

Copy as of October 2017

St Mary's Catholic Primary School Halifax

A Community where we Live Learn and Laugh Together in God's Love



**Governors' Policy Document Relating to the Aims,
Composition and Working of the
Governing Body.**

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The Governors' Mission Statement

In order that our school may contribute to the Church's teaching mission, the Governors of St Mary's School are committed to actively and creatively managing and supporting the school by:-

- promoting and developing the Catholic nature of the school
- fulfilling the prescribed statutory requirements and responsibilities.
- setting the strategic direction of the school into the future
- maintaining an effective partnership with the Leeds Diocese and Calderdale Local Authority
- developing supportive relationships with the school's staff, pupils and parents
- fostering active relationships with the parishes served by the school
- promoting the school in the community
- working co-operatively with other Catholic Schools within the Deanery and Diocese
- ensuring that there is a rigorous focus on improving standards
- challenging the headteacher

The Composition of the Governing Body:-

The Governing Body will be made up of:

- 7 Foundation Governors who are appointed by the Diocese of Leeds on the recommendation of our Parish Priests – 3 of whom should have children in or have been associated with the school at the time of appointment.
- 2 Parent Governors elected by the Parent Body
- 1 Staff Governor elected by the Staff
- 1 Local Authority appointed Governor
- 1 Head Teacher Governor
- The Governors invite the Deputy Headteacher to attend without a voting right.
- The Governors may co-opt an additional member (without voting rights) as necessary.
- The Deputy Headteacher is invited to attend all meetings except those where a conflict of interest may occur.

Officers of the Governing Body

The Officers of the Governing Body are:-

- the Chair
- the Vice-Chair
- the Clerk to the Governors – who also takes minutes at full meetings

The Governing Body, fulfilling the statutory requirement, appoints members of the Governing Body as Governors with particular responsibility for

- H&S
- Training Coordinator
- RE & Faith Life
- Safeguarding
- SEN & Inclusion
- Pupil Premium

The Working Methods of the Governing Body:-

The Governing Body shall exercise its function through:

- full meetings of the Governing Body
- Resources Committee
- Pupil Committee
- Appeals Panel (3 Governors)
- Head's Performance Management Panel (3 Governors)
- Admissions Committee
- information visits to the school
- involvement, when possible, in school events
- working groups
- Executive Meetings

Full meetings of the Governing Body

These will be held at least once per term.

The Deputy Head Teacher, SLT1 staff members and other staff members can be invited to attend Governors' Meetings as observers or to contribute in a pre-agreed way (ie: Reporting on performance data). They will be entitled to contribute to discussions and decisions made where appropriate. They may be asked to present information to the Governors in a variety of formats as appropriate. They do not have a vote.

Committees of the Governing Body

•	Pupil Committee
•	Resources Committee
•	Admissions Committee
•	Head's Performance Management Committee
•	Appeals Committee

The Appeals Panel

Members of the Appeals Panel are appointed when necessary, from Governors who do not serve on the Resources Committee. This is also the case where a Disciplinary matter is being dealt with. (See Discipline Policy)

The Pay Committee

This is constituted from non-staff members of the Resources Committee. (See Pay Policy)

Executive Meetings

Executive Meetings between the Chair of Governors, Clerk to the Governors and the Head Teacher are held in order to deal with any issues arising between Governors' Meetings and to plan the agenda of Governors' Meetings.

The Headteacher and Chair of Governors meet fortnightly to discuss issues and events, meetings and correspondence as necessary. These meetings are minuted.

Admissions Committee

The initial Foundation intake will be administered by a committee made up of two foundation Governors, one of whom must be the Chair or Vice-Chair of Governors and the headteacher. The headteacher will administer all other admission requests in-year with assistance from the Admission Committee and within a LA Behaviour & Attendance Collaborative (BAC) where appropriate.

Admissions will be administered by the LA (through the local BAC) but offers will only be made through the headteacher on behalf of the Governing Body, which is its own Admissions Authority.

Formal and Informal Visits

All Governors have been allocated a teacher to work with, throughout their time in office. Governors should make it a prime mission to become familiar with the role their allocated teacher undertakes, as well as understanding the class they teach each year.

All Governors are expected to visit the school on an informal basis in order to develop relationships with staff and pupils and in order to develop awareness of the life of the school.

Governors are expected to share their experiences of visits to class and to school at each full meeting (3 minutes each maximum) as a fixed item.

School Events

Governors are encouraged to attend important school events such as (Masses, Summer Fayre and Christmas Fayre, Year 6 Leavers Performance etc.) whenever possible.

They attend the Parents' Evenings held twice each year and ensure there are opportunities to hear the views of parents about the school.

Working Groups

Governors may be requested to contribute to working groups set up for specific projects.

The Resources Committee

Membership

This committee will be made up of Governors appointed to serve on it, following a Skills Audit carried out by the Clerk and Chair in September 2017. The Chair of the committee is elected by members of the committee at their first meeting each academic year. Other governors or other persons may be co-opted during the year. The committee will be considered quorate where the majority are Foundation Governors.

