



Queen Elizabeth Grammar School
Governor Information
2019/20

- Terms of Reference/Committees
- Meeting Dates
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- Subject Allocation/Responsibilities

Queen Elizabeth Grammar School

The Governing Body – Terms of Reference

- To ensure that the school is financially sustainable through regular monitoring of financial management and reports
- Appointment of the Headteacher
- To agree constitutional matters
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- To hold at least three Governing Body meetings a year
- To appoint or remove the Chair and Vice Chair
- To establish the committees of the Governing Body and their terms of reference
- To appoint or remove a Clerk to each committee
- To suspend a governor
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To review the delegation arrangements regularly

Membership – As Per the instrument of Government

Dr E Mawson in her capacity as Deputy Head will also attend Full Governing Body meetings.

Disqualification – As per regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference were agreed by the Governing Body on 15th October 2015.

Name of Governor	Category	End of Term of Office
Mr P Buckland	Ex-officio	Headteacher
Mr A Worth	Staff	14/09/2020
Mrs A Martin	Staff	09/05/2023
Mr C Hansford	Governor by Statute	30/06/2021
Mrs K Rae	Co-opted	01/09/2020
Ms J Mills	Co-Opted	11/05/2023
Mrs T Boving-Foster	Parent	11/05/2023
Mr Rob Shepard	Parent	31/08/2021
Mr Michael Bauer	Parent	31/08/2021
Mr Martyn Worrall	Co-Opted	22/10/2022
Mr Paul Airey	Co-Opted	12/10/2022
Mr Justin Ray	Co-Opted	12/10/2022
Mr Glenn Miller	Parent	24/06/2023
Dr Jean Jenkins	Co-Opted	01/09/2023

Chair Of Governors	Mrs Tine Boving-Foster
Vice Chair of Governors	Mr M Worrall
Clerk to the Governing Body	Miss R McMann
Quorum	One half of the number of governors in post

Terms of Reference

FINANCE & PAY

Subject to applicable statutory requirements, the committee is authorised:

1. To carry out duties as set out in the Academy's Financial Handbook
2. To ensure prudent management of all aspects of academy finances
3. To produce & manage a three year rolling finance plan & budget in association with the Head of Finance & Head Teacher
4. To maintain the pay policy and review this on an annual basis
5. To approve any salary increase for the Head following recommendations from the Headteachers Performance Review Group
6. To receive an annual report from the Headteacher regarding the pay implications of the annual staff review process.
7. To ensure that the School Improvement Plan includes all aspects of capital expenditure, staffing and other resources, in association with the Education & Standards Committee or the Full Governing Body for consideration
8. To ensure that the academy estate provides an environment consistent with the educational aims of the establishment.
9. To ensure effective management of Human Resources associated with the above.
10. To carry out the role of the Audit Committee
11. To ensure effective management of Health and Safety throughout the school.

Name of Governor	Date Appointed to Committee
Mrs K Rae	02/07/2015
Mr G Miller	24/06/2019
Mr A Martin	09/05/2019
Mr R Shephard	12/10/2018
Mr P Airey	12/10/2018
Mr J Ray	12/10/2018
Business Manager	02/07/2015
Mr R Dawson (Assistant Head)	03/12/2015
Paul Buckland (Head Teacher, ex officio)	01/09/2015

Chair of the Committee	Mrs K Rae
Clerk to the Committee	Miss R McMann
Quorum	4
Date Committee established	02/07/2015
Date of review	September 2020

Terms of Reference

EDUCATION & STANDARDS COMMITTEE

Subject to applicable statutory requirements, the committee is authorised:

1. To monitor and review achievement, progress and attainment of students and groups of students at all levels.
2. To keep under review the school's curriculum and ensure it complies with statutory obligations and is consistent with the aims & ethos of the school.
3. To ensure the highest possible standards of safety and well-being for all students and staff.
4. Ensure Special Educational Needs of pupils are identified and adequately resourced by reviewing and monitoring.
5. To consider and keep under review the school's pastoral care and Behaviour Policy.
6. To monitor and review the quality of the learning and the quality of the teaching of the curriculum;
7. Ensure all Pupils Records are being correctly maintained and secured & ensure pupils' welfare, discipline and attendance are adequately managed by reviewing and monitoring:
8. To comment on, help prepare and monitor the relevant sections of the Quality Improvement Plan & ensure that requirements for capital expenditure, staffing and other resources, necessary to deliver the above, are referred to the Finance and Pay Subcommittee or the full Governing Body for consideration
9. Ensure the effective human resource management of the teaching staff by reviewing and monitoring and report on this to the Governing Body at least once a year;
10. Ensure that pupil related Appeals and Complaints are adequately dealt with by the school by monitoring and reviewing.
11. To review and monitor the impact of those policies as indicated on the Governors' Annual Plan.
12. Receive Link Governor reports and review quality of learning.

