TERMS OF REFERENCE

FOR THE GOVERNING BOARD COMMITTEES

2024/2025

- **Curriculum Development Committee**
- **Resources Committee**
- **Standards and Performance Committee**
- **Student Welfare and Community Committee**
- **Remuneration Committee**
- **Principal's Performance Management Review Committee**

COLLINGWOOD COLLEGE

**TERMS OF REFERENCE FOR THE
CURRICULUM DEVELOPMENT COMMITTEE**

Membership

Membership of the Curriculum Development Committee shall be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any meeting but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Curriculum Committee may invite advisors, either staff from within the College or external advisors, to attend meetings.

Meetings

Termly, unless otherwise agreed by the Committee as necessary.

Terms of Reference

The Curriculum Development Committee has been delegated responsibility for:

a) Developing in consultation with the Head of Lower College (Curriculum and Collaboration) and the Senior Assistant Principal (Sixth Form and Curriculum Development) strategic plans for Curriculum requirements for the College;

b) Developing in consultation with the Head of Lower College (Curriculum and Collaboration) and the Senior Assistant Principal (Sixth Form and Curriculum Development) the Curriculum targets for the College Improvement Plan, for approval for the Full Governing Board;

c) Ensuring that the monitoring and evaluation of all aspects of curriculum development and delivery of the College's taught curriculum, extra-curricular and enrichment programmes meet the needs of all students;

d) Monitoring and evaluating progress in achieving College Improvement Plan targets relevant to the work of the Committee;

e) Reviewing the College's Curriculum Policy and other statutory and recommended policies in the remit of the Committee;

f) Receiving reports from Governors' visits to the College.

<h1 style="text-align:center">COLLINGWOOD COLLEGE</h1>

<h2 style="text-align:center">TERMS OF REFERENCE FOR THE
RESOURCES COMMITTEE</h2>

Membership

Membership of the Resources Committee shall be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any meeting but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Resources Committee may invite advisors, either staff from within the College or external advisors, to attend meetings. Sub-Committees or Working Parties, from within the membership, may be appointed to address specific issues as required.

Meetings

Termly, unless otherwise agreed by the Committee as necessary, although additional meetings in the autumn and summer terms are very likely to coincide with sign off of end of year and to agree budgets.

Terms of Reference

The Resources Committee has been delegated responsibility for:

a) Carrying out an annual review of the Committee's work programme and ensuring it appropriately directs the Committee's workload;

Finance

b) Recommending for approval to the Full Governing Board the proposed and final annual budgets, to reflect the strategic spending priorities agreed by the Governing Board;

c) Reviewing financial performance against budget and available benchmarking data ensuring the College is providing best value for money for its students;

d) Ensuring compliance with and reporting any material divergences to the Full Governing Board with regard to the:

  i. Overall financial plan for the College (including the 5 year scenario);
  ii. Funding Agreement;
  iii. Financial regulations of the Academy Trust Handbook/Education and Skills Funding Agency (ESFA) or designated body
  iv. Financial Regulations for the College

e) Reviewing statutory financial, procurement and other business management policies and relevant procedures and monitoring their application;

f) Reviewing the Annual Report and Accounts for filing with Companies House in accordance with Companies Act requirements;

g) Performing the role of the Audit and Risk Committee. Any Committee members who are employees of the College do not participate, as Committee members, when audit matters are discussed. The role of the Audit and Risk Committee includes:

  i. Reviewing the College's Risk Register to ensure that risk management activities are appropriate and effective;

ii.   Recommending to the Members of the Academy Trust, the appointment or reappointment of auditors of the College;

iii.   Receiving auditor's reports and recommending to the Full Governing Board action as appropriate in response to audit findings;

iv.   Agreeing an annual programme of works to deliver internal scrutiny across the year, and receiving reports, at least three times per annum, on internal scrutiny;

v.   Reporting to the Full Governing Board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and management of risks;

h)   Reviewing income generation;

i)   Reviewing the College's Admissions Policies;

Staffing

j)   In consultation with the Principal, agreeing annual staffing requirements in the light of student needs, College priorities and providing best value;

Facilities

k)   Ensuring that the College meets the needs of all students in terms of the suitability and condition of accommodation;

l)   Reviewing the Health, Safety and Welfare Policy, and ensuring the risk assessment and security policies within the College are in place;

m)   In consultation with the Principal and the Business Manager, agreeing a suitable Asset Management and Buildings Development Plan;

n)   Reviewing the Business Resilience Plan;

Marketing

o)   Agreeing the College's sponsorship, marketing strategy and PR approach;

Data Protection

p)   Reviewing data protection policies and procedures and receiving reports on the College's compliance with Data Protection legislation and best practice.

COLLINGWOOD COLLEGE

**TERMS OF REFERENCE FOR THE
STANDARDS AND PERFORMANCE COMMITTEE**

Membership

Membership of the Standards and Performance Committee should be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any Committee meeting, but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Standards and Performance Committee may invite advisors, either staff from within College, or external advisors, to attend meetings.

Meetings

Termly, unless otherwise agreed by members of the Committee as necessary.

Terms of Reference

The Standards and Performance Committee has been delegated responsibility for:

a) Reviewing and approving, on an ongoing basis in consultation with the Principal, the Self-Evaluation & Review (SER) Policy for the College;

b) Reviewing all performance data and ensuring that this informs College improvement planning and targets;

c) Monitoring and evaluating progress in achieving College targets/deadlines in respect of Self-Evaluation and Review timetables;

d) Keeping under review the College's Department/Faculty performance grading and reviewing action plans for departments under review;

e) Ensuring that SER issues are regularly incorporated into communications with departments;

f) Reviewing, in detail, the College's progress and performance data in external examinations;

g) Agreeing annual attainment targets, in consultation with the Principal;

h) Agreeing and reviewing quality assurance measures of the College's work.

