

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, BRIGHOUSE

The Governors of St Joseph's Catholic Primary School will support all parents/carers of whatever denomination in their responsibility for the academic, physical, spiritual, moral and religious education of their children in accordance with the teachings of the Catholic Church. Governors will endeavour to make the person of Jesus Christ known and loved and to place him and the teachings of the Catholic Church at the centre of the educational experience offered at St Joseph's

The Governing Body takes a strategic role within school, acts as a critical friend and should be accountable for its decisions. It will set aims and objectives and will agree, monitor and review policies, targets and priorities. It will do this by focusing on three strategic core functions.

1. To set the vision, ethos and strategic direction of the school
2. To hold the Headteacher and staff to account for the educational performance of the school and its pupils
3. To oversee the financial performance of the school and to ensure money is spent wisely to ensure "Best Value" for the school

GOVERNING BODY & COMMITTEE STRUCTURE

TERMS OF REFERENCE: 2017/18

FULL GOVERNING BODY

Terms of Reference

- To appoint or remove the Chair and Vice Chair of the Governing Body
- To appoint or remove the Clerk to the Governing Body
- To decide which functions of the Governing Body will be delegated to a committee or group of the Governing Body. Formal approval of the revenue budget to remain with the full governing body.
- To establish the committees and groups of the Governing Body, their terms of reference, to appoint the committee Chair and group lead governor
- To receive reports from the Head, any committee, group, individual or external source and consider whether any further action by the Governing Body is necessary
- To review delegation arrangements and terms of reference annually

- In liaison with the Parish Priest to recommend to the Diocese the appointment of new Foundation Governors or the suspension/removal of existing Foundation Governors as necessary
- To seek nominations for parent or staff governors as vacancies arise and to suspend/remove those governors by majority decision of the Governing Body where circumstances dictate. (School Governance (Amendment) Regulations 2017)
- To seek to appoint or suspend/remove any other category of governor as necessary

Membership: As per the Instrument of Government

Quorum: One half of the number of governors in post, providing there is a majority of Foundation Governors present

Frequency of Meeting: At least once a term

Link Governors:

- Governor Training
- Website Information/Compliance

ROLE OF THE CHAIR OF GOVERNORS:

- To ensure the business of the Governing Body is conducted properly, in accordance with legal, Diocesan and Local Authority requirements
- To draft, in liaison with the clerk to governors, the agenda for Governing Body meetings and ensure they are run effectively, focusing on priorities and ensuring all members have equal opportunity to participate in discussions and decision making
- To establish an effective professional relationship with the Head, respecting the operational role of the Head whilst as Chair providing strategic direction
- If any vote is tied, the Chair shall have the casting vote
- Call emergency meetings when necessary and make public statements on behalf of the Governing Body as required
- To ensure all governors are given appropriate access to training offered by the Diocese of Leeds, the Local Authority and its partner training providers, and other providers
- To make provision for an assessment of the effectiveness of the Governing Body and the Chair, including the completion of an annual skills audit and to act on any recommendations
- These duties apply to the Vice-Chair when the Chair is unavailable

ROLE OF THE CLERK TO THE GOVERNING BODY:

- To maintain a register of members of the Governing Body
- To advise the Governing Body on constitutional and procedural matters and duties and to give and receive notices in line with relevant regulations
- To convene meetings of the Governing Body and in liaison with the Chair of Governors, draft the agenda for meetings of the Full Governing Body.
- To attend meetings of the Governing Body and ensure minutes are taken together with a register of attendance

ROLE OF THE CHAIR OF A COMMITTEE:

- Will not normally be the Chair of Governors
- To be responsible, together with the Chair of Governors, for setting the agenda for meetings
- To ensure minutes of meetings are recorded and presented to the next full Governing Body meeting
- To ensure the business of the committee is conducted properly and in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and ensuring all members have equal opportunity to participate in discussions and decision making
- If the normal Chair is absent, members can elect a Chair for that meeting
- If any vote is tied, the Chair shall have the casting vote

ROLE OF THE LINK GOVERNOR:

- Liaise with the appropriate member of staff
- Visit school to gather information concerning their area of responsibility and to increase their knowledge of the school
- Report to the full Governing Body or committee as appropriate to report on developments and progress within their area of responsibility
- Raise the profile of the area of responsibility when related matters are discussed by the Governing Body
- Attend training as appropriate

COMMITTEES OF THE GOVERNING BODY:

These are the committees to which aspects of the work of the full Governing Body have been delegated. Each committee is delegated full decision making responsibility and as such, decisions made by these committees are binding on the full Governing Body.

- ❖ Resources
- ❖ Personnel & Admissions/Exclusion
- ❖ School Improvement
- ❖ Pupil Support
- ❖ Appeals

RESOURCES COMMITTEE

Terms of Reference: This committee will focus on issues relating to finance and school premises maintenance and development

Membership: Chair of Governors, Headteacher and five other governors with Foundation Governors in the majority

Quorum: Shall be three governors, providing there is a majority of Foundation Governors present.

Frequency of meeting: Once a term, with additional meetings as required

Finance:

- Establish and maintain a three year financial plan
- Establish, monitor and review a pay policy for all categories of staff
- Approve the school budget and monitor the same
- Comply with financial management requirements
- Annually review Service Level Agreements, charging and expenses policies
- Establish spending limits for the Head and committee without reference to the full Governing Body

Premises:

- Establish and maintain a premises maintenance and development plan
- Oversee costs and arrangements for school premise maintenance and development projects and to monitor the same
- Comply with Health and Safety requirements and establish and keep under review an Accessibility Plan

Link Governor: Health and Safety

PERSONNEL & ADMISSIONS/EXCLUSIONS COMMITTEE

Terms of Reference: This committee will focus on Personnel issues within school, the admission of prospective pupils to the school and the exclusion of existing pupils.

