

## TERMS OF REFERENCE OF THE COLLEGE GOVERNANCE BOARD SUB-COMMITTEES, HENSHAWS COLLEGE, HARROGATE

This document sets out the Terms of Reference and remit of the Committees of the College Governance Board of Henshaws Specialist College. It should be read in conjunction with the College Governance Board Terms of Reference and Henshaws Charity Articles of Association, which take precedence over this document in any issues concerning meaning or interpretation.

The College Governance Board is comprised of four sub-committees:

- Finance & Business Development
- Education & Integrated Therapy Service
- Care, Clinical & Residential
- Staff & Student Welfare

### **GENERAL**

#### **1. Memberships and Chairing**

Unless otherwise specified each committee will consist of at least three governors.

The CEO, Director of Education & Care and Deputy Directors will be ex officio members of all committees and other staff members will be invited to the committee meetings as required.

All committees are required by the regulations to have a clerk appointed by the College Governance Board.

The membership and chair will be determined at the first meeting of the College Governing Board in the autumn term and vice chair of each committee at the first committee meeting in the autumn term. Casual vacancies will be filled at the first available governing body meeting. The terms of reference of each committee will be reviewed at least annually, at the first meeting of the governing body in the autumn term.

Governor members of committees may be assigned lead or link roles for specific areas or activities within the remit of a committee as listed below.

In the absence of the chair at a meeting the committee will be chaired by the nominated vice chair, or in their absence by another governor.

Committees may invite non-governors to attend but in a non-voting capacity.

## **2. Process for appointing chairs**

The Chair of Governors (elected via the Trustee Board), Vice Chair of Governors and Chairs of committees will be re-elected on an annual basis. The Clerk will send letters inviting self-nominations to all eligible governors prior to the final meeting of the summer term. The names of nominees will appear on the College Governance Board agenda in advance of the meeting. In the event of there being more than one nomination, then nominees will be asked to leave the room whilst governors vote.

Should incumbents not wish to stand again for election it would be good practice to notify the governing body prior to these letters going out to enable proper consideration of the office prior to the College Governance Board meeting.

## **3. Voting and Quorums**

Only governors can vote at committee meetings. The quorum for each committee will be two governors. If a vote is required and there is no agreement the Chair of the committee shall have the final vote.

## **4. Agenda, Papers, Minutes and Meetings**

The agenda and papers for committee meetings will be circulated to members at least 7 calendar days in advance of each meeting. The agenda and papers will be made available via the Governors Documentation on the One Drive for all governors to see.

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

Draft minutes will first be approved by the chair of the committee and the most senior staff member in attendance and will then be circulated within 7 days of the meeting to all governors and made available on the One Drive. They will also be included for information with the agenda of the next governing body meeting.

The draft minutes of meetings will be approved (subject to corrections) at the next meeting of that committee.

The schedule of committee meetings will be determined at the start of each college year and agreed at the first CGB meeting in the autumn term. Each committee shall meet at least once each term and otherwise as required, unless otherwise specified.

## **5. Functions and scheme of delegation, and chair's action**

Each committee has delegated powers to consider matters, make decisions and give approvals as set out in its terms of reference or as specifically requested by the CGB. Committees will take advice as appropriate, and only act within the powers as delegated to the committee by the full CGB within its terms of reference.

The Quality Improvement Plan will indicate which areas or items within the QIP are allocated by the full governing body to each committee, and that committee will then have delegated powers to monitor progress and hold the Principal and SLT to account for those areas or items.

Each committee will consider at each meeting whether there are matters that have been discussed which should be referred for consideration to the full CGB at its next meeting. It is for each committee to exercise judgment on such referrals, but in general the following matters would merit referral:

- a) Matters which have a significant in-year financial impact on the college's approved budget and have not been previously reported to or if necessary approved by the full CGB
- b) Matters, which would represent a significant, change to the college's overall mission, strategy or plans.
- c) Matters, which might contravene existing college policies or financial controls and procedures, or national policies/regulations, set by the Department for Education and other agencies.
- d) Matters which are likely to arouse significant parental, public or media interest.

The Chair of each committee (and the chair of the full CGB) may act on behalf of the committee in between meetings, including making decisions or approvals on behalf of the committee, where it is necessary in the interests of the College to do so. Any such chairs' actions must be communicated at the time to all members of that committee, and will be put on the agenda of the next available meeting for committee approval.

## **6. Procedures and Training**

The normal procedures and regulations of the CGB also apply to its committees. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

## **REMIT OF FINANCE AND BUSINESS DEVELOPMENT COMMITTEE**

Please note that the main Charity BIFC is responsible for oversight of the Charity & College finances; including audit and follow up on any recommendations from audit. The College Committee has limited delegated powers.

