EXECUTIVE COMMITTEES OF THE GOVERNING BODY

SUB-COMMITTEE	MEMBERS
Admissions	Eric Houston (Chair) Headmaster Colin Price
Child Protection, Safeguarding & Wellbeing	Jane Ferguson (Chair) Headmaster Emi Aghdiran Nick Gaskell Anandana Nadhavajhala
Discipline (pupils)	Eric Houston (Chair) Karan Dewnani David Farrer Jane Ferguson Naresh Raval
Estates	Naresh Raval (Chair) Headmaster Karan Dewnani Jyoti Dhanak Nick Gaskell Colin Price
Finance, Audit & Risk	Colin Price (Chair) Headmaster Emi Aghdiran David Burton Nick Gaskell Naresh Raval
Salaries Review	Nick Gaskell (Chair) David Lowen Naresh Raval
Staff	Eric Houston (Chair) Emi Aghdiran Jane Ferguson Naresh Raval

Staff (Appeals)	David Farrer (Chair) Karan Dewnani Nick Gaskell David Lowen
Company Secretary	Tara O'Reilly
Clerk	Matthew Rose
Named Governor for Safeguarding	Jane Ferguson
Link governor for Special Educational Needs & Disabilities	David Burton
Link governor for Pupil Premium	David Burton
Link governor for QE Futures (higher education destinations & careers)	David Lowen
Link governor for FQEIE	David Lowen
Link governor for Sustainability	Jyoti Dhanak
Link governor for mental and physical wellbeing	Anandana Nadhavajhala

In the event that a nominated Governor is unable to sit on a Committee, his/her place will be taken by either the Chair or the Vice-Chair.

COMMITTEES: TERMS OF REFERENCE

ADMISSIONS COMMITTEE

No. of Members	3 (including the Headmaster)
Associate Members	The School's Deputy Head Operations
Election of Chair	The Committee will elect its own Chair, who may not be an employee of the School.
Quorum	3 (including the Headmaster)
Meetings	As necessary; at least once a year.
Terms of Reference	❑ To ensure that the School's Admissions Policy is administered correctly and fairly in accordance with the School Admissions Code. ❑ Within the scheme for coordinated admissions, to ensure that Year 7 places are offered on the basis of the School's admissions criteria. ❑ To ensure that when vacancies arise in Years 7 to 11, places are offered on the basis of the School's admissions criteria. ❑ To report the results of their deliberations to the Governing Body, and make recommendations regarding the School's admissions criteria.

CHILD PROTECTION, SAFEGUARDING & WELLBEING COMMITTEE

No. of Members	5 (Must include the Named Governor for Safeguarding, the Chair of Governors and the Headmaster)
Associate Members	The School's Designated Safeguarding Lead
Election of Chair	The Named Governor for Safeguarding
Quorum	3
Meetings	At least annually, and as and when required.
Terms of Reference	❑ To monitor that the School is fulfilling its statutory safeguarding duties. ❑ To conduct an annual review of safeguarding arrangements and report its findings to the full Governing Body. ❑ To consider changes to the School's Safeguarding (and Child Protection) Policy, as required by changes to legislation, DfE guidance and best practice. ❑ To receive appropriate safeguarding training, beyond that required for all governors, at least every three years to ensure suitable expertise among the Governing Body.

DISCIPLINE (Pupils) COMMITTEE

No. of Members	5 (A panel of 5 from which a committee of 3 will be arranged by the Chair for each hearing. None of whom may be the Headmaster or any Staff Governors.)
Associate Members	None
Election of Chair	The Committee elects its own Chair.
Quorum	3
Meetings	As and when required.
Terms of Reference	❑ Regulations will be applied to all exclusions and suspensions. ❑ When a pupil has been permanently excluded or suspended for one or more fixed term suspensions totalling more than 15 days in any one term, the Committee must meet to hear any representations by the parents of the pupil and the Headmaster. The Committee will make a decision to uphold the decision of the Headmaster or to order the re-instatement of the pupil to the School. ❑ If a decision is made to uphold the exclusion/suspension, the Committee will inform the parents in writing of the decision and of the parents' right to appeal; whom to contact; the last date for lodging an appeal; and that the notice of appeal should set out the grounds of appeal. The Committee will also inform the Local Authority in writing of the decision. ❑ The Committee will meet with the parents of boys given a fixed term suspension of more than 5 days and less than 15 days in any one term, should the parents wish to make representations to the Committee. ❑ If the fixed term period is for a period of no more than 5 days, the Committee may not direct re-instatement.

