

TERMS OF REFERENCE 2020/2021

GOVERNING BOARD

1. To ensure clarity of vision, ethos and strategic direction for the School
2. To hold the Headteacher to account for the educational performance of the School and its students, and the performance management of staff
3. To oversee the financial performance of the School and make sure its money is well spent and resources managed responsibly
4. To promote the success of the School and act in the School's best interests at all times
5. To exercise independent judgement and avoid conflicts of interest
6. To act with reasonable care, skill and diligence

Membership

- Not less than three members, not subject to any maximum
- At least three meetings every school year
- Quorum: any three governors or, where greater, any one third (rounded up to a whole number) of the total number of governors holding office at the date of the meeting (subject to article 116)

SURNAME	FORENAME	CATEGORY OF APPOINTMENT
CURRENT GOVERNORS		
Bailey	Trevor	University of Exeter
Basker	Sally	Co-opted
Burnham	Kerry	EMS Headteacher
Cantle	Liam	EMS Staff
Durston	Cathy	University of Exeter
Fujita	Taro	University of Exeter
Hamilton	Jennie	Exeter College
Harvey	Nathan	Parent
Jenkinson	Philip	Exeter College
Leach	Jenny	Exeter College
Long	Jenny	Parent
Mariadas	Stephen	Exeter College
Oxborough	Anne	Exeter College
Paulden	Tim	Co-opted
Tarbet	Dave	Co-opted
Vukusic	Peter	University of Exeter

RESOURCES COMMITTEE

1. To prepare and recommend to the Board the annual budget and a 5-year financial plan
2. To monitor the School's financial performance, including consideration of monthly accounts and reviewing of internal controls, its overall staffing arrangements (noting matters delegated to the Remuneration Committee) and any other management processes; and to make any necessary recommendations to the Board
3. To vire funds and to authorise spending within approved limits
4. To ensure the regular audit of the School's accounts including the appointment of external auditors and to respond to recommendations arising
5. To establish and maintain financial policies including arrangements for delegation to the Committee, the Headteacher and other staff
6. To promote a fraud awareness culture and to consider fraud mitigation actions
7. To keep under review value for money across the School's activities
8. To recommend to the Board and to keep under review a buildings strategy
9. To ensure compliance with Health and Safety legislation
10. To identify and manage risk, ensuring that robust systems are in place for regular monitoring and review, that mitigating action is taken as appropriate, and that all major risks are reported to the Board
11. To ensure effective controls in place to secure data in line with GDPR requirements

Note: As the Resources Committee deals with audit matters, staff may be members but do not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions. Currently only the Headteacher is a member of the Resources Committee.

Membership

- C Durston (Chair)
- K Burnham
- D Tarbet (Vice Chair)
- J Leach
- P Jenkinson
- S Basker
- N Harvey

Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members

None of the following can be a member:

- The Head Teacher (who will bring recommendations to the Committee)
- Staff governors
- Any other governors who work at the school

CURRICULUM AND STUDENT EXPERIENCE COMMITTEE

1. To monitor progress towards the School's mission and strategic objectives by developing and using key performance indicators
2. To keep under review the School's curriculum strategy and the associated student experience and make any recommendations for amendment to the Board
3. To scrutinise and challenge the School's self-evaluation report and improvement plan and monitor progress of student experience and curriculum targets towards completion
4. To ensure that the School captures, records and responds to students' views

Membership

- P Vukusic (Chair)
- T Bailey
- K Burnham
- L Cantle
- T Paulden (Vice Chair)
- A Oxborough
- S Mariadas
- J Long
- J Hamilton
- T Fujita

Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members

GOVERNANCE COMMITTEE

1. To advise the Board on the composition and balance of professional knowledge of the Board and its committees
2. To liaise with the University and the College, as school sponsors, in respect of the skills sought from prospective governors
3. To recommend and keep under review procedures for securing parent and staff governors representation
4. To keep under review:
 - the Board's skills matrix
 - Governors' attendance at Board and Committee meetings
 - procedures for induction and development of governors
5. To advise the Board on matters relating to the governance of the School and any matters which the Board may remit to the Group

Membership

- Chair of Board (Chair)
- Vice Chair of Board (Vice Chair)
- Headteacher

Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members

STRATEGY COMMITTEE

1. To ensure clarity of vision, ethos and strategic direction of the School
2. To advise the Board on strategic priorities, aims and objectives for the School in light of the vision which has been determined
3. To review the strategic framework in light of progress
4. To ensure alignment of strategic priorities between the Curriculum and Student Experience Committee and Resources Committee

Membership

- P Jenkinson (Chair)
- K Burnham
- A Oxborough (Vice Chair)
- P Vukusic
- J Leach
- C Durston

Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members

APPEALS COMMITTEE

1. To consider appeals in respect of students whose applications for admission to the School have been turned down
2. To hear appeals by members of the teaching staff against any decision of the Headteacher to terminate their employment (*add something on pay appeals?*)
3. To examine the case for disciplinary action in respect of the Headteacher, Deputy Headteacher or Clerk to Governors in accordance with the relevant HR policies and procedures and determine how the case is to be dealt with
4. To hear unresolved complaints under the School's Complaints Policy

Membership

- Three members to include
 - Philip Jenkinson (Chair)
 - Anne Oxborough (Vice Chair)
 - One other governor with no prior involvement
- Quorum: Any two members
- Head and staff governors may not be members

Clerk to the Board and all committees: Jane Lucas

Agreed at FGB: 06.10.2020