <p><i>NB: The majority of school policies are reviewed every three years. Some policies are required to be reviewed on an annual basis and this is indicated in the 'Policy Summary Schedule', if applicable.</i></p>

Governors' Disciplinary Committee	
Remits and monitoring roles	To act in an executive capacity if a Disciplinary Committee meeting is required.
Membership	This is not a fixed committee. A Disciplinary Committee will be formed, as required, for a grievance or disciplinary issue. The Disciplinary Committee will be made up of any three governors who have not been involved in any previously related discussions or decisions.
Meeting Frequency	The committee will meet as required.
Quorum	The quorum necessary for a decision to be taken by the Disciplinary Committee shall be three governors.
Delegations	This is outlined in the school's scheme of delegation.
Policies	The Disciplinary Committee is not responsible for monitoring any policies.

Governors' Finance and Resources Committee

Remits and monitoring roles

To act in an executive capacity with regards to all finance and resource aspects of the school.

Finance:

- Reviewing and challenging the annual budget prepared by the school before it is recommended for approval by the Full Governing Body.
- Review the annual accounts, trustees report and governance statement before they are presented to the Full Governing Body for approval.
- Budget monitoring and evaluation.
- Bank statements and reconciliation, and the cash flow.
- Academies Financial Handbook and the key changes on an annual basis.
- "Dear Accounting Officer" letters from ESFA.
- Financial regulations.
- Benchmarking exercises.
- Updates on school business functions, such as I.T and catering.
- Financial monitoring of the Sports Centre.
- Three year budget forecasts.
- Financial updates on building projects.
- Pay issues for teaching and support staff.
- Other financial reports.
- Consider and review capital spending projects above £20k.
- Consider and review budget spending above £20k.
- School Resource Management Self-Assessment Tool.
- Scheme of delegation

HR and Staff:

- Recruitment – new appointments, resignations, contract changes, maternity leaves/returns, vacancies and retention.
- Notable staff absence and disciplinary matters.
- Staff development / training / INSET.
- Staff well-being.
- Staff pay.
- Performance Management processes for the Head, Teaching Staff and Support Staff.

Facilities:

To act in an executive capacity in all aspects of the maintenance and development of the school's premises.

- Health and Safety.
- Site Management.
- Facilities Maintenance and Development.
- Building Project Liaisons.
- Regular inspection.
- Environmental issues.

Membership	<p>A Chair will be appointed at the start of each academic year.</p> <p>A member of the Finance and Resources Committee will be invited to be involved in the interview process for Lead Practitioners and members of the Leadership Team.</p> <p>Senior Leaders in attendance at Finance and Resources Committee meetings will include the Business Manager and Finance Officer. Each of the three Deputy Heads are also invited to attend on a rota basis.</p>
Meeting Frequency	<p>The committee will meet at least five times per year.</p> <p>Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given.</p> <p>Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.</p>
Quorum	<p>The quorum necessary for a decision to be taken by the Finance and Resources Committee shall be 3 or one third (rounded up to the nearest whole number) – whichever is greater.</p>
Delegations	<p>This is outlined in the school's scheme of delegation.</p>
Policies	<p>The Finance and Resources Committee is responsible for implementing and applying the policies that they monitor.</p> <p>The committee will review the policies outlined in the 'Policy Summary Schedule' before they are approved by the Full Governing Body.</p> <p>NB: The majority of school policies are reviewed every three years. Some policies are required to be reviewed on an annual basis and this is indicated in the 'Policy Summary Schedule', if applicable.</p>

Governors' Head's Performance Management Committee

Remits and monitoring roles	To act in an executive capacity with regards to the Performance Management of the Head.
Membership	The Chair of Governors and up to two other nominated governors will carry out the Performance Management of the Head, along with an external advisor.
Meeting Frequency	The committee will meet once per year.
Quorum	A minimum of two governors and decisions will be reported and ratified by the Full Governing Body.
Delegations	This is outlined in the school's scheme of delegation.
Policies	The Head's Performance Management Committee is not responsible for monitoring any policies.

Governors' Pastoral and Ethos Committee

Remits and monitoring roles	<p>To act in an executive capacity with regards to all issues relating to the pastoral issues for students and the school's Christian character and Anglican distinctiveness.</p> <ul style="list-style-type: none"> • Attendance. • Behaviour (including exclusions). • Student roll. • Safeguarding. • Student well-being. • SEN • Looked After Children • Prevent. • Equality / Diversity • Christian character and Anglican distinctives.
Membership	<p>A Chair will be appointed at the start of each academic year.</p> <p>Senior Leaders in attendance at Pastoral and Ethos Committee meetings will include the Deputy Head (Pastoral Support and Student Standards).</p>
Meeting Frequency	<p>The committee will meet 3 times per year.</p> <p>Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given.</p> <p>Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.</p>
Quorum	<p>The quorum necessary for a decision to be taken by the Pastoral and Ethos Committee shall be 3 or one third (rounded up to the nearest whole number) – whichever is greater.</p>
Delegations	<p>This is outlined in the school's scheme of delegation.</p>
Policies	<p>The Pastoral and Ethos Committee is responsible for implementing and applying the policies that they monitor.</p> <p>The committee will review the policies outlined in the 'Policy Summary Schedule' before they are approved by the Full Governing Body.</p> <p>NB: The majority of school policies are reviewed every three years. Some policies are required to be reviewed on an annual basis and this is indicated in the 'Policy Summary Schedule', if applicable.</p>

