



## **TERMS of REFERENCE for the SUB-COMMITTEES**

The objects of the charity known as The Mount School are *to advance the education of children and to carry on and conduct a school known as The Mount School York in accordance with the principles of the Religious Society of Friends (Quakers)*. They underpin the work of all our committees.

There are sub-committees for

- 1. Estates and Finance.**
- 2. Reputation, Admissions and Marketing**
- 3. Education**
- 4. Compliance**
- 5. Nominations**
- 6. Staffing and Remuneration**

### **GENERAL PRINCIPLES**

#### **Membership, clerking, co-options, and frequency of meetings**

N.B Any sub-committee can, with the agreement of the full committee, co-opt additional members from outside their number if particular skills are required.

**Estates & Finance** should have a complement of at least FOUR school committee members – the Clerk and/or Deputy Clerk of the committee and two/three others plus the Head, Bursar, and the Chair of Mount School Estates Ltd. TWO committee members make a quorum. Other regular attendees may include the Estates Manager depending on ongoing activities and initiatives.

**The sub-committee will meet a minimum of once a term.**

**Reputation, Admissions & Marketing** should have at least FOUR school committee members - the Clerk and/or Deputy Clerk of the school committee and two/three others plus the Head , and the Director of External Relations. TWO committee members make a quorum. Other regular attendees may include the Development Manager and the Admissions Manager.

**The sub-committee will meet once a term.**

**Education** should have at least FOUR committee members, plus staff as appropriate. TWO committee members make a quorum.

**The sub-committee will meet on site once a term.**

**Compliance** should have a minimum of THREE school committee members, including both the safeguarding governor and the clerk of the education sub-committee plus school staff as appropriate. THREE sub-committee members make a quorum.

**The sub-committee will meet at the beginning of each academic year, with a review mid-year.**

**Nominations** has up to THREE committee members: the Clerk of the Full Committee and two other committee members. The Head may be requested to attend specifically when discussing potential parent governors and governors who are specialists in education.

**This sub-committee will meet once a term.**

**Staffing & Remuneration** is made up of the clerks of the other sub-committees and other members if required. It meets annually or more often if circumstances dictate.

**Minutes, reporting procedure, meeting protocols and *ad hoc* working groups.**

- The School Committee Clerk (or Deputy) is a member of all sub-committees *ex officio* and other committee members may attend, with notice, if they wish.
- All sub-committees will choose a clerk from their own number. The sub-committee clerk is responsible for chairing the subcommittee meeting, for agreeing and issuing the annual calendar of meeting dates and for setting the agenda for each meeting. In addition, they are responsible for annually reviewing the subcommittee terms of reference (and updating if needed) and for reviewing the membership of the subcommittee in partnership with the nominations subcommittee.
- In all our sub-committees, minutes are taken by a sub-committee member and agreed in the meeting, in the manner of conducting Quaker business. The person taking the minutes is responsible for sending them to the Principal's PA for uploading to SharePoint.
- Sub-committees are permitted, with the agreement of the full committee, to set up *ad hoc* working groups as and when necessary.
- The recommendations of all sub-committees are brought to the full committee for decision. Decisions may be expedited by email consultation between full committee meetings if necessary.
- The Education subcommittee should where possible be held on site, all other subcommittees can be either be held on site or remotely. When the decision is made to hold a meeting remotely all participants should be on individual links to ensure all voices are equally heard.
- The risk register and our reserves policy will come to the full committee for consideration, though they may also be taken in the relevant subcommittee.

## **SPECIFIC PURPOSES**

### **Estates & Finance**

It is the responsibility of all committee members to manage the School's financial resources well, and this responsibility is delegated to Estates & Finance for their detailed scrutiny. There are four principal responsibilities:

1. **Budget:** In conjunction with the Finance Office, this sub-committee is responsible for recommending a budget, for considering the financial implications of any proposals by other sub-committees, and any major items of expenditure. It monitors management accounts; cash flow projections and the financial risk register at each of its meetings.
2. **Income generation:** Estates & Finance will have oversight of investments, including investment policy. It will receive reports from and give direction to Mount School Estates Ltd and oversee any other commercial activities not falling under School land and buildings (below)

3. **School land and buildings:** The remit of this sub-committee includes maintenance and improvement, any capital investment and expenditure, acquisition and disposal of land or buildings, and encouraging maximum use of the estate to supplement income.
4. **Compliance:** The sub-committee monitors the meeting of all legal and statutory obligations including Data Protection, Accessibility and Health & Safety, and recommends mitigating action for all major risks arising from the issues considered by the sub-committee.

