

ST EDMUND'S CATHOLIC PRIMARY SCHOOL

Governing Body and Committee Terms of Reference

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 review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote. The Governing Body will

- a) Hold at least 3 meetings per year
- b) Appoint or remove the clerk
- c) Elect a Chair and Vice Chair
- d) Advise all parents of any parent governor vacancies, all staff of staff governor vacancies
- e) Annually adopt the School Development Plan
- f) Set dates of meetings for the year ahead
- g) Note term dates for the academic year and agree the occasional days
- h) Receive Head teacher reports
- i) Review and monitor examination/national test results
- j) Review the level of exclusions and other pastoral matters
- k) Monitor attendance of pupils/staff/governors
- l) Review, adopt and monitor a Freedom of Information Policy
- m) Agree Curriculum plans
- n) Set pupil performance targets
- o) If required, consider the suspension of a governor
- p) Provide induction for new governors
- q) Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- r) Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- s) Annually elect governors for the following responsibilities:-
Curriculum, Personnel & Pay Policy, Finance/Premises, Admissions.
- t) Additionally Governors will undertake individual responsibilities for the Governing Body .
- u) Ensure at least 3 governors are appointed and trained to complete the Head Teacher's Performance Management
- v) Maintain and update annually a file of pecuniary interest declarations
- w) Review, adopt and monitor a governors' expenses policy if necessary.
- x) Review annually the delegation of functions and committee structure and procedures
- y) Organise support and training for governors

Committee Terms of Reference

Membership

- Not less than three governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee. The quorum shall be three Governors

- The committee may make recommendations to the Governing Body for co-option of non-governor members.
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote.
- The Head Teacher may attend any meetings as a governor.

Disqualification

Any member of staff other than the Head Teacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Head Teacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Meetings

- At least three times in each school year prior to ordinary full Governing Body meetings.
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- It is advisable that each committee shall be clerked by the Clerk to Governors. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school)..
- The draft minutes of each meeting will be circulated electronically and with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Child Protection, are delegated to specific committees, all committees should consider relevant aspects of these.
 - The Governors are required to review these Terms of Reference annually.

Specific Terms of Reference

CURRICULUM COMMITTEE

- To review, adopt and monitor an overall curriculum policy.
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review, adopt and monitor policies for Collective Worship and Sex

Education and Attendance

- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To monitor and review the information about school performance and report according to statutory requirements.
- To review, adopt and monitor policies concerning inclusion, equality, drugs education, pupil behaviour and discipline, and child protection, and to monitor their implementation.
- To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- To prepare and publish the school prospectus and school profile.

RESOURCES COMMITTEE

Premises

1. To provide support and guidance for the Head Teacher on all matters relating to the school premises and grounds, security and health and safety.
2. To inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development, for the approval of the governing body.
3. To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts in line with the school's Schedule of Delegation.
4. To be aware of the respective responsibilities of governing body and LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.
5. To undertake an annual health & safety and security audit of the premises and report on same to the governing body; and to ensure that the school complies with health and safety regulations.
6. To report findings of inspections and audits to the Headteacher and liaise with him/her to ensure that action is taken as appropriate.
7. To seek advice from the Local Authority / Diocese as appropriate.
8. To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
9. To prepare a lettings and charges policy for the approval of the governing body and to monitor and evaluate the implementation of that policy as appropriate.
10. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.
11. To annually review and approve the School's scheme of Delegation
12. To annually ratify the school's three year working budget.

