



ST BRENDAN'S SIXTH FORM COLLEGE

– Faith in Learning –

Governors' Committees' Terms of Reference

Adopted by the Board of Governors on
Thursday, 7 December 2023

St Brendan's Sixth Catholic Form College
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Governors' Committee's –Terms of Reference & Objectives

Governors' Audit Committee

Overall aim:

To monitor the adequacy and effectiveness of the College's assurance framework and of its audit arrangements

Duties	Review
1. The Governors' Audit Committee must provide the Board of Governors with an opinion on the adequacy and effectiveness of the Board's assurance arrangements, framework of governance, which may include the Board assurance framework, risk management and control processes for the effective and efficient use of resources, solvency, and the safeguarding of assets. This will include a continuous assessment of the College's internal control arrangements. The Committees should take a holistic view with all aspects and systems, financial and non-financial, being in scope depending on their impact and effect on the College.	As Required
2. The Board of Governors must set out clear Terms of Reference for the Governors' Audit Committee. The Governors' Audit Committee has the right to investigate any activity within its Terms of Reference, and the right to access all the information and explanations it considers necessary, from whatever source, to fulfil its remit.	As Required
3. The Governors' Audit Committee must oversee the Board of Governors' policies around whistleblowing, irregularity, impropriety, and fraud, including identifying fraud risks and putting controls in place to mitigate them. This will include proper investigation, the reporting of investigation outcomes, notification to the External and Internal Auditors and reporting to the Education and Skills Funding Agency [ESFA].	As Required

Governors' Committee's –Terms of Reference & Objectives

<p>4. The Governors' Audit Committee must report progress to the Board of Governors and produce an Annual Report for the Board, summarising the Audit Committee's activities relating to the financial year under review. This will include:</p> <ul style="list-style-type: none"> ▪ a summary of the work undertaken by the Committee during the year ▪ the number of the meetings held in the year, and attendance records for each audit Committee member ▪ any significant issues arising up to the date of preparation of the report ▪ any significant matters of internal control included in the reports of audit and assurance providers ▪ details of the date of appointment of the external auditors and the remaining term of the contract ▪ the Committee's view of its own effectiveness and how it has fulfilled its Terms of Reference ▪ the Committee's opinion on the adequacy and effectiveness of the Board's assurance arrangements, assurance over subcontracting, framework of governance, risk management and control processes for the effective and efficient use of resources, solvency, and the safeguarding of assets ▪ The Committee's Annual Report to the Board must be submitted to the Board before the statement of corporate governance and internal control in the annual accounts is signed 	<p>Termly</p>
<p>5. To review periodically the appointment and remuneration of the External and Internal Auditors, making recommendations to the Board of Governors. To evaluate audit performance and contribute to audit planning.</p> <p>The Audit Committee must notify the Education Skills Funding Agency [ESFA] immediately of the resignation of auditors, or in the rare circumstance where the Board removes the auditors before the expiry of their term of office. Where auditors have resigned, other than at the end of their agreed term, the Audit Committee must copy to the ESFA an explanation from the auditors. Where the Board elects to remove the auditors, the Audit Committee must notify ESFA of the reasons. A change in auditor at the expiry of their agreed term of office does not require notification to the ESFA by the Board.</p>	<p>As Required</p>
<p>6. To oversee risk management procedures, including the maintenance of a risk register, and to ensure proper co-ordination of management's response.</p>	

<p>7. To adopt or approve the following policy statements:</p> <ul style="list-style-type: none"> ▪ Date Protection Policy – approval ▪ Freedom of information Policy – approval ▪ Risk Management Policy – adoption ▪ Whistleblowing Policy – adoption <p>Financial Regulations – adoption in consultation with Governors’ Resources Premises HR Committee</p>	
<p>8. The Governors’ Audit Committee will consider an independent report on any sub-contracting of the provision of any ESFA funded learning or receive formal confirmation that no such learning has taken place and include appropriate comment in its Annual Report to the Board of Governors.</p>	
<p>Notes:</p>	
<p>1. Note – The Guidance provided by the ‘Anti-fraud checklist for Post-16 Providers’</p>	<p>As Required</p>
	<p>ENDS</p>

