

St Gregory's Catholic Primary School Governing Board Membership and Terms of Reference

Reviewed: September 2017



Governor
Services

Governing Board Membership – 2017/18 Academic Year

Foundation (7)	Appointed	End of Office
Rev Father Cownley	13/04/2015	12/04/2019
Mary O'Brien	13/04/2015	12/04/2019
Collette Lewis	13/04/2015	12/04/2019
Sarah Jones	13/04/2015	12/04/2019
Aline Scotney	19/10/2017	148/10/2021
VACANCY VACANCY		
Headteacher (1)		
Krys Bickley		
Staff (2)	Appointed	End of Office
Kathy McGuinness	13/04/2015	12/04/2019
Christopher Hancox	18/06/2015	17/06/2019
Parent (2)	Appointed	End of Office
Andrew Potter	26/06/2015	25/06/2019
Lorraine Phoenix	09/11/2015	08/11/2019

Chair: Mary O'Brien

Vice Chair:

Meeting Dates 2017-2018

	Autumn Term	Spring Term	Summer Term
Full Governing Board	27 September 2017 at 6pm 22 November 2017 at 7.30pm	14 March 2018 at 7.30pm	11 July 2018 at 7.30 pm
Provisions Start 5pm	22 November 2017	14 March 2018	11 July 2018
Outcomes Start 6.30pm	22 November 2017	14 March 2018	11 July 2018
Admissions Start	1 st November 2017 – 9am	28 February 2018	
Pay Committee			4 July 2018 at 6pm
Head Teacher Appraisal	TBC	TBC	TBC

Governors Statutory Responsibilities and Functions

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction
- b) Holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and
- c) Overseeing the financial performance of the organisation and making sure its money is well spent. *(Extract from Governors Handbook January 2017)*

Governors' Handbook/Competency Framework for Governors

Please refer to the governors' handbook published by the Department for Education. The latest versions are available:

<https://www.gov.uk/government/publications/governance-handbook>

Academies Financial Handbook 2017

Please see web link below:

<https://www.gov.uk/government/publications/academies-financial-handbook>

Review of committees and delegation

The governing board must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing board must review the delegation of functions to committees and individuals annually.

Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. For academies and free schools refer to their articles of association for **the** quorum. In the event of equal votes the chair has the casting vote.

Committees

The legal minimum quorum for committee meetings is three voting governors.

In maintained schools the governing board can appoint associate members to serve on one or more committees **of the board**. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government *(Extracted from Governors Handbook January 2017 – Page 50, paragraph 42)*. **Associate members do not have voting rights at full board meetings.**

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing board.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/**information** at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first **full governing body**/committee meeting of the academic year.

All governors are encouraged to attend training regularly & review training needs annually.

Committees will have delegated powers to approve policies as relevant to that committee.

The governing board cannot delegate any functions relating to:

- ◆ The constitution of the governing board (unless otherwise provided by the constitution regulations),
- ◆ The appointment or removal of the chair and vice chair/clerk,
- ◆ The appointment or removal of governors,
- ◆ The suspension of governors,
- ◆ The delegation of functions and establishment of committees,
- ◆ Change of school name or status,
- ◆ Salary range for the head teacher/principal & deputy/vice principal.

Provision

The committee has responsibility delegated by the governing board for:

Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for information.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£5,000**, sums below that amount are delegated to the Head Teacher.
- Assess the financial progress towards achieving the objectives in the School Improvement Plan.
- Review of leases & contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the Pay & Conditions document.
- Receive the annual accounts and certificate of audit of the School Fund Account and other voluntary funds held within school.
- Assess the schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve **internal financial procedures**
- Ensure academy financial procedures are complied with.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification
- **Writing off bad debts. (Academies only)**
- **Disposal of fixed assets. (Academies only)**
- **Approval of in year budget changes. (Academies only)**

Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc.)
- Ensure all personnel records are held securely.
- Review annually the staffing structure of the school ensuring that it meets the requirements of the curriculum and is in line with the School Improvement Plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the Appraisal Policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish & maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD
- **Review staff pay progression in accordance with the pay policy and annual appraisal cycle.**

Premises Health & Safety:

- **Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related policies or procedures.**
- **Establish and review an accessibility plan.**
- **Review e-safety policy and procedures.**
- **Receive Health and safety audit, and monitor any action plans that come out of the audit.**
- **Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.**

- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations: 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually (Sandwell Specific).
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, and any recommendations identified will be transferred to an actions plan which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit). The inspection to be documented any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
 - Electronic testing – PAT testing
 - Asbestos (where applicable)
 - Annual gas service
 - Glassing risk assessment
 - Ladder log
 - Playground equipment and gym inspection
 - Lifting equipment
 - Local exhaust ventilation (where applicable)
 - Legionella risk assessment and relevant checks
- Ensure premise log book is being maintained and the premise manager and deputy have attended relevant health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

Receive minutes of school central safety committee (Sandwell only)

Any item referred by the full governing board

Membership	
1. Father Cownley	5. Mrs Lewis
2. Mrs O'Brien	
3. Mrs Jones	
4. Mrs Bickley	
Minimum of three members required	
Chair of Committee	Colette Lewis
Clerk	Cath Evans

