



St Peter's Catholic Primary School



Governing Body - Terms of Reference

This document outlines the key roles, responsibilities and structure of the Governing Body at St Peter's Catholic Primary School. It is not meant to be exhaustive in its content, rather than giving a summary of all the main topics. For more detailed information please refer to The Governors Handbook 2017 (DfE), The school Inspection Handbook, September 2018 (OFSTED)

Purpose

- According to the Department for Education there are three key responsibilities of the Governing Body:
- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

These functions came into force in September 2013 and in the criteria Ofsted inspectors use to judge the effectiveness of governance in both maintained schools and academies.

According to the Ofsted School Inspection Handbook there are 14 key responsibilities of a governing body and inspectors should consider whether governors:

- Carry out their statutory duties, such as safeguarding, and understand the boundaries of their role as governors
- Ensure that they and the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in modern Britain.
- Ensure clarity of vision, ethos and strategic direction, including long-term planning
- Contribute to the school's self-evaluation and understand its strengths and weaknesses, including the quality of teaching, and reviewing the impact of their own work
- Understand and take sufficient account of pupil data, particularly their understanding and use of the school data dashboard
- Assure themselves of the rigour of the assessment process
- Are aware of the impact of the teaching and learning and progress in different subjects and year groups
- Provide challenge and hold the headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety, including by using the data dashboard, other progress data, examination outcomes and test results; or whether they hinder school improvement by failing to tackle key concerns or developing their own skills
- Use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics
- Ensure solvency and probity and that the financial resources made available to the school are managed effectively
- Are providing support for an effective headteacher
- Monitor performance management systems and understand how the school makes decisions about teachers' salary progression, including the performance management of the headteacher, to improve teaching, leadership and management
- Engage with key stakeholders
- Are transparent and accountable, including in terms of recruitment of staff, governance structures, attendance at meetings, and contact with parents and carers.

Membership

1. Governors

The Governing Body of St Peter's Catholic Primary School consists of 12 Governors as follows:

7 Foundation Governors

1 Local Authority Governor

1 Staff Governor

2 Parent Governors

Headteacher

2. Co-opted Governors

We currently do not have any Co-opted Governors

3. Terms of Office

Foundation Governors and LA appointed Governors hold their post for a four year term

Staff Governor holds their post for four years

Parent Governors hold their post for four years

Governor Eligibility, forthcoming post ending dates, current vacancies and other current details will be reviewed termly

The appointment to the Clerk is agreed annually at the Business Meeting during the Autumn Term

4. Members Details

The Governing Body maintains the following records about its members:

Personal Contact Details

Committee Membership

Governors Pecuniary/Business Interest declarations

Disclosure & Barring Service (DBS) checks

The Roles and Responsibilities of the Chair and Vice Chair of the Governing Body

It is the responsibility of the Governing Body to appoint a Chair & Vice Chair at the first meeting of the Governing Body after such a post becomes vacant. We have agreed a term of office is four years, reviewed and reconfirmed at Full Governing Body annually. These posts cannot be held by employees of the school. The Governing Body is also empowered to remove the incumbent Chair and Vice Chair during the term of office should the Governing Body consider this appropriate action.

- To ensure the business of the Governing Body is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.

Clerk to the Governing Body

It is the responsibility of the Governing Body to:

- Appoint a Clerk to the Governing body at the start of the Autumn Term, or re-affirm the appointment of the existing Clerk.
- Remove the incumbent Clerk during the term of office should the Governing Body consider this action appropriate, and appoint a replacement Clerk to cover the end of the outgoing Clerk's current term.
- Appoint a replacement Clerk at the next full meeting of the Governing Body if the Clerk resigns during the one year term. This Clerk will hold the post until the end of the existing term of office.

The post of Clerk cannot be held by any of the existing Governors including the Headteacher. In the absence of a Clerk, a meeting may be clerked by one of the attending Governors, but not the Headteacher.

The Role of the Clerk to Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- To advise the Governing Body on Constitutional and Procedural matters, duties and powers.
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure that accurate minutes are taken
- To maintain a register of Governing Body Members and report any vacancies
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing body from time to time

Meetings

Conduct

Legality: A full meeting of the Governing Body is only legal when it has been formally convened by the Clerk to the Governing Body at least 7 days prior to the meeting taking place.

Attendees: All Governors are expected to attend Governing Body meetings. Other invites to Governing Body meeting are issued at the discretion of Chair of Governors.

Apologies: Apologies must be made in advance; Governor apologies will be considered at the Governing Body meeting and accepted if agreed by the majority of attending Governors.

Quorum: A Governing Body meeting is able to proceed when at least 50% of Governors in post are present.

Chairing the meeting: The Chair of the Governing Body will chair Governing Body meetings unless they delegate the task to another Governor. In the planned absence of the Chair, the Vice chair will officiate at the meeting.

Decisions: The Governing Body will generally make decisions by consensus. Where voting is applied to the decision making process, unless otherwise decided by the Governing Body beforehand, the outcome of any vote will be determined by a majority of greater than 50%. In the event of a tied vote the Chair of the meeting has a deciding second vote or the right of veto.

Pecuniary/Business Interest: The "Standing Order for the Declaration of Pecuniary/Business Interests" applies.