Governors' Pay Committee

Remits and monitoring roles	<p>To act in an executive capacity with regards to all issues relating to the pay of staff.</p> <p>The Pay Committee has fully delegated authority to deal with all pay review requests. It will maintain a written record of its proceedings and report its decision to the Full Governing Body. Its decisions are final.</p>
Membership	<p>Membership will consist of members of the Finance and Resources Committee (excluding any staff governors).</p> <p>The Chair will be the Chair of the Finance and Resources Committee.</p> <p>Senior Leaders in attendance at Pay Committee meetings will include the Business Manager.</p>
Meeting Frequency	<p>The committee will meet on an annual basis.</p> <p>Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given.</p> <p>Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.</p>
Quorum	<p>The quorum necessary for a decision to be taken by the Pay Committee shall be 3 or one third (rounded up to the nearest whole number) – whichever is greater.</p>
Delegations	<p>This is outlined in the school's scheme of delegation.</p>
Policies	<p>The Pay Committee is not responsible for monitoring any policies.</p>

Governors' Standing Committee

Remits and monitoring roles	<p>To advise the Governing Body on matters of general policy and to take decisions on matters requiring urgent action between meetings of the Governing Body.</p> <p>Monitoring roles of the Standing Committee:</p> <ul style="list-style-type: none"> • Structure and organisation of governance (terms of office, membership of committees, structure remits and monitoring roles, terms of reference, governor training, skills audit and succession planning). • Special projects – the committee can delegate the formation of a 'steering group' for school or governor projects.
Membership	<p>Comprising the Chair and Vice Chair of Governors, the Chairs of Pastoral and Ethos, Admissions, Audit and Risk, Finance and Resources, and Curriculum, or their nominated alternatives, and the Head.</p> <p>The Chair will be appointed at the start of each academic year and the decision will be approved by the Full Governing Body.</p>
Meeting Frequency	<p>The committee will meet at the start of each academic year and will then meet only as and when required.</p> <p>Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given.</p> <p>Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.</p>
Quorum	<p>The quorum necessary for a decision to be taken by the Standing Committee shall be 3 or one third (rounded up to the nearest whole number) – whichever is greater.</p>
Delegations	<p>This is outlined in the school's scheme of delegation.</p>
Policies	<p>The Standing Committee is responsible for implementing and applying the policies that they monitor.</p> <p>The committee will review the policies outlined in the 'Policy Summary Schedule' before they are approved by the Full Governing Body.</p> <p>NB: The majority of school policies are reviewed every three years. Some policies are required to be reviewed on an annual basis and this is indicated in the 'Policy Summary Schedule', if applicable.</p>

Full Governing Body

<p>Remits and monitoring roles</p>	<p>To monitor the work of the governor committee meeting, including approval and ratification of minutes and documents, based upon recommendations from committees.</p> <p>Certain items of business will be brought forward straight to the attention of the Full Governing Body rather than being presented at a committee level in the first instance, so that there can be the opportunity for scrutiny and challenge from the whole board. These agenda items will include, but are not limited to:</p> <ul style="list-style-type: none"> • Academy Strategic Plan • School Improvement Plan • Self-evaluation Form (SEF) • Structure and organisation of governance (e.g. terms of office, membership of committees, structure remits and monitoring roles, terms of reference, governor training, skills audit and succession planning). • Headline examination results. • Admissions. • Sixth Form recruitment and updates. • Term time and holiday pattern. • Ofsted updates. • Diocesan updates, • School Inspection Data Summary Report (IDSR). • Distinctive Christian vision and Chaplaincy. • Diocesan Service Level Agreement. • Prospectus, website and statutory information • Annual SEN report.
<p>Membership</p>	<p>All governors are members of the Full Governing Body.</p> <p>The three Deputy Heads and the Business Leader will also be invited to attend meetings of the Full Governing Body.</p> <p>The Chair and Vice Chair will be appointed at the start of each academic year and the decision will be approved by the Full Governing Body.</p>
<p>Meeting Frequency</p>	<p>The Full Governing Body will meet 6 times per year (including the annual general meeting).</p> <p>Members will receive the schedule of meetings in July for the following academic year, which will be approved by the Full Governing Body. If there is any change to the approved dates, a minimum of 14 days notice will be given.</p> <p>Agendas and paperwork will be uploaded to Governor Hub seven days before the scheduled meeting.</p>
<p>Quorum</p>	<p>The quorum necessary for a decision to be taken by the Full Governing Body shall one third (rounded up to the nearest whole number).</p>
<p>Delegations</p>	<p>This is outlined in the school's scheme of delegation.</p>
<p>Policies</p>	<p>The Full Governing Body will approve policies that have been reviewed by committees.</p>

	NB: The majority of school policies are reviewed every three years. Some policies are required to be reviewed on an annual basis and this is indicated in the 'Policy Summary Schedule', if applicable.
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