COLLINGWOOD COLLEGE

TERMS OF REFERENCE FOR THE
STUDENT WELFARE & COMMUNITY COMMITTEE

Membership

Membership of the Student Welfare and Community Committee shall be no fewer than eight Governors. Any member of the Governing Board is welcome to attend any meeting but only members of the Committee may vote. A quorum of 50% of members shall apply. From time to time, as the need arises, the Student Welfare and Community Committee may invite advisors, either staff from within the College or external advisors, to attend meetings.

Meetings

Termly, unless otherwise agreed by the Committee as necessary.

Terms of Reference

The Student Welfare and Community Committee has been delegated responsibility for:

a) Monitoring the promotion of the personal development, equity and diversity at the College;

b) Ensuring that all students at the College are able to enjoy equality of access to all aspects of the College's provision;

c) Safeguarding - the monitoring of the Safeguarding policies, reporting and actions that the College is taking with regard to ensuring that all of its staff and students work and learn in a safe environment which is fully compliant with all pertinent legislation;

d) Ensuring that the College complies fully with its statutory responsibilities delegated to the committee, including Looked After Children and Previously Looked After Children;

e) Reviewing and monitoring the implementation of the College's Management of Behaviour Policy and other statutory policies in the remit of the committee;

f) Monitoring the support needed for students and funding implications for alternative provision;

g) Monitoring student attendance, suspension and inclusion data;

h) Reviewing and monitoring the effectiveness of the development of Student Voice within all aspects of the College's work;

i) Developing and monitoring a strategic plan to engage parents;

j) Developing and reviewing a holistic mentoring strategy throughout the College;

k) Reviewing and monitoring the annual Student Safety Survey and Students Survey;

l) Reviewing the College's Pupil Premium Website Report and the Sixth Form Bursary Fund.

COLLINGWOOD COLLEGE

TERMS OF REFERENCE FOR THE
REMUNERATION COMMITTEE

Membership

Membership of the Remuneration Committee shall consist of at least three non-staff Governors, appointed by the Full Governing Board each year. Should one of the committee members be absent for a prolonged period an alternative non-staff Governor may be co-opted to the committee. The Principal will always be in attendance, for all parts of the meeting, with the exception of consideration of his own remuneration. The Business Manager will also regularly attend meetings of the Committee, other than those relating to the Principal's remuneration and the Principal's recommendations for remuneration for the Senior Leadership Team and teachers. From time to time, as the need arises, the Committee may invite advisors, either staff from within the College or external advisors, to attend meetings.

Quorum

A quorum of three members of the Remuneration Committee shall apply.

Meetings

The committee will usually meet three times a year and in accordance with the College's agreed appraisal cycle.

Terms of Reference

The Remuneration Committee has delegated responsibility for:

(a)   Reviewing and amending as necessary the College's pay and performance development policies, including the criteria for pay progression;

(b)   Monitoring the implementation of the above-mentioned policies to ensure that rigor, equality and fairness are reflected and reviewing all other College HR policies;

(c)   Agreeing which specific functions will be delegated, and to whom, in relation to pay recommendations and the appeals process;

(d)   Making decisions on the Principal's recommendations in respect of teachers who are eligible to cross the pay threshold and move to the Upper Pay Range;

(e)   Making decisions on the Principal's recommendations in respect of teachers' pay and progression on main and upper pay ranges;

(f)   The establishment, review and setting of the Individual School Range (ISR) in respect of calculating the Principal's pay range, having regard to (but not being bound by) the School Teachers' Pay and Conditions Document (STPCD);

(g)   Making decisions on the recommendation from the Principal's Performance Management Review Panel in respect of pay awards for the Principal; *(The Principal will withdraw from this part of the meeting)*

(h)   Making decisions on the Principal's recommendations for progression up the Leadership Range in relation to the Senior Leadership Team;

(i)   Agreeing annual pay awards for teaching and support staff, and any other changes to staff pay scales or remuneration;

(j)   Ensuring that the budgetary implications of pay awards and remuneration changes are planned for and included in the College's draft budget;

(k)   Receiving the Annual HR Report.

COLLINGWOOD COLLEGE

**TERMS OF REFERENCE FOR THE
PRINCIPAL'S PERFORMANCE MANAGEMENT REVIEW PANEL**

Membership

Membership of the Principal's Performance Management Review Panel shall consist of three non-staff Governors ensuring there is one member of the panel who also serves on the Remuneration Committee in order to effect appropriate communication and consistency of approach. The committee will be appointed by the Full Governing Board each year.

Quorum

A quorum of two members shall apply.

Meetings

The panel will meet once a year on a formal basis, with an appointed External Advisor in attendance. In accordance with the College's agreed performance development cycle, the panel will hold a mid-year review meeting with the Principal, at which the External Advisor will not be present.

Terms of Reference

The Principal's Performance Management Review Panel has delegated responsibility for:

(a) Reviewing the overall performance of the Principal, in conjunction with performance in achieving the objectives set at the start of the performance development cycle;

(b) Appointing the External Advisor to the panel and ensuring that they are appropriately qualified and experienced to fulfil the role;

(c) Monitoring the performance of the Principal, in terms of progress against the agreed objectives and taking account of overall performance, which from time to time may be impacted by external factors beyond the College's or Principal's control;

(d) Varying the expectations on performance of the Principal, in the light of external factors;

(e) Taking account of advice and support from the External Advisor in their decisions relating to the performance of the Principal;

(f) Setting objectives for the performance development year ahead, with a view to securing ongoing improvement of Collingwood College;

(g) Reporting the conclusion of the Principal's Performance review to the Remuneration Committee, for consideration in their annual review of the Principal's remuneration.