

St. Mark's Catholic Primary School



Governing Body Terms of Reference

Written by: Governing body	Approval level: Headteacher / Chair of Governors
Approved by: <i>Miss Bradshaw (Headteacher)</i> <i>Jayne Cross (Vice Chair)</i>	Review date: September 2026

ST MARKS CATHOLIC PRIMARY SCHOOL FULL GOVERNING BODY

The governing body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Members: As per the Instrument of Government

Quorum: 50% of current membership (i.e. quorum does not include vacant positions)

Chair: To be appointed by governing body

Clerk: To be appointed by governing body

Terms of reference:

- Monitor and agree changes to instrument of government including terms of office;
- Appoint, suspend or remove governors in accordance with Regulations*;
- Hold at least three governing body meetings a year*;
- Regulate procedures of meetings e.g. code of confidentiality and code of conduct;
- Appoint or remove the Chair and Vice-Chair*;
- Appoint or remove a Clerk to the governing body*;
- Establish the committees of the governing body and their terms of reference*;
- Decide which functions of the governing body will be delegated to committees, groups and individuals and review the delegation arrangements annually*;
- Appoint the Chair of any committee (this may be delegated to committee);
- Appoint or remove a Clerk to each committee (this may be delegated to the committee);
- Appoint associate members to committees and determine their voting rights;
- Appoint link or designated governors, including performance management governors*;
- Ensure Headteacher provides such reports as requested by the governing body to undertake its role;
- Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing body is necessary*;
- Ensure requirements within Safeguarding Children and Safer Recruitment in Education are met;
- Ensure requirements within the duty to promote Community Cohesion are met;
- Approve the first formal budget plan of the financial year (if not delegated to committee) and best value statement;
- Ensure copies of minutes of full meetings are forwarded to the Local Authority;
- Monitor and keep under review School Development Plan;
- Approve Self Evaluation form;
- Approve school prospectus;
- Approve written description of financial systems and procedures in line with LA's scheme for financing schools;

- Ensure school works within FMSiS or ;
- Publish proposals for alteration, change of category or closure of school*;
- Recruit Headteacher and Deputy Headteacher*;
- Determine arrangements for recruitment of other members of staff;
- Participate in school self review process including review of Governing Body effectiveness;
- Decide on decision to federate or form joint committees with other school Governing Bodies*;
- Any items which individual governing bodies may wish to include;

*these matters cannot be delegated to either a committee or an individual

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

FULL GOVERNING BODY RESOURCES FOCUS

Members: As per the Instrument of Government

Quorum: 50% of current membership (i.e. quorum does not include vacant positions)

Chair: To be appointed by governing body

Clerk: To be appointed by governing body

Terms of reference:

- Establish, approve/recommend (delete as appropriate) to governing body, monitor and review within agreed policy review process, policies relating to:
 - Performance Management and development of staff;
 - Personnel including those relating to appointment of staff, health and safety, discipline, grievance
 - Pay Policy for all categories of staff and to be responsible for its administration
 - Allegations of abuse against staff
 - Staff appraisal
- Determine the staffing structure in consultation with the Headteacher, in relation to the School Improvement Plan and curriculum requirements and, in the light of resources available. Present to governing body for approval;
- Monitor and evaluate the staff development programme in relation to curriculum and professional development needs as identified through performance management procedures and within the context of the School Improvement Plan;
- Oversee the appointment procedure for all staff, having regard to the requirements within Safeguarding Children and Safer Recruitment in Education;
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- Make recommendations on personnel related expenditure to the Full Governing Body;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsibility;
- Agree and monitor training strategy for teachers, support staff and governors;

