

TERMS OF REFERENCE RUTLAND AND DISTRICT SCHOOLS' FEDERATION SCRUTINY PANEL



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1. INTERPRETATION

1.1 In this document:

“Academy”	means any School or Academy within The Rutland and District Federation;
“Articles”	means the Articles of Association of the Company;
“Scrutiny Panel”	means the Scrutiny Panel for the Academy constituted as provided by Clause 3 of this document;
“Governor”	means a member of the Scrutiny Panel;
“Parent Member”	means a member elected to the Local Governing Body by the parents of students at the Academy or in default of election appointed by the Local Governing Body;
“Personal Financial Interest”	means any interest in the employment or remuneration of, or the provision of any other benefit to, a Governor as further detailed within clauses 97 and 98 of the Articles;
“Head of School”	means the member of staff at the Academy who has been appointed to have overall day to day control of and responsibility of the Academy;
“Secretary”	means the company secretary of the Company or any other person appointed to perform the duties of company secretary to the Company;
“Staff Member”	means a member elected to the Local Governing Body by members of staff of the Academy or in default of election appointed by the Local Governing Body;
“this document”	means these Terms of Reference;
“the Company”	means Rutland and District Schools’ Federation, a company limited by guarantee having registered number 07552631;
“the Directors”	means those persons appointed as directors and trustees of the Company;

1.2 Unless the context requires otherwise, a reference to:

1.2.1 a numbered clause is a reference to the clause so numbered in this document, and

1.2.2 a numbered paragraph is a reference to the paragraph so numbered in the clause in which the reference appears; and

1.2.3 words importing one gender shall include any other gender, the singular number shall include the plural and vice versa and the headings are included for convenience only and shall not affect the construction of this document.

2. RESPONSIBILITIES OF THE SCRUTINY PANEL

2.1 Members of the panel are responsible for ensuring that key strategic areas of the academy's operation are scrutinised in depth. The Panel will challenge the performance of the organisation, influence change in strategies, policies and help drive improvement.

2.2 The panel will review the performance of the Academy and its students, compare the organisation's performance against national data and agreed targets.

2.3 The Scrutiny Panel will report back to the local governing body and Trust a summary of their main findings and key recommendations.

2.4 In conjunction with the Head of School, the Scrutiny Panel will monitor the recommendations of external advisors, review their findings in detail and request the presence at meetings of Academy staff who have key strategic roles.

2.5 Each Governor shall act in the best interests of the Academy at all times.

2.6 The Governors must keep confidential all information of a confidential nature obtained by them relating to the Academy.

3. COMPOSITION OF SCRUTINY PANEL

3.1 The membership of the Scrutiny Panel shall be determined in accordance with the following provisions:

3.1.1 The total membership shall be not less than 4 and not more than 6.

3.1.2 The membership shall comprise:

a) The Head of School

b) three to five members appointed by the local governing body.

The Head of School will be in attendance at each meeting. Other members of staff or external consultants by invite.

4. RESIGNATION & REMOVAL

- 4.1 A member of the Panel may at any time resign his office by giving notice in writing to the Clerk to the Local Governing Body.
- 4.2 A member of the Panel shall cease to hold office if they resign from the Local Governing Body.

5. TERM OF OFFICE

- 5.1 Any Governor shall hold and vacate office in accordance with the terms of his appointment but (except in the case of the Head of School) the length of his term of office shall not exceed three years.

6. APPOINTMENT OF CHAIRMAN

- 6.1 The Chairman of the Scrutiny Panel will be elected by the Local Governing Body every year for a 1 year term.
- 6.2 If the Chairman is absent from any meeting of the Scrutiny Panel, those Governors present shall appoint one of their number to chair the meeting.

7. MEETINGS OF SCRUTINY PANEL

- 7.1 The Panel shall meet at least three times in every academic year, and shall hold such other meetings as may be necessary.
- 7.2 All meetings shall be convened by the Clerk to the Local Governing Body, who shall send to the Governors written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.
- 7.3 A meeting of the Scrutiny Panel shall be called by the Clerk whenever requested by the Head of School in the Academy, the Executive Principal or at the Chairman of the Local Governing Body.
- 7.4 The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

8. QUORUM

- 8.1 Meetings of the Scrutiny Panel shall be quorate if three or one-third of Members are present (whichever is greater).
- 8.2 If the number of Governors assembled for a meeting of the Scrutiny Panel does not constitute a quorum, the meeting shall not be held. If in the course of a meeting of the number of Governors present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 8.3 If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chairman shall, if he thinks fit, determine the time and date at which a further meeting shall be held and shall direct the Clerk to convene the meeting accordingly.

9. PROCEEDINGS OF MEETINGS

- 9.1 Any Governor shall be able to participate in meetings of the Governors by telephone or video conference provided that he has given reasonable notice to the Clerk and that the Governors have access to the appropriate equipment.

10. MINUTES AND PUBLICATION

- 10.1 At every meeting of the Scrutiny Panel the minutes of the last meeting shall be taken as the first agenda item after any apologies, except in cases where the Governors present decide otherwise, and, if agreed to be accurate, shall be signed as a true record.
- 10.2 The Clerk to the Scrutiny Panel shall ensure that a copy of the agenda for every meeting of the Governors, the draft minutes of every such meeting (if they have been approved by the chairman of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Secretary.

11. RESPONSIBILITIES: HEAD OF SCHOOL

- 11.1 The Head of School shall be responsible to the Scrutiny Panel for:
- 11.1.1 Ensuring all paper work, including reports and policies are made available to the Scrutiny Panel at least seven days prior to the meeting.
 - 11.1.2 Ensuring any external advisors or academy staff are briefed about attendance and their expectations.

12. AMENDMENT OF THESE TERMS OF REFERENCE

- 12.1 This document has been approved by the Directors at their meeting on 5 December 2019 and shall remain in place until Directors determine otherwise.

13. COPIES OF TERMS OF REFERENCE

- 13.1 A copy of this document, and of any rules and bye-laws, shall be given to every Governor and shall be available for inspection upon request by members of staff during normal office hours at the offices of the Academy and the Company.

14. EFFECTIVE DATE

- 14.1 These Terms of Reference shall come into effect on 5 December 2019.