A committee member attends the termly H&S meeting.

### **Reputation, Admissions & Marketing**

It is the responsibility of all committee members to ensure that the financial viability, educational health, and external reputation of the School are all maintained through the acquisition and retention of adequate pupil numbers and through other externally orientated activities. This responsibility is delegated to Reputation, Admissions & Marketing for their detailed scrutiny and input. There are four principal responsibilities:

1. Oversight and monitoring of the **marketing and sales** strategy aimed at increasing and sustaining pupil recruitment.
2. The development, monitoring, and implementation of effective **pupil retention** strategies, including understanding the drivers behind pupils leaving the school.
3. In conjunction with the Mount School Foundation, scrutiny and oversight of **fundraising activities** and plans for the School
4. The sub-committee's remit will also include oversight of and input into the management and enhancement of the School's **reputation and brand**.

### **Education**

Education covers all aspects of pupils' personal development and pastoral care, as well as the academic and other achievements of all pupils from pre-school to College.

1. Members should be aware of activities and developments in teaching and learning throughout the School.
2. They will monitor the Development Plan, which embraces the whole experience of life at The Mount, including boarding.
3. Education sub-committee is responsible for sustaining the Quaker ethos and ensuring it is integral to the life of the School.
4. The sub-committee will monitor and recommend mitigating action for all major risks arising from the issues it considers.
5. A committee member is the Governor Safeguarding link and attends the Designated Safeguarding Lead (DSL) meetings, as well as making checks of the central register.

### **Compliance**

It is the responsibility of all committee members to ensure compliance with relevant legislation and standards, exercising oversight of the School's policies and procedures in relation to:

1. Company and Charity law filing requirements.
2. ISSR regulatory requirements
3. National Minimum Boarding Standards
4. EYFS requirements
5. All other required policies

A full list ISSR standards and the sub-committee's role in monitoring them is attached as Appendix I

### **Nominations**

Nominations sub-committee's responsibilities cover all aspects of the search, selection, nomination, and recommendation of new School Committee members, ensuring the requisite balance of capabilities in Committee. It works with Quakers in Yorkshire to gain approval for Committee membership changes, and with the parent body and Old Scholars to ensure their representation on the School Committee as required.

Nominations sub-committee also has responsibility for Committee Member Induction,

### **Staffing and Remuneration**

Staffing & Remuneration Committee approves and monitors the effectiveness of policies relating to remuneration and appraisal and is responsible for arranging the appraisal of the Head . In accordance with the Voluntary Recognition Agreement (VRA) it also liaises with the recently formed Joint Negotiating Committee (JNC) on matters concerning teaching staff pay. Staffing & Remuneration reviews salaries annually. Potentially serious staffing matters may be brought to this sub-committee by the Head

## **APPENDIX I – detail of Compliance sub-committee responsibilities**

### **SPECIFIC PURPOSES**

It is the responsibility of all committee members to ensure compliance with relevant legislation and standards.

The Compliance Sub-Committee will:

- Take delegated responsibility for assuring the review of governance and compliance policies. The day-to-day responsibility for ensuring compliance sits with the Principal and Senior Team
- Ensure that full Committee is up to date with the latest developments or changes in standards and policy requirements.
- Report annually to Committee a plan for oversight and monitoring of compliance and will report termly on issues, compliance risks, challenges, any decisions needed.
- Make recommendation regarding governance to ensure compliance with relevant legislation and standards.
- Ensure an appropriate allocation of standards areas to sub-committees, with CSC members where necessary attending those sub-committees to ensure effective debate and scrutiny is conducted.
- Ensure that link governors with the appropriate skills and expertise are appointed and in place for at least the following areas:
  - Safeguarding
  - Health and Safety
  - Boarding

- Early Years
- Identify training needs and implement relevant training programmes for governors.
- Determine whether and where external or professional support or resource would be beneficial and engage such resource.

## **Methodology for monitoring compliance**

In general terms evidence of compliance can be gathered in several ways:

### Monitoring Policies

Specific audits of particular areas of legislation

Observation and checks on record keeping.

Staff presentations about specific areas of compliance at sub-committee level

Interviews with staff

General tours of the school

Considering the above methodologies, it is possible to divide the ISI Regulatory Requirements (and the most recent AGBIS checklist) into its relevant ISSR sections and assign an approach to take to gather the information linked to specific areas of regulations. These approaches will be further developed as we learn from periodic review of the compliance processes.

