



Queen Elizabeth Grammar School  
Governor Information  
2022/23

- Terms of Reference/Committees
- Meeting Dates
- Governor Roles

# 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

Mr R Dawson in his 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 15<sup>th</sup> October 2015.

Name of Governor	Category	End of Term of Office
Mr D Marchant	Ex-officio	Headteacher
Mr A Worth	Staff	15/09/2024
Mr C Hansford	Governor by Statute	30/06/2025
Mr N Ruddick	Parent	03/03/2026
Ms J Mills	Co-Opted	11/05/2023
Mrs T Boving-Foster	Parent	11/05/2023
Mr Martyn Worrall	Co-Opted	31/08/2023
Mr Paul Airey	Co-Opted	12/11/2023 (retiring at end of term)
Mr Justin Ray	Co-Opted	31/08/2023
Mr Glenn Miller	Parent	24/06/2023
Dr Jean Jenkins	Co-Opted	01/09/2023

*All members of the Senior Leadership Team and the Finance Manager may join these meetings in order to present information and answer questions.*

Chair Of Governors	Mr M Worrall
Vice Chair of Governors	
Governance Professional	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 ensure effective management of Health and Safety throughout the school.

Name of Governor	Date Appointed to Committee
Mr G Miller	24/06/2019
Mr P Airey	12/10/2018
Mr J Ray	12/10/2018
Mrs T Boving-Foster	01/03/2019
Mr M Worrall	01/09/2020
Mr D Marchant (Head Teacher, ex officio)	01/09/2022

*The Deputy Head and the Finance Manager may join these meetings in order to present information / answer questions.*

Chair of the Committee	Mr G Miller
Governance Professional	Miss R McMann
Quorum	3
Date Committee established	02/07/2015
Date of review	September 2023

# Terms of Reference

## RISK AND AUDIT COMMITTEE

Subject to applicable statutory requirements, the committee must:

- review the external auditor's plan each year
- review the annual report and accounts
- review the auditor's findings and actions taken by the trust's managers in response to those findings
- assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust's members about the auditor's reappointment or dismissal or retendering. Considerations may include:
  - the auditor's sector expertise
  - their understanding of the trust and its activities
  - whether the audit process allows issues to be raised on a timely basis at the appropriate level
  - the quality of auditor comments and recommendations in relation to key areas
  - the personal authority, knowledge and integrity of the audit partners and their staff to interact effectively with, and robustly challenge, the trust's managers
  - the auditor's use of technology
- produce an annual report of the committee's conclusions to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

Name of Governor	Date Appointed to Committee
Mr G Miller	27/09/2021
Mr P Airey	27/09/2021
Mr J Ray	27/09/2021
Mrs T Boving-Foster	27/09/2021
Mr M Worrall	27/09/2021

*Mr Marchant (Headteacher) will attend to present information / answer questions but will not have any voting rights.*

Chair of the Committee	Mr G Miller
Governance Professional	Miss R McMann
Quorum	3
Date Committee established	27/09/2021
Date of review	September 2023

# 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 M Worrall	22/10/2018
Dr J Jenkins	01/09/2019
Mr D Marchant (Head Teacher, ex officio)	01/09/2022

*Members of the SLT may attend these meetings to make presentations / answer questions.*

Chair of Committee	Mr C Hansford
Governance Professional	Miss R McMann
Quorum	4
Date Committee Established	02/07/2015
Date of Review	September 2023

# 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
<b>Name of Governor</b>	<b>Date Appointed to Group</b>
Mrs Tine Boving-Foster	11/10/2018
Mr Martyn Worrall	01/09/2019
Dr J Jenkins	01/09/2022
Chair of the Group	Mr M Worrall
Quorum	3
Date Committee Established	03/12/2015
Date of Review	September 2023

# Queen Elizabeth Grammar School

## Staff & Complaints 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
Ms Joanne Mills	20/10/2022
Reserve: Mrs T Boving-Foster	03/12/2015

Chair of the Group	Mr Martyn Worrall
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Governance Professional	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 2023
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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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<b>Name of Governor</b>	<b>Date Appointed to Group</b>
Mr C Hansford	03/12/2015
Mr J Ray	12/11/2018
Ms J Mills	03/12/2015
Reserve: Mr G Miller	11/10/2018

Chair of the Group	Mr C Hansford
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Governance Professional	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 2023
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# Queen Elizabeth Grammar School

## Pupil Discipline Committee – Terms of Reference

- To consider representations from parents in the case of suspensions of 5 days or less (Committee may not reinstate)
- To consider representations from parents in the case of suspensions 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 suspension or any suspension where one or more fixed period suspension 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 suspension)
- 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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Governance Professional	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 2023
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## **GOVERNORS' MEETINGS 2022/23**

### **Full Governor**

Thursday	20 <sup>th</sup> October 2022	5.30pm
Thursday	8 <sup>th</sup> December 2022	5.30pm
Thursday	26 <sup>th</sup> January 2023	5.30pm
Thursday	2 <sup>nd</sup> March 2023	5.30pm
Thursday	4 <sup>th</sup> May 2023	5.30pm
Thursday	6 <sup>th</sup> July 2023	3.00pm

### **Education & Standards (via Zoom)**

Tuesday	15 <sup>th</sup> November 2022	5.30pm
Tuesday	7 <sup>th</sup> February 2023	5.30pm
Tuesday	18 <sup>th</sup> April 2023	5.30pm
Tuesday	6 <sup>th</sup> June 2023	5.30pm

### **Finance & Pay (via Zoom) \*indicates Risk and Audit to follow**

Monday	26 <sup>th</sup> September 2022	5.30pm
Monday*	7 <sup>th</sup> November 2022	5.30pm
Monday*	27 <sup>th</sup> February 2023	5.30pm
Monday	24 <sup>th</sup> April 2023	5.30pm
Monday*	26 <sup>th</sup> June 2023	5.30pm