ESTATES COMMITTEE

No. of Members	6
Associate Members	The School's Deputy Head (Operations)
Election of Chair	The Committee elects its own Chair.
Quorum	3
Meetings	At least annually, and as and when required.
Terms of Reference	❑ To inform and shape the School's Estates Strategy, and to recommend this to the Governing Body for adoption. ❑ To monitor progress in the implementation of the Estates Strategy. ❑ To provide oversight for major capital projects, such as the construction of new facilities on the School site. ❑ To be consulted on, and/or actively involved in, the tender process for the appointment of contractors for major capital works.

FINANCE, AUDIT & RISK COMMITTEE

No. of Members	6
Associate Members	The School's Deputy Head Operations and the Head of Finance.
Election of Chair	The Committee elects its own Chair.
Quorum	3
Meetings	Once per term with additional meetings as appropriate.
Terms of Reference	❑ To provide guidance and assistance to the Headmaster and the Governing Body in all matters relating to budgeting and finance. ❑ To agree and recommend the annual budget to the full Governing Body ❑ To review and recommend the draft financial statements to the full Governing Body for approval. ❑ To review financial policy statements including, as appropriate, consideration of long-term planning and resources, for the approval of the Governing Body. ❑ To monitor the School's income and expenditure against the agreed budget figures and to report to the full Governing Body at least once per term. ❑ To ensure that all financial transactions are conducted in accordance with good practice as directed by the Academies Financial Handbook. ❑ To ensure that best value is achieved in financial transactions. ❑ To receive, and, where appropriate, respond to annual audit reports and other periodic audits of public funds. ❑ To ensure that non-public funds are audited annually. ❑ To scrutinise the risk register and monitor risk assessment and management.

SALARIES (REVIEW) COMMITTEE

No. of Members	3
Associate Members	None
Election of Chair	The Committee elects its own Chair.
Quorum	3
Meetings	At least once a year.
Terms of Reference	❑ To liaise with the Finance, Audit & Risk Committee to establish the financial parameters for the annual salary costs. ❑ To determine the Individual School Range (ISR) for a newly appointed Headmaster or member of the Senior Leadership Team. ❑ To re-set the ISR of senior leaders as and when necessary. ❑ To conduct an annual review of the Headmaster's performance. ❑ To conduct an annual review in conjunction with the Headmaster of all Deputy Heads, Assistant Heads and associate members of the Senior Leadership Team. ❑ To receive and consider the Headmaster's recommendations for salary levels of all staff, both teaching and non-teaching, making a recommendation to the Governing Body. ❑ To write to all staff members with the outcome of all salary decisions in an 'Annual Pay Statement'.

STAFF COMMITTEE

No. of Members	4 (A panel of 4 from which a committee of 3 will be arranged by the Chair for each hearing. None of whom may be the Headmaster or a governor who is a member of staff.)
Associate Members	None
Election of Chair	The Committee elects its own Chair.
Quorum	3
Meetings	As and when required.
Terms of Reference	❑ To implement the School's staff disciplinary, grievance and support procedures. ❑ At the stage of a formal written warning, final written warning, and dismissal, to meet to hear representations from the Headmaster, the member of staff concerned and his/her representative. ❑ To decide to uphold the Headmaster's recommendation for disciplinary action or to dismiss the complaint. ❑ When a decision is made to uphold the Headmaster's recommendation, to communicate that decision in writing and to explain the appeal procedure to the staff member concerned (such appeals to be heard by the Staff (Appeals) Committee). ❑ To inform the Governing Body that such a decision has been made but not to divulge any details. ❑ To hear appeals brought by members of staff against decisions made by the Headmaster as part of the School's grievance procedure or regarding terms of employment. ❑ To write to the appellant confirming the Staff Committee's decision on the appeal.

STAFF (APPEALS) COMMITTEE

No. of Members	4 (A panel of 4 from which a committee of 3 will be arranged by the Chair for each hearing and none of whom may be members of the Staff Committee, nor governors who are members of staff.)
Associate Members	None
Election of Chair	The Committee elects its own Chair.
Quorum	3
Meetings	As and when required.
Terms of Reference	❑ To hear any appeals from staff members against decisions, including to dismiss, made by any Governing Body committee relating to discipline or capability. ❑ To review the decision of the relevant Governing Body committee depending upon the evidence placed before it. ❑ To write to the appellant confirming the Appeal Committee's decision. ❑ If a decision to dismiss is upheld, the Clerk to the Appeals Committee will ensure that the DfE / the Teaching Regulation Agency (TRA) are provided with the factual details of the decision. ❑ The outcome of all appeals hearings will be communicated to the full Governing Body.