## **ISSR part 1 - Quality of Education and Part 2 - Social, Moral and Cultural Development of Pupils**

Responsible = Education Sub-Committee

The regulation in this area would be monitored by the Education Sub-Committee and for the most part can be monitored by asking staff with specific responsibilities to make a short presentation to the Committee at the start of the Education Sub-committee meetings. The guidelines relevant to a particular area within the AGBIS checklist can be used to ask relevant questions and to see any related policies that need to be seen.

Presentations can be divided into the following areas:

- Curriculum Policy
- Quality of lesson monitoring - how does the performance management system work and how are lessons monitored?
- Personal, Social, Health and Economic Education
- Relationships and Health Education (RHE) & Relationships and Health Education (RSHE)
- Careers Education
- Special Educational Needs & Disability

- English as a foreign language (EFL)
- Gifted and Talented
- Fundamental British Values (FBV)
- Extra - curricular activities programme

The programme of presentations needs to be completed on a three-year cycle.

### **ISSR part 3 - Welfare, Health, and Safety of Pupils**

Responsible = Nominated Safeguarding Governor

- Attendance at Designated Safeguarding Lead Strategy Meetings by nominated Governor for Safeguarding
- Attendance at Health and Safety Meetings with follow-up as deemed necessary by nominated Governor for H&S
- Annual Audit comprising policy reviews, record keeping checks and interviews with individual staff.

### **ISSR part 4 - Suitability of staff, supply staff and proprietors**

Responsible = Nominated Safeguarding Governor

- Review annually through audit.
- Review Single Central Register
- Check records match with SCR register.
- Interviews with appropriate staff

### **ISSR part 5 - Standard of Premises and Accommodation**

Responsible = Nominated Governor for Health and Safety and the Clerk of the Estates and Finance Meeting

- Committee Representative to attend termly H&S meetings.
- Committee Representative to attend termly EFM meetings.
- Minutes of H&S and EFM meetings
- Follow up on aspects of this standard linked to specific aspects such as medical accommodation, maintenance, lighting, water.
- Periodically review some policies, risk assessments and records, at EF sub-committee meetings
- Interviews with relevant staff
- Observations during tours of the school

### **ISSR part 6 - Provision of Information**

Responsible = Nominated Safeguarding Governor

- To be incorporated into the Annual Safeguarding Audit

### **ISSR part 7 - The manner in which complaints are handled.**

Responsible = Clerk of the Committee

- To be incorporated as part of Annual Safeguarding Audit

### **ISSR part 8 - Quality Leadership in and Management of Schools**

Responsible = Clerk of Committee

- Review Governor induction information.
- Review specific Governance Policies
- Review Governor Training Opportunities
- Regular meeting with the Head
- Attendance at Sub-committee meetings
- Meeting minutes
- Final oversight of the Compliance Checklist

### **National Minimum Standards for Boarding**

Responsible = Nominated Governor for Boarding

- Review of NMS file for Policies and Record Keeping Procedures
- Interviews with staff
- Interviews with pupils
- Record Keeping checks.
- Tours of boarding house
- Attendance at Boarding House meetings

### **The Early Years Foundation Stage**

Responsible = nominated Governor for EYFS and the Nominated Governor for Safeguarding

In non-registered schools some aspects of EYFS fall under ISSR standard regulations and there will be cross-over as some policies will be whole-school and applicable to EYFS.

- Review of Curriculum policies

- Review of EYFS policies and Whole School Policies that incorporate EYFS.
- Review of record keeping
- Visits to the EYFS setting.
- Interviews with staff

### **Monitoring of Required Policies, Review Periods and Publication Requirements**

Responsible = Compliance sub-committee and SLT

Many of these will be checked and reviewed during the processes above. However, an annual audit of policies using the [ISI portal](#) can also be a way of reviewing all policies at the same time as they should all be present and up to date on this portal for ISI to access at any time but particularly prior to inspection.

Policies can be monitored using Appendix I of the AGBIS Governors Compliance Checklist - Required Policies, Review Periods and Publication Requirements.

### **Reporting to Companies House and Charities Commission**

Responsible = Clerk of Committee and Bursar

- monitoring through EFM sub-committee and whole committee meetings
- monitoring through meetings with the school's auditors

### **Essential Documents for Compliance Monitoring**

- Latest Commentary on the ISI Regulatory Requirements
- AGBIS Governors Compliance Checklist (Latest Version)