Its main functions are to:

- Develop the financial forecast for the academic year with the CEO, FD & Director of Education & Care. The Trustee BIFC will approve the forecast.
- Review student numbers and the work of the College Transitions Team and ensure clarity on funding streams in relation to student programmes.
- Monitor commissioned income and effect on cash flow in relation to college services.
- Maintain an oversight on key headline financial figures and impact on college services.
- Review and recommend to the full College Governance Board for approval the annual financial forecast for the college.
- Review and agree the long-term financial plan for the college based on appropriate assumptions and consistent with the Quality Improvement Plan and Charity Strategy.
- Monitor and review college income and expenditure against budgets during the financial year.
- Monitor the college's approach to procurement.
- Review the non-core activities of the college including Next Steps & business opportunities and other income streams.
- Consider any other matters relating to finance as directed by the Trustee Board, BIFC or the College Governance Committee.
- To ensure there is a strategic plan in place for the provision of buildings and facilities in line with the Quality Improvement Plan.
- To agree funding for other college development areas in line with the Quality Improvement Plan.
- To monitor and revise the buildings and facilities elements of the Accessibility Plan.
- To ensure that the premises, facilities and grounds are inspected annually. To ensure that any issues are identified and a proposed order of priorities for maintenance and development is submitted to the College Governance Board and BIFC for approval.

## **REMIT OF EDUCATION & ITS COMMITTEE**

- Monitor and evaluate the design and delivery of the curriculum.
- Review the intent, implementation and impact of the curriculum.
- Ensure the provision of a broad and inclusive curriculum, including Spiritual, Moral, Cultural and Social development that provide opportunities for a wide range of students that support EHCP outcomes.
- Review, approve and monitor the implementation of policies for curriculum, special educational needs, relationships and sex education, equality and ensure that these comply with national and statutory guidelines.
- Ensure that Safeguarding and Prevent requirements are covered in the curriculum.
- Ensure that the student's special educational needs and EHCP outcomes are met through an individual pathway with relevant therapies utilised to support learning.
- Monitor use of technology including assistive tech. and the impact on student progress.
- Monitor the attainment & progress of students against agreed targets.
- Monitor the attainment and progress of vulnerable and underperforming groups.
- Monitor the attainment and progress of student performance on the different programmes within college.
- Support the development of innovative, creative and collaborative approaches to teaching and learning, both within the college and with other external partners.
- Ensure the provision of effective systems of monitoring and enhancing the quality of teaching and learning within the college.
- Monitor the implementation of the relevant aspects of the Quality Improvement Plan.

## **REMIT OF STAFF & STUDENT WELFARE COMMITTEE**

Please note that the main Charity People & Reward Committee is responsible for oversight of the Charity & College personnel issues; including pay review, HR policies and follow up on any complaints, grievances etc. The College Committee has delegated powers as shown below:

- To ensure the staffing arrangements are reviewed as necessary and, at least annually, in relation to the Quality Improvement Plan and student need.
- To review the Performance Management Policy and monitor its implementation.
- To ensure the Quality Improvement Plan for continuing professional development is implemented.
- To review staff selection procedures, ensuring that they conform to safer

recruitment practice and current equalities legislation.

- To oversee and review arrangements for staff wellbeing. This could include consideration of data on staff attendance and illness, receiving feedback from the staff wellbeing committee; staff exit interviews and the use of surveys of staff views.
- To monitor and review policies and make recommendations to the College Governing Board on all matters relating to pastoral care for all students including safeguarding, Prevent, health, including mental health and wellbeing, SMCS (spiritual, moral, social and cultural provision), sexual health, SEND (special educational needs and disabilities) attendance, exclusion and behaviour.
- To oversee Health & Safety in college, review RIDDOR records and monitor compliance with H&S legislation and relevant checks.
- To oversee and engage with arrangements for student voice, including the work of the Student Parliament.
- To oversee the working of arrangements for parental voice and engagement, including the use of parent meetings and the use of surveys of parents' views.
- Monitor the implementation of the relevant aspects of the Quality Improvement Plan.

#### **REMIT OF CARE, CLINICAL & RESIDENTIAL COMMITTEE**

- To review CQC recommendations and development plans to support improvements with the KLOEs.
- To oversee the clinical service in college.
- To monitor staff competency and training requirements for all clinical needs
- To have an overview of residential provision and the impact of the 24 hour curriculum.
- To review key audits to support safety of care & clinical procedures.
- To review risk assessments in relation to care & clinical procedures.
- To have oversight of policies and procedures in care & clinical services.
- To monitor impact of care & clinical services on student progress against EHCP outcomes.
- Monitor the implementation of the relevant aspects of the Quality Improvement Plan.

## REMIT OF STUDENT DISCIPLINE COMMITTEE

**Membership:** Governors from the Wellbeing Committee

**Quorum:** Three governors **Meetings:** Ad hoc as required

In accordance with statutory requirements to consider the actions of the Principal in excluding a student, to consider representations made by parents/carers, and, if appropriate, to determine whether the student is to be reinstated.

At a meeting of the Henshaws Trustee Board, held on: 26<sup>th</sup> September 2022  
the principles and procedures embodied within these Terms of Reference were formally adopted.