Meetings

There will be at least one meeting of the Committee each term on dates and at times convenient to the members.

Minutes

The Committee will be responsible for ensuring that minutes of meetings are kept and submitted to the full Governing Body. The Committee will agree a minute taker at each meeting. This should not normally be the headteacher.

Terms of Reference

The Committee will be established by the Governing Body to act on its behalf in:-

- Finance
- Premises

- Personnel
- Capital Projects
- Budget construction and monitoring
- Health and Safety
- Appointment of all teaching staff
- Pay policy
- Marketing of the school
- Website and other communication media
- Diocesan collaboration and communication
- Determining the levels of financial delegation for the headteacher
- Responding to LA Audits
- Responsibility for Health and Safety – management, monitoring.

Levels of delegation

- Agreed levels of appointment delegation are :-
Headteacherappointed by Full Governors
Deputy and other teachersby selected committee and headteacher
Other staff..... by the headteacher (involving Committee members as appropriate).

The Pay Committee of Governors is constituted from this committee in accordance with the Pay Policy. It will consider and approve pay recommendations made by the headteacher.

Process of compiling the school budget.

During the Spring term each year the Headteacher will lead the budget review and building process with the assistance of the Bursar, through the committee structure, building a budget that will be presented to the full Governing body for approval as close to the 1st April as is possible.

The Senior Leadership team will draw together information from a range of sources including Subject Leaders, Site Manager, Administrators, CPD needs, views of individual staff, pupils and parents as part of the annual School Improvement process. Through strategic planning and consultation a costed view of priorities for the short and medium terms is established and becomes the development section of the spending proposals required for the following year.

Working with the Finance Bursar a draft budget is built, with various options to be presented to the Resources Committee. Once a final view of agreed proposals is established the final budget with secure costings is presented to the full Governors for agreement, together with a three year overview as near to the 1st April as can be arranged given varying term dates and the provision of secure financial knowledge by the Local Authority.

The Resources Committee monitors the budget from that point onwards for the rest of the financial year.

Pupil Committee

Membership

This committee will be made up of Governors appointed to serve on it, following a Skills Audit carried out by the Clerk and Chair in September 2017. The Chair of the committee is elected by members of the committee at their first meeting each academic year. Other governors or other persons may be co-opted during the year. The committee will be considered quorate where the majority are Foundation Governors.

Meetings

There will be at least one meeting of the Committee each term on dates and at times convenient to the members.

Minutes

The Committee will be responsible for ensuring that minutes of meetings are kept and submitted to the full Governing Body. The Committee will agree a minute taker at each meeting. This should not normally be the headteacher.

Terms of Reference

The Committee will be established by the Governing Body to act on its behalf in:-

- Catholic Life and RE Curriculum
- Delivery of National Curriculum
- Provision of extended curriculum content
- Standards of attainment and achievement
- Attainment Data
- Policies – Review and Approval
- Supervision and strategic direction of the After-School Club
- SEN Provision
- Safeguarding
- DBS Supervision

The Head's Performance Management Committee

Membership

This Committee will be made up of members appointed by the Chair to serve on it. Membership of the committee will be three Governors with at least one of the membership being a Foundation Governor. Membership is determined at the first Governors' meeting of the academic year. Members should be ideally members of the Resources Committee.

Meetings

There will be at least two meetings of the Committee each year. Typically these will be as follows:-

Autumn term Head's previous objectives review and the setting of new objectives with the help of the appointed School Improvement Partner.

Spring term Review Meeting to evaluate progress and any issues arising that will hinder progress.

Meetings will take place on dates and times convenient to all members, but the annual review and objective setting must be completed by **31st October 2017**.

Minutes

The Committee shall be responsible for ensuring that minutes of meetings are kept and submitted to the full Governing Body with items of confidentiality noted and kept in accordance with the Performance Management Policy.

Terms of Reference

The Head's Performance Management Committee will:-

- work with the Headteacher to ensure that the performance of teachers is regularly reviewed and monitor that process.
- organise and liaise with School Improvement Partner in order to undertake the Headteacher's review.
- undertake the Headteacher's performance management review with the School Improvement Partner and head and the set objectives on behalf of the

Governing Body.

- Report to the Chair of Governors and Governing Body on outcomes of the review process and on the work of the committee.
- Make recommendations to the Pay Committee on any incremental progression.

Revised October 2017 (Resources Committee)

challenging the senior leaders on the performance of pupils in the school as a whole and in groups such as EAL, Disadvantaged, Ethnic Group etc.

ensuring the organisation and delivery of the curriculum in accordance with statutory requirements ensuring the organisation and delivery of the Religious Education curriculum in accordance with Diocesan directives

approving the draft policy and implementation statements of curriculum policies drawn up by those responsible

ensuring the monitoring and reviewing of curriculum policies

encouraging and supporting the staff in initiatives which will extend and enrich the learning opportunities for pupils

presenting and reviewing curriculum targets and challenging SLT members on the standards achieved by the school

monitoring curriculum organisation and outputs and holding the school staff to account for the academic standards of the school, e.g. SATS results, with a view to assisting in the facilitation and support of curriculum development.