Name of Governor	Date Appointed to Committee
Mr C Hansford	02/07/2015
Ms J Mills	02/07/2015
Mrs T Boving-Foster	02/07/2015
Mr A Worth	10/09/2016
Mr Michael Bauer	01/09/2017
Mr M Worrall	22/10/2018
Dr J Jenkins	01/09/2019
Mrs R Chapman (Assistant Head)	01/09/2016
Mr P Buckland (Head Teacher, ex officio)	01/09/2015

Chair of Committee	Mr C Hansford
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Clerk to the Committee	Miss R McMann
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Quorum	4
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Date Committee Established	02/07/2015
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Date of Review	September 2020
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Queen Elizabeth Grammar School

Headteacher's Performance Review Group – Terms of Reference

- To arrange to meet with the General Advisor to discuss the Headteacher's performance targets
- To decide, with the support of the General Advisor, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- To make sure there is a plan in place for the recruitment of a new Headteacher

Membership – 3

Disqualification – The Headteacher and staff governors

These terms of reference agreed by the Governing Body	03/12/2015
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Name of Governor	Date Appointed to Group
Mrs Tine Boving-Foster	11/10/2018
Mr Martyn Worrall	01/09/2019
Mr Michael Bauer	07/03/2019

Chair of the Group	Mrs Tine Boving-Foster
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Quorum	3
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Date Committee Established	03/12/2015
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Date of Review	September 20
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Queen Elizabeth Grammar School

Staff Committee – Terms of Reference

- To make any determination to dismiss any member of staff
- To make any decisions under the Governing Body's personnel procedure, e.g. disciplinary, grievance capability, where the Headteacher is subject to any of the action
- To make any decisions relating to any member of staff, other than the Headteacher under the Governing Body's personnel procedures
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy

Membership – not less than 3 members of the Governing Body

Disqualification – Headteacher

These terms of reference agreed by the Governing Body	03/12/2015
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Name of Governor	Date Appointed to Group
Dr Jean Jenkins	01/10/2019
Mr Martyn Worrall	07/03/2019
Mr Paul Airey	07/03/2019
Reserve: Mrs T Boving-Foster	03/12/2015

Chair of the Group	Mr Martyn Worrall
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Clerk to the Committee	Miss R McMann
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Quorum	3
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Date Committee Established	03/12/2015
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Date of Review	September 2019
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Queen Elizabeth Grammar School

Appeals Committee – Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Staff Committee
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedure, e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy

Membership – no fewer members than Staffing Committee

Disqualification – Headteacher
Any member of the Staffing Committee

These terms of reference agreed by the Governing Body	03/12/2015
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Name of Governor	Date Appointed to Group
Mr C Hansford	03/12/2015
Mr J Ray	12/11/2018
Ms J Mills	03/12/2015
Reserve: Mr R Shephard	11/10/2018

Chair of the Group	Mr C Hansford
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Clerk to the Committee	Miss R McMann
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Quorum	3
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Date Committee Established	03/12/2015
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Date of Review	September 2020
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Queen Elizabeth Grammar School

Pupil Discipline Committee – Terms of Reference

- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not reinstate)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 days in one school term (meeting to be held between 6 and 50 days school days after receiving the notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6 and 15 school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body
- To review the School Behaviour and Discipline Policy and make recommendations on changes to the Governing Body or relevant committee

Membership – 3

Disqualification – Headteacher

Any Governor with prior knowledge of the pupil or the incident

These terms of reference agreed by the Governing Body	03/12/2015
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Name of Governor	Date Appointed to Group
Mr Justin Ray	07/03/2019
Mr C Hansford	03/12/2015
Ms J Mills	03/12/2015
Reserve: Mrs T Boving-Foster	03/12/2015

Chair of the Group	Mr Charles Hansford
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Clerk to the Committee	Miss R McMann
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Quorum	3
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Date Committee Established	03/12/2015
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Date of Review	September 2019
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GOVERNORS' MEETINGS 2019/20

Full Governor

Thursday	17 th October 2019	5.30pm
Thursday	5 th December 2019	5.30pm
Thursday	30 th January 2020	5.30pm
Thursday	5 th March 2020	5.30pm
Thursday	7 th May 2020	5.30pm
Thursday	9 th July 2020	5.30pm

Education & Standards

Thursday	28 th November 2019	5.30pm
Thursday	6 th February 2020	5.30pm
Thursday	23 rd April 2020	5.30pm
Thursday	18 th June 2020	5.30pm

Finance & Pay

Monday	7 th October 2019	5.30pm
Monday	11 th November 2019	5.30pm
Monday	24 th February 2020	5.30pm
Monday	29 th June 2019	5.30pm