- In consultation with the Headteacher, draft the first formal budget plan of the financial year and present to the full governing body for approval within required Local Authority timescales;
- Establish, approve/recommend delete as appropriate) to governing body,, monitor and review, within agreed policy review process the following;
 - Charges and remissions policies and expenses policies;
 - Whistle Blowing policy;
 - Give due consideration for meeting best practice requirements as set out in the Financial Management Standards for Schools and ensure compliance;
- Ensure all spending provides value for money in terms of raising standards in education and sign best value statement;
- Benchmark school financial performance against similar schools and report to governing body ;
- Analyse and recommend annual statement of internal control and present to governing body ;
- Establish and maintain an up to date 3 year financial plan;
- Review and monitor the schools financial procedures annually and present draft to governing body for approval (unless approval delegated to committee *see below);
- Receive and review a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body with recommendations for corrective/remedial action;
- Ensure all Standards Fund receivable are used only as described;
- Ensure committee receives relevant, timely and user friendly reports on the budget with meeting papers;
- Ensure that the school operates within the latest Financial Regulations of the Local Authority;
- Ensure school co-operates with audit team including ensuring post audit action plan is drawn up and actioned as appropriate;
- Monitor expenditure of all voluntary funds kept on behalf of the governing body and report on these at least annually to the governing body (including ensuring there is an annual audit of the school fund and other funds held by the school, undertaken by persons independent of operating the accounts, presented to governing body);
- Review service level agreements and make recommendations to the full governing body;
- Make decisions on expenditure following recommendations from other committees;
- Ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- Determine whether sufficient funds are available for pay increments as recommended by the Headteacher/Headteachers Performance Management Panel;
- Undertake an annual review of all expenditure with a view to achieving 'best value' in respect of the use of the delegated budget allocation and ensure a best value statement is adopted by the governing body;
- In the light of the Headteacher Performance Management reviewers recommendations, to determine whether sufficient funds are available for increments;
- Ensure register of pecuniary interest of governors is maintained and reviewed annually and any updates on declarations and interests in agenda items are correctly recorded;
- Ensure governors and particularly finance committee members have access to adequate training opportunities;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsibility;
- Ensure minutes are taken at each meeting and that budget decisions are clearly minuted at both committee and full governing body levels;

- Report back upon matters as may be specifically delegated or devolved to the committee by the governing body* see below
- Provide guidance and assistance to the Headteacher and Governing Body in all matters relating to premises and physical resources;
- Receive and consider audits of the buildings and fabric and recommend remedial action if required;
- Monitor and review services from external providers and, where necessary, make recommendations;
- Undertake an annual review of all sources of income received by school to ensure fees and charges remain appropriate;
- Ensure extended services provided at the school are appropriate to the community are managed effectively;
- Ensure provision contributes effectively to the five Every Child Matters Outcomes;
- Report to the governing body on the effectiveness of the extended services and recommend changes as appropriate;
- Act in accordance with statutory requirements;
- Consult with staff, parents, pupils, Local Authority, Diocesan Authorities, relevant organisations/agencies as appropriate;
- Keep under review service level agreements and service specifications;
- Monitor impact of service level agreements and recommend any changes to the governing body/planning group as appropriate;
- Consider and report back upon matters as may be delegated or devolved to the committee by the governing body* see below.
- Make recommendations premises-related expenditure;
- Establish and keep under review an Accessibility plan;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsible
- Ensure inspection of the premises and grounds, and prepare a statement of priorities for maintenance and development, taking account of the Local Authority Building Condition Survey report;
- Approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts;
- Establish and keep under review a Building Development Plan;
- Establish, approve/recommend (delete as appropriate) to governing body , monitor and review, within agreed policy review process, policies relating to:
 - premises/health and safety issues;
 - use of school buildings policy;
 - charging policy;
 - accessibility plan;
- Monitor the school's compliance with Health and Safety regulations;

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review. The Clerk to governors is only disqualified from attending if the matter for discussion is their own pay or disciplinary.

***Delegated Powers** Any delegated powers should be clearly stated and decisions taken reported back to the next governing body meeting, having due regard to matters that cannot be delegated to committees. (Approval of policies would be considered a delegated function)

FULL GOVERNING BODY STANDARDS AND CURRICULUM FOCUS

Members: As per the Instrument of Government

Quorum: 50% of current membership (i.e. quorum does not include vacant positions)

Chair: To be appointed by governing body

Clerk: To be appointed by governing body

Terms of reference:

- Consider and advise the governing body on standards and school performance and other matters relating to the school's curriculum, including statutory requirements;
- Ensure national curriculum is in place;
- Establish, approve/recommend (delete as appropriate) to governing body * see below, delegated functions), monitor and review, within agreed policy review process the following policies:
 - the schools Curriculum Policy (on an annual basis);
 - Pupil health, safety and welfare (including safeguarding and child protection);
 - Behaviour and discipline;
 - Collective worship;
 - Provision for equal opportunities, Racial Equality, disability equality and gender equality
 - Identification, assessment and provision for pupils with special educational needs
 - Child protection in accordance with statutory requirements and DCSF and Local Authority advice and to ensure the policy is communicated to staff and parents;
 - Home/school agreements
 - Exclusions;
 - Complaints procedure;
- Monitor implementation and evaluation of policies for individual subjects (*there is no requirement for policies for individual subjects to be approved by the governing body however, the governing body should ensure through the Headteacher, that policies are drawn up and put into practice in line with the aims, values, ethos and school development plan agreed by the governing body and in accordance with statutory requirements*);
- Approval all school trips involving an overnight stay away from home (*this may be incorporated into full Governing Body terms*);
- Monitor pupil achievement against published targets;
- Ensure that the school designates members of staff to be responsible for co-ordinating child protection and Looked After Children within the school and for liaising with outside agencies and to receive appropriate training.
- Consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the governing body;
- Make arrangements for the governing body to be represented at School Improvement discussions with the Local Authority and for reports to be received by the governing body;
- Oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To ensure regular reports are received and reported to the governing body;
- Through the Headteacher, monitor and evaluate the effectiveness of teaching and

learning in delivery of the curriculum;