Endnote

1. Restrictions on membership – no Chair, Principal, Chair of the Governors’ Resources, Premises HR Committee or anyone with an executive role, to maintain the Committee’s independence and objectivity
2. The Committee will be facilitated by College Executive Finance Director who must not be regarded as a member of the Committee or party to any of its decisions
3. The Committee will be quorate if it has a minimum of three [3] voting members
4. The Committee must meet at least 3 times annually, and where 3 meetings are not held the reason must be included in the Committee’s Annual Report to the Board of Governors
5. Principal may be invited to attend
6. Clerked by the Clerk to the Governors

Governors' Ethos Safeguarding Welfare Committee

Overall aim:

To monitor Safeguarding processes and review the Quality of Student Experience and Progression.

Receiving Reports	Review Date
1. To recommend the strategic direction to the full Board of Governors for the College in relation to Student experience and support, Safeguarding and Equality Diversity Inclusion [EDI].	Termly
2. To receive the annual reports on Safeguarding [including E-Safety and Prevent, Bullying and Harassment and Equality Diversity Inclusion and Children in Care.	Term 1
3. To monitor the Student Engagement Strategy and receive reports on Student surveys, Student Union, and other Student Voice activity.	Termly
4. To receive an annual report on Behaviour and Disciplinary matters and review the impact of its policy.	Term 1
5. To receive an annual report on Concerns Compliments Complaints.	Term 2
6. To receive reports on Personal Development such as Enrichment, Tutorial and Employability Skills and Destinations of Students	Term 3
7. To receive reports on the welfare of Students, with a particular emphasis on support for those with additional needs and Students in care.	Term 1
8. To receive reports on the spiritual life and Catholic ethos of the College, including the Spiritual, Moral, Social and Cultural [SMSC] Curriculum and Tutorial, and the Chaplaincy, in relation to Students. To review progress towards Denominational inspection	Term 1
9. To review the College Mission Statement and make recommendations to the Board of Governors for adoption as appropriate.	Term 1

Adopting/Reviewing Policies	
10. To approve policies relating to Student matters, Safeguarding and Equality Diversity Inclusion [EDI], and to review the Student Admission Policy, and to make any appropriate recommendations to the full Board of Governors for its adoption.	Termly
11. To receive reports on Student Engagement Strategy surveys, Student Union, and other Student Voice activity.	Term 1
12. Student Union <ul style="list-style-type: none"> • To approve the Constitution of the Student Union. • To receive The Student Union Annual Report and other updates, and adopt the Student Union Annual Account 	Term 2 Term 3

Monitoring Activity	
13. To monitor the Student Engagement and receive reports on Student surveys, Student Union, and other Student activity.	Termly
14. To monitor levels of Student retention and attendance and to recommend to the Board of Governors targets and strategic actions to address any concerns relating to retention or attendance.	Termly
15. To monitor the risks in areas of responsibilities.	Termly

Recommendation to Board of Governors	
16. To recommend the strategic direction to the full Board of Governors for the College in relation to Student experience and support, Safeguarding and Equality Diversity Inclusion [EDI]	Termly
17. To monitor termly, the threat of radicalisation and the threats of terrorism within the local context regarding the PREVENT duty	Termly
18. To approve policies relating to Student matters, Safeguarding and Equality Diversity Inclusion [EDI], and to review the Student Admission Policy, and to make any appropriate recommendations to the full Board of Governors for its adoption.	Termly
19. To monitor levels of Student Retention and Attendance and to recommend to the Board of Governors targets and strategic actions to address any concerns relating to Retention or Attendance.	Termly
20. To review the College Mission Statement and make recommendations to the Board of Governors.	Term 1
21. To approve or reject statements of policy in the field covered by the Committee, exercising, save in respect of those required by legislation or advised by Government guidance, power delegated by the Board of Governors.	
	ENDS

Endnote

1. Restrictions on Membership – None
2. Facilitated by the Vice Principal [Student Experience Progression] Head of Support Services, and by the Head of Safeguarding & Learning Development
3. The need should be noted for Staff Governors to withdraw from discussions relating to Student disciplinary matters to which they have been involved. Student Governors may also need to withdraw for similar reasons
4. Clerked by the Clerk to the Governors.

