

Terms of Reference for Ralph Allen School Governing Body

Introduction

These Terms of Reference describe the purpose and responsibilities of the Ralph Allen School Governing Body.

The Palladian Academy Trust (PAT)

Purpose

The Articles of Association of The Palladian Academy Trust state that Ralph Allen School has two purposes:

- (a) to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing, by establishing, maintaining, carrying on, managing and developing Ralph Allen School, and
 - (b) to promote for the benefit of the inhabitants of Bath and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.
- The Trust has Trust Members, a trust secretary and a clerk.

The School Governing Body (SGB)

Purpose and responsibilities

Formally, the SGB is a committee of the Trust Board. Its terms of reference are defined in the relevant appendix of the Trust's Governance Framework Document.

- To ensure all pupils/students within the Trust have access to a high quality education provision in line with the shared vision
- To monitor the implementation of the school's development plan ensuring that it is delivering against agreed strategic and local objectives; moving the school and the Trust as a whole towards achieving and sustaining a regulatory judgement of outstanding in all areas
- To ensure that the academic and wellbeing needs of pupils/students are being met effectively through the design and delivery of a broad and balanced curriculum which, through use of personalised, developmental support, helps to maximise each student's success and enjoyment
- To ensure all pupils/students are safeguarded
- To ensure the Trust's collective published admission number (PAN) is full
- To uphold and promote the ethos of the school within the context of the Trust's vision and values
- To ensure the school's allocated resources are applied and managed effectively within the context of Trust's financial framework and other relevant regulations, policies and procedures

In the performance of these, the SGB:

1. ensures that the overall conduct of the School is legitimate in relation to its agreed values and principles, agreed norms, and regulatory guidance
2. delegates the responsibility for the day-to-day operation of the School to the Principal
3. establishes the identity and ethos of the School
4. sets the aims and objectives of the School
5. working with the CEO of the PAT, appoints the Principal, and the Vice Principal(s)
6. establishes the staffing structure
7. recruits and appoints elected governors
8. appoints the Chair, Vice Chair(s) and clerk, with the Chair's formal appointment being ratified by the PAT board.
9. can remove the Chair, Vice Chair(s) and clerk, with the removal of the Chair being in agreement with the PAT board.
10. establishes committees and committees' terms of reference
11. agrees which functions may be delegated to committees or individuals
12. agrees constitutional matters including its own procedures
13. monitors its own effectiveness
14. suspends governors if necessary
15. schedules an annual calendar of meetings, to include at least three Governing Body meetings, in collaboration with the PAT.
16. receives reports from its committees and individuals and decides whether further action is necessary
17. sets the budget for the financial year in collaboration with the PAT.
18. approves and adopts statutory policies and establishes procedures for monitoring their operation and their review, where those policies are not PAT-wide.
19. approves the school improvement plan and monitors its implementation
20. reviews student performance and sets targets.

The Pay and Staffing Committee

Purpose

The purpose of the Pay & Staffing Committee (P&SC) is to:

1. oversee all aspects of staffing
2. agree staff remuneration
3. monitor the provision of continuing professional development for staff
4. ensure compliance with Equal Opportunities Policy and Procedure in all staffing matters.

Responsibilities

General The P&SC:

1. approves and reviews the policies delegated by SGB, and advises the SGB on the statutory policies and documents delegated for initial consideration
2. receives reports on the operation of the policies for which this committee has delegated responsibility.

Staff remuneration The P&SC:

3. determines the School Leadership Team's pay and performance-related progression
4. receives reports on staff appraisals and recommendations for pay progression
5. approves staff performance pay progressions
6. monitors the operation of the staff appraisal policy and the operation of the pay policy, advising the PAT HR Committee on any recommended amendments .

Staffing The P&SC:

7. advises the SGB and the Palladian Academy Trust (PAT) Human Resources (HR) committee on any proposed substantive changes to the staffing structure of the school
8. receives reports on HR issues and makes recommendations on any related decisions
9. makes recommendations to the SGB and the PAT HR committee on substantive staffing structure issues.

Continuing professional development The P&SC:

10. monitors the provision of and participation in continuing professional development activities provided for the staff.

Equal Opportunities The P&SC:

11. monitors the operation of the Equal Opportunities Policy and Procedures in the appointment, management and promotion of staff and when determining pay progression.

Safeguarding P&SC:

12. monitors the operation of the Child Protection Policy and Procedures.

Pay and Staffing Appeal Panel (PSAP)

Purpose

The purpose of the PSAP is to hear all appeals relating to pay and staffing.

Responsibilities

The PSAP:

1. hears appeals against decisions taken by the Pay and Staffing Committee.

Principal's Performance Committee (PPC)

Purpose

The purpose of the PPC is to conduct the Principal's performance appraisal process.

Responsibilities

The PPC:

1. establishes procedures, including engaging external advice, for reviewing the performance of the Principal
2. receives reports on the performance of the members of the School Leadership Team
3. advises the Pay and Staffing Committee on the remuneration of the Principal, Head of School and Vice Principal in the light of the outcomes of the Principal's performance appraisal and the reports received on the performance of the Head of School and Vice Principal.
4. advises the SGB of any concerns related to these responsibilities.

Admissions Panel (AP)

Purpose

The purpose of the AP is to oversee matters related to student admissions.

Responsibilities

The AP:

1. ensures that admissions are conducted in accordance with agreed procedures

2. decides on any casual admissions, that is late applications and requests to transfer into the School
3. attempts to ensure that the student numbers in any year do not exceed the maximum agreed total while at the same time recognizing that the right of some applicants to admission overrides this consideration.

Discipline Committee (DC)

Purpose

The purpose of the DC is to scrutinise the Principal's decision to permanently exclude a student and decide whether to uphold the decision based on the evidence submitted. It may also hear appeals from parents about other serious disciplinary sanctions imposed on students.

Responsibilities

The DC:

1. hears the School's grounds for the permanent exclusion of students and any arguments countering the exclusion
2. ensures adherence to agreed procedures, including the rights of students, parents and parents' representatives to present their case
3. decides whether to support or reject permanent exclusions
4. considers appeals by parents against serious disciplinary sanctions and the School's case for their imposition and decides whether to support or overturn the sanction.

Complaints Panel (CP)

Purpose

The purpose of the CP is to consider formal complaints when complainants are not satisfied by the response from the School, to resolve the complaint and to achieve reconciliation between the School and the complainant.

Responsibilities

The CP:

2. hears from the complainant and the School about the issues that have led to the formal complaint
3. ensures adherence to the procedures laid down in the School's Complaints Policy and Procedures document
4. judges the validity of the complaint
5. agrees appropriate action to be taken by the School and/or the complainant
6. where appropriate, makes recommendations on changes to the School's systems or procedures to ensure similar problems do not arise in the future.

Sub-groups of the School Governing Body and its committees

The School Governing Body and its committees are able to establish sub-groups to work on individual subjects and report back.