- Through the Headteacher, monitor and evaluate the effectiveness of SEN provision;
- Consider school performance data and agree* or recommend* school targets for pupil attainment to the governing body. *(depends on whether GB delegates authority to committee);
- Monitor and review pupil attendance and absences and use of exclusion;
- Keep under review the Healthy Schools initiative and ensure Government standards for food in schools are met;
- Ensure there are rewards systems in place which impact positively on achievement and behaviour;
- Monitor pupil attendance and absence rates against agreed targets, pupil exclusion rates and to consider strategies to improve them,;
- Review annually in conjunction with the Headteacher the effectiveness of the school's policies in relation to **personal development and well-being** and to report the results of the review to the governing body, including any recommendations for policy changes and priorities for the next School Development Plan;
- Be responsible for addressing issues of relationships with the community and issues of promoting the school;
- Actively seek the views of learners and parents/carers and of the school's stakeholders and partners in order to inform the governing body and Headteacher in their decision making about the way the school is conducted;
- Have oversight of the development of and to monitor extended school provision and to report to the governing body with recommendations (including impact against pupil achievement);
- Be responsible for primary/secondary liaison (as appropriate) and (if appropriate) further education liaison and for education/industry links;
- Review annually in conjunction with the Headteacher the effectiveness of the school's policies in relation to **the views of learners, parents/carers and other stakeholders and partners** and to report the results of the review to the governing body, including any recommendations for policy changes and priorities for the next School Development Plan;
- Be responsible for addressing issues of relationships with the community and issues of promoting the school;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsibility;
- Consider and report back upon matters as may be delegated or devolved to the committee by the Governing Body.

HEAD TEACHERS' PERFORMANCE MANAGEMENT REVIEW

Members: 3 governors

Quorum: Minimum of 2 suggested

Terms of reference:

- Arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance management and review in accordance with current regulations;
- To decide, with the support of the SIP, whether targets have been met and set new targets annually;
- Monitor throughout the year the performance of the Headteacher against the targets;
- Make recommendations to the pay review committee (or pay review sub committee, whichever system is adopted) in respect of pay progression for the successful meeting of targets set.

Disqualification - staff governors

COMPLAINTS COMMITTEE

Members: At least 3 governors (not to include anyone with prior knowledge of the matter to be discussed)

Quorum: 3 governors

Chair: To be appointed by committee

Clerk: It is recommended that the committee be professionally Clerked either by Clerk to governors or external Clerk

Terms of Reference:

- Act in accordance with School Governance Regulations and other legislation affecting the conduct and responsibilities of school governing bodies;
- Consider complaints in accordance with the Schools agreed Complaints Procedure;
- Advise the governing body of decisions taken within the powers delegated by providing feedback (minutes of meetings etc to remain confidential)

Disqualification - The Headteacher, any governor with prior knowledge of the matter to be discussed.

PAY REVIEW COMMITTEE

Members: At least 3 governors. Associate members will not be appointed.

Quorum: 3 governors (to be determined by full governing body)

Chair: To be appointed by Governing Body

Clerk: To be appointed by Governing Body

Terms of reference:

- Make recommendations regarding honorarium awards (if applicable);
- Undertake decisions on recommended annual salary reviews for all staff (including Headteacher);
- Advise governing body of decisions taken within the powers delegated by providing a statement of decisions taken - having regard to confidentiality;
- Assist in monitoring and keeping under review pay policy and make recommendations to full governing body;
- Assist in the determination of availability of funds for pay increments.

Disqualification - staff members, including Headteacher

Delegated Powers

Any delegated powers should be clearly stated and decisions taken reported back to the next governing body meeting, having due regard to matters that cannot be delegated to committees. (Approval of policies would be considered a delegated function)

Many governing bodies maintain pay review committee minutes as confidential; any report to other committees or the governing body would therefore also remain as confidential documents

PUPIL DISCIPLINE

Members: 3 or 5 governors (excluding the Headteacher and any governor with prior knowledge of pupil or incident)

Where it is anticipated the committee may meet regularly, members could be drawn from a panel of available members of the governing body, to be called on a rota basis in alphabetical order, subject to availability.