Governors' Resources Premises Human Resources Committee

Overall aim:

To monitor the financial stability of the College, ensure Value for Money and that adequate resources are available to deliver high quality teaching and learning. To ensure that the College carries out its duties as the employer.

Finance	
	Review
1. To consider the following and make recommendations to the Board of Governors in relation to them:	
• The solvency of the College and the safeguarding of its assets	Each meeting
• The annual estimates of income and expenditure	Annually
• The two-year financial plan	Annually
• The Annual Report and Financial Statement	Annually
• The accommodation strategy	Annually
2. To receive monthly and regularly review management accounts	Monthly email; each meeting
3. To recommend to the Board of Governors the tuition and fees policy	Annually
4. To approve the College investment and borrowing framework	Annually
5. To monitor the effective and efficient use of resources	Annually
Information Technology Cyber Security	
6. To review and approve the Information Technology and digital infrastructure programme and to recommend major investment projects to the Board of Governors for approval	As required
7. To seek assurance regarding the control mechanisms to protect the College systems, electronic data and information from unauthorised access or manipulations.	
Premises	
8. To receive regular Health and Safety Reports	Termly
9. To review and approve the Planned Maintenance Programme	Annually
10. To consider and make recommendations to the Board of Governors on the accommodation strategy for the College	Annually
11. To approve the College Health & Safety Policy	Biennially
12. To recommend major building projects to the Board of Governors for approval	As required

13. To oversee the tender process for major building projects and to recommend the choice of tenders to the Board of Governors	As required
14. To review the College Financial Regulations in consultation with the Governors' Audit Committee.	Annually
Human Resources	
15. To receive reports relating to Staff recruitment, Staff movements, Staff absence, Industrial Relations, Staff Equalities Diversity Inclusion, and to approve new key policies relating to Human Resources.	Termly
16. To review the pay and conditions of Staff in the context of the College's budget. It is the responsibility of the Governors' Strategy Search Remuneration Committee to set the appropriate level of pay for the Senior Post Holders [defined as the Principal, Vice Principal [Student Experience Progression], Vice Principal [Curriculum Quality Innovation], and Executive Finance Director .	Annually
17. To receive a summary of the annual Staff Survey, consider and make recommendations.	Annually
18. To review and approve policies relating to Human Resources	Biennially
Risk Register	
19. To monitor the areas of risk agreed with the Governors' Strategy Search Remuneration Committee	Termly
20. To agree with the Governors' Strategy Search Remuneration Committee areas of responsibility from the Risk Register	Annually
21. To approve or reject statements of policy in the field covered by the Committee, exercising, save in respect of those required by legislation or advised by Government guidance, power delegated by the Board of Governors.	
	ENDS

Endnote

1. It should be noted that if a Student Governor is a member of the Resources Premises Human Resources Committee, she/he would not be able to vote on financial matters unless aged over 18.
2. The need should be noted for Staff/Student Governors to withdraw from discussions relating to their pay and conditions and of other particular Staff and for and for any Senior Post Holders to withdraw from discussions relating to their pay and conditions.
3. Facilitated by the College Executive Finance Director
4. Clerked by the Clerk to Governors.

Governors' Strategy Search Remuneration Committee

Overall aim:

To determine the strategic direction of the College and recruit new Governors with the appropriate and necessary skills. To manage the Pay and Conditions of employment of the Senior Post Holders and the Clerk to the Governors.