Outcomes

The committee has responsibility delegated by the governing board for:
<ul style="list-style-type: none"> ➤ Review/approve all policies relevant to the curriculum and roles of the committee
<p>Achievement:</p> <ul style="list-style-type: none"> ➤ Monitor and review information on school performance to include Raise Online & OFSTED data dashboard. ➤ Monitor and review school targets ➤ Monitor and review in year progress for all year groups and all groups of pupils ➤ Compare school performance against national data ➤ Reporting to parents according to statutory requirements ➤ Monitor achievement for all groups of pupils (inc. pupil premium) ➤ Monitor pupils work and carry out pupil conversations ➤ Monitor school target setting systems and how this is reported to parents.
<p>Teaching & Learning:</p> <ul style="list-style-type: none"> ➤ Review data published by DfE ensuring the school is meeting standards ➤ Ensure targeted support and action plans are in place for all teachers who are not at least good ➤ Monitor and review quality of teaching across the school. ➤ Monitor teaching for groups of pupils (inc. pupil premium) ➤ Monitor intervention groups for all groups of pupils ➤ Monitor homework arrangements
<p>Curriculum:</p> <ul style="list-style-type: none"> ➤ Ensuring the school is meeting national curriculum requirements and to review the Curriculum Policy Statement ensuring it meets pupils needs ➤ Monitor and review the curriculum with a focus on basic skills ➤ Monitor skills coverage of curriculum in all subjects ➤ Parental engagement ➤ Review and update SEF (Self Evaluation Form) ➤ Monitor and review School Improvement Plan ➤ Monitor how school are developing pupils' spiritual, moral, social and cultural development
<p>Behaviour & attendance:</p> <ul style="list-style-type: none"> ➤ Review Behaviour Policy and monitor school behaviour. ➤ Review and monitor attendance data against school and national targets.

Any item referred by the full governing board

Membership

Mrs Jones	Father Cownley
Mrs McGuinness	Mr Hancox
Mrs Bickley	Mr Potter
Lorraine Phoenix	

Minimum of three members required for quorum

Chair of committee

Andrew Potter

Clerk

Cath Evans

Admissions Committee

The committee has responsibility delegated by the governing board to:

- Determine offers of places for the annual admissions round in the light of the governors' admissions policy
- Determine offers of places to 'mid-term' applicants in the light of the governors' admissions policy
- Review the governing board's admissions rules and make any recommendations for change to the whole governing board
- Ensure publication of the school's admissions arrangements in the school prospectus

Taken from Schools Admissions Code – statutory guidance 2014:

*'Admission authorities **must** allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse admission **must not** be made by one individual in an admission authority. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, **must** make such decisions'.*

Membership

Mrs Bickley Father Cownley Mrs Jones Mrs McGuinness

Chair of Committee

Sarah Jones

Clerk

Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> ➤ Staff grievance and discipline (in line with school policies). ➤ Staff dismissal, redundancy and redeployment. 	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original incident and are not known personally to the member of staff 	
Minimum of three members required	
Chair of Committee	To be elected at each meeting
Clerk	

Pupil Discipline & Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam. ➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently. ➤ Comply with exclusion procedures in accordance with the LA & DfE Guidance. ➤ At the relevant stage hear any complaint made under the school Complaints Procedure. 	
Any item referred by the full governing board	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents, pupils and complainant. 	
Minimum of three members required	
Chair of Committee	To be elected at each meeting
Clerk	

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence – if appropriate ➤ Staff dismissal ➤ Any Item referred by the full governing board 	
<i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.</i>	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original incident and are not known personally to the appellant 	
<i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	

Pay Committee (Can be delegated to Staffing and Finance/Resources Committee)

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Review staff pay progression in accordance with the Pay Policy and annual appraisal cycle 	
<i>Committee to meet once per year in the autumn term.</i>	
Membership	
<ol style="list-style-type: none"> 1. Ms Phoenix 2. Mrs O'Brien 3. Mrs Jones 4. Father Cownley 	
Chair of Committee	To be elected at each meeting
Clerk	

Head Teacher Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Set and review the Head Teacher’s appraisal targets, review annually and recommend pay progression to the Staffing and Finance committee. <p>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</p>	
Membership	
<ol style="list-style-type: none"> 1. Father Cownley 2. Mrs O’Brien 3. Joyce Gardner 	
Chair of Committee	To be elected at each meeting
Clerk	

Special Responsibility Governors

Safeguarding/Child Protection/Prevent Governor *	Mrs O’Brien/Mrs Lewis
SEND Governor	Mrs Jones
Target Setting Governor	Mr Potter
Safer Recruitment Governor	Mrs Jones/Father Cownley/Mrs O’Brien
R.E.	Mrs Jones/Mrs McGuinness
Pupil/PE Governor	Vacancy
English Governor	Mr Potter
Maths Governor	Father Cownley
Parent Engagement Co-Ordinator	Ms Phoenix
Health and Safety Governor	Mrs O’Brien
SMSC	Father Cownley
Curriculum Governor	Mr Potter
E-Safety/Social Media Governors	Mrs Lewis/Mr Potter

*The DfE’s statutory guidance on Keeping Children Safe in Education requires governing boards to:

‘ensure a member of the governing body, usually the chair, is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.’

Items Delegated to an Individual(s)

➤ **Delegation of expenditure and virements**

That sums below **£5,000** be delegated to the Head Teacher.

➤ **Disposal of surplus stock**

Delegated to Head Teacher with the approval of the chair of the governing board.

➤ **Delegation of Suspension**

That suspension be delegated to the chair in instances where the Head Teacher is the person in question or involved in the case. That the Chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

➤ **Approval for Expenditure**

The chair of governors or chair of finance committee be given approval for expenditure above the set limit prior to the finance committee meeting – **only in cases of emergency**

➤ **Appointment of Staff** (ensure no appointment is carried out by one person alone)

Lunchtime / Cleaning / Administration Support Staff	<ul style="list-style-type: none"> • Head Teacher or Deputy Head Teacher • Post Line Manager
Educational Support Staff	<ul style="list-style-type: none"> • Head Teacher • 1 Governor
Teaching Staff	<ul style="list-style-type: none"> • Head Teacher • 2 Governor