

# John Mason School Committee Terms of Reference

## TERMS OF REFERENCE

### 1. GENERAL

- 1.1. The John Mason School Committee is established under the Terms of Reference of the Abingdon Learning Trust Secondary Board (“the Secondary Board”). The Terms of Reference for the John Mason School Committee (the “Committee”) must be reviewed and approved by a meeting of the Secondary Board at the start of each academic year. They provide the sole, agreed framework within which the Committee operates.

### 2. PURPOSE

- 2.1. To achieve the best educational outcomes for children in the school up to Key Stage 4.
- 2.2. Ensuring best use of staff, premises, financial and other resources.
- 2.3. Compliance with statutory and other requirements
- 2.4. To contribute to the Secondary Alignment. and reporting to the Secondary Board on these.
- 2.5. To ensure that relevant issues or initiatives are reported for the attention of the Secondary Board or other committees.

### 3. MEMBERSHIP

- 3.1. The Committee shall comprise a minimum of three governors appointed by the Secondary Board to serve until the first committee meeting of the next academic year.
- 3.2. The Committee may appoint up to two other persons as Associate Members, who shall not be entitled to vote nor to count as part of a quorum.

### 4. QUORUM

- 4.1. The quorum of the Committee is three Governors who are members of the Committee.

### 5. MEETINGS

- 5.1. Members of the Committee are entitled to seven days’ notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the Chair decides that the issue needs urgent attention.
- 5.2. Other members of the Secondary Board may attend any meeting of the Committee, but they may not vote and may be asked to leave if confidential matters are to be discussed.
- 5.3. The rules for declaration of interest and withdrawal from the meeting are the same as for full Secondary Board meetings.

## 6. CHAIR

- 6.1. At its first meeting of each academic year, or when casual vacancies occur, the Committee shall elect a Chair and a Vice-Chair, who shall not be employees of the Trust. In the absence of the Chair, the Committee will elect a temporary replacement from among the governors present at the meeting.
- 6.2. The Chair of the Committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
- 6.3. The Chair of the Committee will be responsible for presenting the minutes of meetings of this committee to the Secondary Board.

## 7. VOTING

- 7.1. Any Governor may attend the Committee meetings, but only Committee members have voting rights.
- 7.2. Any question put to a vote will be determined by a majority of votes from all Governors present and entitled to vote. Where there is an equality of votes for and against a resolution the Chair (or deputy in the absence of the Chair) has a second casting vote.

## 8. PARTNERSHIP WITH THE HEADTEACHER AND OTHERS

- 8.1. In carrying out its functions the Committee will receive information and advice from the Executive Head, Heads of School and other staff and will actively seek opportunities for wider consultation where appropriate.
- 8.2. The Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not directors.

## 9. RESPONSIBILITIES

- 9.1. In relation to outcomes:
  - 9.1.1. Understanding children's achievement, plans to improve outcomes and their impacts;
  - 9.1.2. Understanding plans for the curriculum and their impact on children;
  - 9.1.3. Considering personal development of children in relation to attendance, behaviour, safeguarding and character development;
  - 9.1.4. CEIAG.
- 9.2. In relation to resources:
  - 9.2.1. That the school operates within the budget envelope agreed with the Trust;
  - 9.2.2. That changes to budget priorities are agreed with the Secondary Board
  - 9.2.3. That appropriate plans are in place for the development and well-being of staff (including workload management).
- 9.3. In relation to compliance:
  - 9.3.1. That there is timely and appropriate review and approval of statutory requirements e.g. policies, website information and staff training
  - 9.3.2. That Health and Safety audits are carried out and findings acted upon
- 9.4. In relation to the Secondary Alignment plan
  - 9.4.1. Identifying opportunities for the closer alignment of the two schools to the benefit of children;
  - 9.4.2. Considering impacts of the Alignment Plan or its communication in relation to the school and wider community

## **10. MINUTES**

- 10.1. Attendance at each committee meeting, issues discussed and recommendations and decisions will be recorded.
- 10.2. The written record will be forwarded by the Committee to the Clerk to the Board of Directors in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole Board of Directors. This is to meet statutory requirements, to provide information to the whole Board of Directors and to seek ratification of decisions and recommendations.
- 10.3. All minutes must be circulated to the whole Board of Directors at least one week prior to the next full Board of Directors meeting.

**The full Secondary Board agreed these terms of reference on 15.9.20**