Overall Strategy	
	Review
1. To exercise an overview of the high-level strategic development of the College making recommendations to the Board of Governors as appropriate.	Every three years, or as required.
2. To approve and review the progress of the College Strategic Plan and its targets.	On going
Governance	
3. To encourage wider Governor involvement in College matters and support for the Chair and Vice Chair of Governors in their regular contacts with the Principal and Senior Leadership Team about College matters.	Each Term as required
4. To maintain an overview of the information presented to the full Board of Governors and its Committees to ensure that all Governors are properly informed.	Annually Term 1
5. To review the structure, composition, expertise, skill, diversity, and age profile of members of the Board of Governors in order to plan progression and succession and identify any training needs for Governors.	Annually Term 1
6. To determine the Pay and Conditions, and Performance Management arrangements for the Clerk to the Governors, subject to the decision of the Governors' Resources Premises Human Resources [RPHR] Committee in respect of the availability of resources.	Annually Term 1
7. To prepare the governance entry for the College Self Appraisal [SAR] and make recommendations to the Board of Governors.	Annually Term 1
8. To determine the Pay and Conditions, and Performance Management arrangements for the Principal, and the Senior Post Holders, subject to the decision of the Governors' Resources Premises Human Resources [RPHR] Committee in respect of the availability of resources.	Annually Term 1
9. To make recommendations to the Board of Governors of any changes to the roles, pay or conditions of any Senior Post Holders.	Annually Term 1
10. To act as the Emergency Committee to ensure the continuing governance of the College in time of emergency or disaster. Any actions or decisions taken must be reported to the Board of Governors at the earliest opportunity.	As required
11. To set appropriate and achievable targets for the Principal, guided by the College Strategic Plan and the targets set for other Senior Post Holders, and for the Clerk to Governors, or any changes in the role of the Clerk.	Annually Term 1

12. To review progress towards the College's Strategic Development Plan.	As required
13. To review and ensure the Principal sets appropriate and achievable targets for Senior Post Holders and their Performance Management.	Annually Term 1
14. To assign responsibility for the monitoring of the College Risk Register to the various Governors' Committees established by the Board of Governors.	Annually Term 1
15. To maintain a list of appropriately qualified and experienced people who would be willing to be appointed as Governors, or Co-opted Members of Governors' Committees.	As required
16. To review and make recommendations to the Board of Governors and its Committees regarding efficiencies, structure, and the continuity of governance.	As required
17. To ensure that prospective Governors are met, assessed for suitability/required skills, and given clear guidelines on the role and responsibilities of a Governor.	As required
18. To recommend to the College Trustees and/or Governors, individuals for appointment as Governors, or for co-option as Governors where this is allowed in the Instrument and Articles of Government.	As required
19. To make recommendations to Governors on the appointment, the job description and pay and conditions of the Clerk to the Board of Governors.	As required
20. To initiate the search for, and appointment of the Principal of the College, as and when necessary, and liaise with the Principal and College Head of Human Resources in the search for, and appointment of other Senior Post Holders.	As required
21. To make recommendations to the Board of Governors about the appointment of the Principal and Senior Post Holders.	As required
22. To determine the appointment, grading, suspension, discipline, or dismissal of Senior Post Holders.	As required
	ENDS

Endnote

1. Restriction on Membership – The membership of the Committee shall be composed of the Chair of Governors who will Chair this Committee *ex officio*, the Vice Chair of Governors, the Chairs of Governors' Committees, or their Committee nominee if they are unable to attend, and the Clerk to Governors *ex officio*, and the Principal, as and when invited, and the Vice Principal(s) as necessary.
2. The Chair of Governors, with a panel of no more than three members having undertaken the Annual Performance Review of the Principal will make recommendations to this Committee in respect of the Principal's performance, remuneration and progression but is debarred from voting on that resolution.
3. In the event of a personnel appeal members with an interest may not attend.
4. Clerked by the Clerk to the Governors, who should withdraw when the pay and conditions, or remuneration of the Clerk are the subject under discussion.

Governors' Teaching Curriculum Quality Committee

Overall aim:

To implement the strategic objectives of St Brendan's Catholic Sixth-Form College through the shape of the curriculum and the quality of teaching and learning.