Membership: Chair of Governors, Headteacher and five other governors with Foundation Governors in the majority

Quorum: Shall be three governors, providing there are a majority of Foundation Governors present

Frequency of meeting: Once a term with additional meetings as required.

Personnel:

- Draft and keep under review the staffing structure of the school, in consultation with the Head, so as to be able to adjust staffing levels as necessary
- Oversee the appointment procedure for all staff, noting that members of this committee will access Safer Recruitment training to comply with legal requirements
- Keep under review staff work/life balance, working conditions and wellbeing, including absence levels
- Establish, monitor and review a Performance Management Policy for all staff

Admissions/Exclusions:

- This committee is the admissions authority for the school
- Determine, within Governing Body policy and statutory provision, whether any child should be granted admission to the school
- Review admissions arrangements in line with Department for Education policy and Diocesan guidance and make any necessary changes
- Determine, within statutory provision, whether to uphold the exclusion of a child from school by the Head

SCHOOL IMPROVEMENT COMMITTEE

Terms of Reference: This committee will focus on issues relating to the continual improvement of the school, in terms of the curriculum, teaching and pupil progress as well as the provision offered by the school in terms of Religious Education and the Catholic Life of the school

Membership: Chair of Governors and the Headteacher plus five other governors with a majority of Foundation Governors

Quorum: Shall be three, providing there is a majority of Foundation Governors

Frequency of meeting: Committee will meet once a term and as required

School Improvement:

- Continually strive to work with staff to improve the school
- Consider and advise the Governing Body on standards within school and on matters relating to the curriculum, including statutory requirements and the school's curriculum policies
- Consider curricular and staffing issues which have implications for finance and personnel and make recommendations to appropriate committees
- Make arrangements for school standards reports made by external agencies to be available to the full Governing Body
- Oversee arrangements for individual governors to take account of specific areas of provision and for the committee to receive regular curriculum presentations from staff with identified curriculum responsibility
- Ensure a daily Act of Worship takes place within school and to ensure 10% of teaching time is allocated to Religious Education

Link Governors:

- EYFS – Early Years Foundation Stage
- Key Stage 1
- Key Stage 2
- RE – Curriculum and Life of School

PUPIL SUPPORT COMMITTEE

Terms of Reference: This committee will provide guidance, support and challenge to the Head, SENCO and DSL (Designated Safeguarding Lead) in all matters relating to the support of and provision for all pupils in school, with a particular emphasis on:

- Child Protection including Looked after Children
- Personal Development, Behaviour and Welfare
- Pupil & Sports Premium
- Safeguarding
- SEND provision (Special Educational Need and Disability) including Gifted and Talented provision.

Membership: Chair of Governors and Headteacher plus five other governors with a majority of Foundation Governors. The SENCO and DSL will be co-opted as required.

Quorum: Shall be three with a majority of Foundation Governors

Frequency of meeting: Committee will meet once a term and as required

Pupil Support:

- Establish relevant and effective policies for the management and review of the above categories
- Maintain a regular review of the support offered to pupils under these headings and to be satisfied these pupils continue to make progress in school
- Ensure all relevant training is accessed by governors to ensure they fulfil their statutory obligations and that such training is refreshed as appropriate
- Provide information to parents, the Local Authority and others as appropriate, as to how the school discharges its responsibility under these headings
- Oversee arrangements for individual governors to take account of specific areas of responsibility

Link Governors:

- Child Protection & Safeguarding
- Personal Development & Premium Link governor
- Gifted and Talented & SEND

APPEALS COMMITTEE

Terms of Reference: This committee will be co-opted and hear appeals as and when the need arises.

Membership: The committee shall consist of three governors, with a Foundation Governor majority. A disqualification applies to any governor involved in the original decision being appealed against or any governor with prior knowledge.

Quorum: Shall be three governors

Frequency of meeting: As required

Appeals:

- To hear an appeal against a decision of a sub-committee or group of the full Governing Body
- To hear an appeal against a pupil being excluded from the school

GROUPS OF THE GOVERNING BODY:

PAY GROUP:

Terms of Reference:

- Shall consist of three governors, including at least two foundation governors. One governor shall be nominated as lead governor for this group.
- A disqualification for membership of this group applies to any relevant person employed at the school, as the item for consideration is normally the pay review of a person employed at the school.
- Consider recommendations made by the Headteacher in respect of pay increments for staff members following the performance management process.
- Consider recommendations made by the Performance Management group in respect of headteacher pay following that process.

Quorum: Shall be all three governors

Frequency of meeting: As necessary to consider recommendations in respect of pay, following the Performance Management process

PERFORMANCE MANAGEMENT GROUP:

Terms of Reference:

- Shall consist of three governors, including at least two foundation governors. One governor shall be nominated lead governor for this group.
- A disqualification for membership of this group applies to any relevant person employed at the school, as this group oversees the performance management of the Headteacher.
- Meet with the external adviser to discuss the Head's performance targets
- Regularly monitor the performance of the Head against targets.
- Decide, with the support of the external adviser, whether targets have been met and to set new targets annually.
- Have an overview of the performance management process in school.
- Make recommendations to the Pay group in respect of rewards for the successful meeting of targets

Quorum: Shall be two governors, except when meeting with the external adviser when all three will be expected to attend.

Frequency of meeting: Once a term, with additional meetings as required.