Quorum: 3 governors

Clerk: To be appointed by governing body

Terms of reference:

- Operate within the statutory procedures relating to pupil exclusions, in particular to consider any representations about fixed term exclusions of between 5 and 15 days in one term, and
- Consider fixed term exclusions of more than 15 days in one term (including exclusions which in aggregate come to more than 15 days) and permanent exclusions.

Review the School Behaviour and Discipline Policy, and make recommendations on changes, to the governing body or relevant committee in light of decisions made.

HEARINGS COMMITTEE - STAFF DISCIPLINE

Members: At least 3 impartial governors excluding the Headteacher (NB. The number appointed to this committee directly affects the number required for an appeal committee) It is suggested that only experienced governors be appointed and consideration given if appointing Chair, who due to their role, will probably have prior knowledge of events.

Quorum: 3 governors

*Clerk - to be appointed by the governing body

Terms of reference:

- Make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)
- Make any decisions under the governing body's personnel procedures e.g. disciplinary, grievance, capability, where the Headteacher is the subject of the action*

Make any decisions relating to any member of staff other than the Headteacher, under the governing body's personnel procedures (*unless delegated to the Headteacher*)

STAFF APPEALS COMMITTEE

Members: No fewer members (impartial governors) than first committee (see also note on membership of hearings committee)

Quorum: At least 3 governors

Clerk: To be appointed by governing body

Terms of reference:

- Consider any appeal against a decision to dismiss a member of staff made by the first committee*
- Consider any appeal against a decision short of dismissal under the governing body's personnel procedures e.g. disciplinary, grievance, capability
- Consider any appeal against selection for redundancy
- Consider and decide upon any salary/pay decisions made by the first committee

Disqualification - The Headteacher, any members of the hearings committee

PUPIL ADMISSIONS COMMITTEE

Members: At least 3 governors (may include the Headteacher)

Quorum: 3 governors

Chair: To be appointed by governing body (or committee)

Clerk: To be appointed by governing body (or Committee)

Terms of Reference:

- Determine offers of places for the annual admissions round in the light of the governors' admissions policy and within the timescales and procedures of the Authority's co-ordinated scheme;
- Determine offers of places to 'mid-term' applicants in the light of the governors' admissions policy and requirements of the Authority's co-ordinated scheme;
- Review the Governing Body's admissions policies annually and make any recommendations for change to the whole Governing Body;
- Ensure publication of the school's Admissions Arrangements in the School Prospectus and/or on-line as required by regulation and Codes of Practice;
- Ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code of Practice;
- Ensure that admission appeals are held according to timescales in the Code of Practice and that appropriate case papers are produced as required;

SAFEGUARDING COMMITTEE

Members: At least 3 governors plus the Headteacher (or including Headteacher if a governor)

Quorum: At least 3 governors (may include Headteacher)

Chair: To be appointed by governing body (or committee)

Clerk: To be appointed by governing body (or committee)

Terms of reference:

1. Background and Overview

The Governing Body has a collective responsibility for safeguarding at the School. The purpose of the Committee is to assist the Governing Body in fulfilling its oversight responsibilities for Child Protection and Safeguarding at the School, and to provide additional support for the Nominated Safeguarding Governor.

2. Objectives

The objective of the Committee is to ensure that the school has effective safeguarding policies which are properly implemented, and that the Governing Body is provided with sufficient information to exercise their collective responsibility for safeguarding. Governors have a duty to ensure that policies are compliant with published legislation and regulations.

3. Duties and Responsibilities

a) Review of Child Protection and Safeguarding Policy

The Committee will:

- Discuss recent regulatory changes;
- Review the Child Protection and Safeguarding Policy at least once a year and report to the Full Governing Body;
- Confirm that measures have been taken to ensure that staff and pupils are aware of the policy and that it is published on the intranet & website.

b) Review effective implementation of the Child Protection and Safeguarding Policy

The Committee will review implementation of safeguarding policy looking at evidence to demonstrate:

- Training; Reporting lines; Review of any relevant complaints;
- Working with Knowsley Safeguarding Children Board [feedback from meetings].

c) Reflection and learning from recent cases or sector guidance

The Committee will:

- Question the DSL about recent safeguarding cases (copies of DSL termly meetings) & identify any new trends and elicit views on what the school is doing to mitigate the risk;
- Review case notes on a sample of cases to identify learning points.

d) Safeguarding Governor

The Safeguarding Governor will report back to the committee on any meetings attended with the school's safeguarding team.

The Committee will annually review and recommend changes to its terms of reference.

The agenda for Committee meetings shall be determined by the Chairman of the Committee in consultation with other members of the Committee as appropriate and shall wherever possible be circulated in advance to persons attending the meeting