Curriculum and Teaching	
	Review
1. To monitor the curriculum and to see that it is shaped to offer satisfying opportunities for the future study or employment of potential and current students and for their growth in academic and wider skills, and to address local, regional, and national skills needs.	As required
2. To review the preparation and implementation of corporate quality management reports so far as these relate to teaching and learning, including the Self Assessment Report, the Quality Improvement Plan, and any current Office for Standard sin Education [OFSTED] Action Plan.	As required
3. To see that high-quality support for professional development is available to teaching staff, in relation both to their subjects and to teaching practice, including internal and external training, involvement with examination boards, remote learning; and as appropriate training for management roles.	As required
4. To monitor the quality of teaching and learning as shown by examination and assessment results, by value-added, by qualification achievement rates, by retention and attendance data, by classroom observations, by feedback from teachers and students and by other measures. To have regard in this to needs for skills in mathematics and in oral and written communication, for enrichment activities and the College's Catholic ethos, for STEM subjects ¹ . and for Aspire ² and to needs of minority ethnic and of variously abled students. To advise the Board of Governors accordingly. Note – 1 STEM means Science, Technology, Engineering and Mathematics. 2 Aspire is an Office for Students funded programme which aims to equip minority ethnic students with the skills they need to be able to access opportunities for graduate-level jobs.	As required

<p>5. To see that relationships are established and sustained with Chambers of Commerce and some major employers in and around the West of England area³. To keep au courant with the skills needs of local employers and the apprenticeships being offered, and to secure awareness among students of the workplace and its opportunities. To be aware of the character of the career advice given to students, and to report to the Board of Governors from time to time on the career progress of former students.</p> <p>NOTE – 3 The West of England area is the former County of Avon.</p>	As required
<p>6. To identify risks in the field of curriculum and educational quality and see that the College’s risk management system has the information needed to cover these adequately.</p>	As required
<p>7. To maintain awareness of current and prospective developments in national or diocesan policy affecting the curriculum and educational quality, and where appropriate to draw these to the attention of the Board of Governors.</p>	As required
<p>8. To approve or reject statements of policy in the field covered by the Committee, exercising, save in respect of those required by legislation or advised by Government guidance, power delegated by the Board of Governors.</p>	As required
	ENDS

Endnote

1. The need should be noted for Staff /Student Governors to withdraw from discussions relating to their performance or those of individuals.
2. Restriction on Membership – No restrictions to committee membership but Staff Governors, Student Governors, and the Principal all have restrictions on actions.
3. Facilitated by the Vice Principal [Curriculum Quality Innovation].
4. Clerked by the Clerk to the Governors

Governors' Virtual Attendance

Overall aim:

To implement the strategic objectives of St Brendan's Catholic Sixth-Form College using where necessary the opportunity of virtual meetings using MS Office Teams™ or similar. Given the technological developments post-Covid 19, Governors, when necessary, may attend and participate fully in meetings of the Board of Governors and the Governors' Committees using Microsoft Office Teams as set up by the College Information Technology department.

Conduct of Virtual Meetings	
	Review
1. All virtual meetings should observe the same principles as meetings in person as set out in the Instrument and Articles of Government.	
2. Given the development of the Information Technology provision 'virtual' attendees should normally be visible.	
3. The Agenda and requisite notice periods, the record of attendees, absences, Quorum ² , and Minutes should all apply and be recorded as usual by the Clerk to Governors.	
4. Decisions are to be agreed in the customary fashion and recorded with 'Virtual' attendees have the same rights to vote as if physically present.	
5. Emergency Meetings: In exceptional circumstances – to deal with pressing, urgent business the Chair of Governors shall have the authority to determine an action on behalf of the Board of Governors, reporting the decision and outcome at the next meeting, or at an Extraordinary Meeting of the Board of Governors ³ .	
6. The possibility of a virtual meeting should normally allow the Chair of Governors to consult with other Governors before making any decision.	ENDS

Endnote

1. Restriction on Membership – No restrictions to membership but Staff Governors, Student Governors, and the Principal – all may have restrictions and/or participation in some instances.

2. Quorum – for the Board of Governors it is 40% of the membership of the Board, of which a minimum of four Foundation Governors must be present. In the case of the Governors' Strategy Search Remuneration Committee, for example, the Quorum necessarily changes and requires only 3 of 9 members. In the event of an Emergency situation hard and fast rules might be best left to prudent judgement by the Chair of Governors.

3. Framework of Governance 2016

4. Clerked by the Clerk to the Governors

[Committees' Terms of Reference END]