Finance

13. In consultation with the Head Teacher to consider the school's income and to draft the first formal budget in the financial year for the governing body to consider.
14. To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
15. To monitor expenditure of all voluntary funds held by the school.
16. To provide guidance and assistance to the Head Teacher and governing body on financial matters.
17. To prepare and review financial policy statements.
18. To authorise the signing off monitoring reports to the LA.
19. To advise the Governing Body on such matters as:
 - the budget needed to run the school in accordance with statutory requirements and the School Development/Improvement Plan
 - ensuring that the Governing Body's financial policy and actions are in accordance with legislation, other statutory requirements and the LA's financial regulations
 - prioritising on major items of expenditure
 - the purchasing of goods and services in the context of Best Value requirements
 - generating additional income.
20. To act in accordance with the school's Schedule of Delegation.
21. To prepare longer term financial plans as appropriate
22. To monitor the implementation of, the SFVS (Schools Financial Value Standards)
23. To approve non-statutory Finance, Staffing and Premises policies on behalf of the Full Governing Body (Statutory policies require full Governing Body approval)
24. The Head Teacher has authority to incur and to authorise expenditure, in accordance with the financial plan and priorities of the Governing Body, subject to the approval of any changes or any virement . Over £20001 after approval of the Resources Committee
25. The Head Teacher has authority to arrange minor items of repair and maintenance, where these are of an emergency nature or are up to a value of **£20000** and the purchase of furniture and equipment up to **£20000** in accordance with the overall plan and priorities of the Governing Body, providing that such expenditure can be met from the agreed budget. Over £20001 after approval of the Resources Committee

Personnel

26. To review the school's Pay Policy, including criteria for the use of discretionary elements of pay provisions and to make recommendations.
27. To determine salary levels in accordance with the Pay Policy.
28. To review staff salaries annually, as required by the regulations in the Pay and Conditions document and make recommendations.

29. To make recommendations to the governing body to ensure that statutory requirements for Performance Management are met.
30. To review and implement procedures for dealing with discipline and grievances and ensure staff are informed of them.
31. To draft and review, in consultation with staff, criteria for redundancy for approval of the governing body.
32. To review the staffing structure as necessary, and at least annually, in relation to the School Plan.
33. To recommend to the governing body staff selection and safer recruitment procedures and to review as necessary.
34. To determine a panel to prepare job descriptions and person specifications for vacancy in Headship or Deputy – to advertise, long and short list, interview and make recommendations to the full Governing Body for ratification. To assist the Head Teacher in the same process for other staff vacancies, excluding casual or short term appointments made by the Head as part of day to day management.
35. To liaise with the LA's Personnel Team and or the Dioceses as appropriate
36. To undertake any formal consultations on Personnel matters.
37. To consider any other Personnel matters the Governing Body deems appropriate.
39. To draft and review equal opportunities, racial equality, disability, age and gender discrimination and all policies covering discrimination law.
40. To ensure that the school complies with all legal requirements.

ADMISSIONS COMMITTEE

1. The Governing Body is responsible for admissions and will be the admissions authority for the school.
2. It is considered good practice to appoint the Head Teacher but she cannot act in place of the governing body in determining the school's admissions policy or in deciding the admission of any individual child.
3. To ensure the necessary and proper consultation on the admission arrangements as required by the DfE Code of practice,
4. To consider where practicable, the co-ordination of admission arrangements with other admission authorities and to be represented on the Admission Forum as necessary.
5. To ensure that the admissions criteria are clear, fair and objective for the benefit of all children and comply with all relevant legislation, guidance and governing body policy.

6. To review the admissions criteria at least once, on an annual basis.
7. To be responsible for the publication of a comprehensive school prospectus which must include, the school's admission arrangements, the appeals procedures, and any other useful information for parents in a clear, easy to understand and accessible format.
8. To keep under review the Planned Admission Numbers and to take any necessary action arising and in accordance with the regulations.
9. The Committee meets as often as is necessary to fulfil its responsibilities and at least once each school term as well as to receive written reports as required.
10. The Committee is authorised to invite attendance at its meetings or co-opt onto its membership any person to assist or advise on a particular matter, including members of the staff of the School who are not Governors, subject to such persons having no right to vote. (Similarly, any representative of the Head Teacher, attending in the absence of the Head Teacher, will have no right to vote at meetings of the Committee).
11. In the event of a need to make urgent decisions, or dealing with any casual requests, between meetings on matters falling within the remit of the Committee, the Chairman of Governors, (in consultation with the Head Teacher, the Chairman of the Committee, and such other Governors as deemed appropriate), will take appropriate action on behalf of the Committee. The decision taken and, when agreed by the Committee, the reasons for urgency will be explained fully at the next appropriate meeting of the Governing Body.
12. To be responsible for preparing and presenting the school's case in response to any appeals

For approval **October 2022**