

TYNE COAST ACADEMY TRUST

NORTH EAST FUTURES UTC SUB-COMMITTEES

TERMS OF REFERENCE

What are Delegations and Designations?

Trustees, committees (including any Local Governing Body(LGB)), sub-committees, the Chief Executive Officer or any other holder of an executive office may be given **delegated powers** to undertake work and **make decisions on behalf of the Board of Trustees** subject to any conditions the Trustees may impose (decisions may be revoked or altered).

Any power or function exercised must be reported to the Trustees/Local Governing Body at its next meeting.

In addition Trustees, committees, sub-committees, individuals or groups may be **designated** to undertake work and **make recommendations** to the Board of Trustees/Local Governing Body.

Review of Performance

The Board of Trustees must review their scheme of delegations and designations on an annual basis. Under normal circumstances this will be at a meeting in the Summer Term.

1. COMMON CONVENTIONS FOR ALL SUB COMMITTEES

- Meetings to be convened by the Clerk in consultation with the Chair of the sub-committee.
- Agenda to be prepared by the Clerk and distributed together with any supporting papers in accordance with established proceedings.
- Minutes of all committee meetings must be kept, including the names of those present.
- Draft minutes approved by Chair and confirmed minutes are to be presented to the next appropriate meeting.
- Draft minutes once approved by Chair of the meeting are to be circulated to all concerned as soon as possible, where appropriate.
- Minutes to be taken by the Clerk.
- The Chair to be appointed by the sub-committee members (cannot be the Chief Executive/Head Teacher/Principal).
- The Chair and Vice Chair shall be elected at the first meeting of the sub-committee in the academic year (cannot be the Chief Executive/Head Teacher/Principal).
- Frequency of meetings to be as necessary unless otherwise stated.
- The membership of any sub-committee may include persons who are not governors, provided that a majority of members of any such committee shall be governors.
- No vote on any matter shall be taken at a meeting of a sub-committee unless the majority of members of the committee present are governors.

2. TERMS OF REFERENCE ETC FOR THE INDIVIDUAL SUB-COMMITTEES

General Resources Sub-Committee

Remit:

- To undertake salary reviews for staff taking into account recommendations from the Head Teacher/Principal, where appropriate e.g. following performance appraisals
- To consider and take action, within an agreed procedure, on reductions to school staffing if required. (Local Governors involvement only)
- Undertake the role of Selection Panel for positions within the senior leadership group below post of Principal (advert/shortlisting/selection).
- To hear staff grievances in accordance with the Grievance Procedure.
- To consider complaints in accordance with the school's complaints procedure.

The Sub-Committee can:

- ❖ Dismiss all or part of the complaint
- ❖ Uphold all or part of the complaint
- ❖ Decide on the appropriate action to be taken to resolve the complaint
- ❖ Evaluate all the evidence available and recommend changes to the school's systems or Procedures as a preventative step against similar problems arising in the future.

Composition: minimum of 3 members

Membership (Voting): TBC

Non-voting members:

Quorum: 3 (majority of voting members present must be governors)

(G) - Governor on UTC LGB

Pupil Discipline Sub-Committee

Remit:

- To consider decisions of the Principal to exclude pupils from the Academy on either permanent or fixed period exclusions and to include the consideration of any parental representations.
- To review periodically the Academy's exclusions policy and make recommendations as appropriate to the LGB.

Composition: a minimum of 3 governors

Membership: TBC

Quorum: 3

Admissions Sub-Committee

Decisions on admissions to school are to be agreed between the Chair, Vice-Chair and Head Teacher/Principal

Quorum shall be any 2 governors.

Admissions Appeals Panel

That the Admission Appeals Panel is to be organised by either Newcastle Council/South Tyneside Council's Democratic Services Team.

Appeals

Remit

To consider appeals for any reason (other than appeals relating to pupil exclusion or admission refusal), and make the appropriate decision based on the evidence presented to the meeting.

NOTE: The appeals are most likely to relate to personnel or pay issues. Pupil exclusion and admission refusal appeals are referred to independent appeals panels.

Composition and Membership

Governors not included in the original decision and not employed at the UTC. NB. To include no fewer governors than that of the first committee, the decision of which is subject to appeal.

Appointment of Chair

A Chair is to be elected at each meeting from among the governors in attendance unless the matter under consideration relates to a grievance in which case the Chair or Vice Chair of the LGB shall Chair the meeting.

3. DELEGATED POWERS TO INDIVIDUALS/GROUPS

Head Teacher/Principal

That the internal organisation, management and control of the school, the implementation of all policies approved by Trustees/governors and the direction of teaching and the curriculum are formally delegated to the Head Teacher/Principal.