Confidentiality: All items discussed at the Governing Body meetings are confidential to the Governors until the minutes of the meeting are approved, unless otherwise clearly stated in the meeting.

Frequency

As a minimum, the Governing Body meets as follows, exceeding its legal obligations to meet 3 times a year:

Autumn Term: Business Meeting – this meeting takes place before any committees meet so that the terms of reference and membership of these committees can be ratified and the year planning is agreed. Chair and Vice Chair are elected or confirmed.

Autumn Term: All four committees meet followed by the Governing Body Meeting

Spring Term: All four committees meet followed by the Governing Body Meeting

Summer Term: All four committees meet followed by the Governing Body Meeting

Agenda

The agenda is prepared by the Chair in partnership with the Headteacher and Clerk and will incorporate all matters arising from the previous meeting. Any items submitted by other governors for consideration must be sent to the Chair and Clerk two weeks prior to the Full Governing Body meeting to ensure inclusion in the agenda.

Minutes

Minutes are taken at the meetings by the Clerk. The draft is checked by the Chair and Headteacher, and minutes issued to governors within two weeks of meeting, minutes are approved at the following meeting.

At each Governors Meeting/Committee there is the facility for a part B meeting, the types of things in part B include any confidential items where pupil or staff names might be revealed; additionally time-sensitive items, which are confidential at the time if the meeting but may become public in the future.

Statutory Responsibilities

SEN

Teachers Pay

Admissions

School statement of behaviour

Staff discipline, capability and grievance

Child Protection

Supporting pupils with medical needs

Delegation of Responsibilities

The Governing Body may delegate any of its functions (with the exception to those listed below) to:

- A Committee
- Any Governor other than who is the Headteacher
- The Headteacher, where the function being delegated does not directly concern the Headteacher

Where the Governing Body has delegated functions, this does not prevent the governing body from exercising those functions.

The governing body has delegations must review annually the functions they have delegated

The Governing Body may not delegate the following functions to an individual, although they can be delegated to a committee

- Approval to the first formal budget plan of the financial year
- Suspension of Governors
- Permanent exclusion of pupils

Any individual or committee with delegated responsibility must report to the Governing Body advising of all actions taken or decisions made relating to that delegated function.

Retained Responsibilities of the Governing Body

The following responsibilities remain the responsibility of the whole Governing Body:

- Review and document approval of delegation arrangements annually.
- Review the committee structures annually
- Review the purpose and delegated authority of working parties annually
- Together with Senior Leadership Team set the strategic direction of the school
- Together with the Senior Leadership Team set the school's vision, mission, values, ethos and priorities in line with the strategy
- Determine the standards of conduct for the whole school community
- Contribute to, approve and review the school's Self Evaluation Form (SEF)
- Review and approve the School Improvement Plan (SDP)
- Review and approve all statutory School Policies
- Monitor Admissions, admission appeals and pupil number trends
- Monitor the Equality Policy to ensure that it is compliant with current legislation and fully implemented within the school

The Governing body also has a responsibility towards its own members:

- Facilitate Governors' visits to school
- Undertake an annual Governance Self Evaluation
- Advertise Parent Governor vacancies to parents & carers and Staff Governor vacancies to staff
- Appoint Foundation Governors as vacancies arise.

Committee Terms of Reference

Curriculum Committee

Includes: Admissions, Attendance, Safeguarding & Behaviour (Appeals)

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- Additional items which individual Governing Bodies may wish to include

Quorum – would require 5 Governors

Committee Established: 19th September 2018

Review Date: September 2019

Premises Committee

Includes: Health & Safety, Emergency Management Plan and Administration of Medication

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- Additional items which individual Governing Bodies may wish to include

Quorum – would require 3 Governors

Committee Established: 19th September 2018

Review Date: September 2019

Pay & Personnel Committee

Includes: Pay, Performance Management, Appointments, Dismissal, Capability and Appeals.

- Oversee and review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Whole School Pay Policy and to be responsible for its administration and review
- To oversee the appointment procedure for all staff including safer recruitment
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee

- To consider any appeal against a decision on pay grading or pay awards
- Additional items which individual Governing Bodies may wish to include

Quorum – would require 3 Governors

Committee Established: 19th September 2018

Review Date: September 2019

Headteacher's Performance Committee

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- Additional items which individual Governing Bodies may wish to include

Membership is 3 Governors

External Adviser Mr David Abrams (School Improvement Officer)

Committee Established: 19th September 2018

Review Date: September 2019

Finance Committee

- To monitor, review and evaluate financial aspects of the School Improvement Plan.
- To establish, maintain and update a three-year financial plan.
- To review and agree the School's Financial Policies and Procedures ensuring compliance with the Scheme for Financing Schools, the Schools' Financial Value Standard and Wirral Council's Financial Regulations.
- To recommend the annual budget for ratification by the full Governing Body and submission to the LA in line with statutory guidance and timescales
- To determine the limits of authority and for virement between budget headings
- To determine the limits of authority for headteacher, Finance Committee & Full Governing Body
- To determine the limit for the petty cash imprest account, and petty cash transactions / cheque book imprest account
- To monitor the school's revenue and capital budget at each termly meeting and bring any major variations or discrepancies to the immediate attention of the Full Governing Body
- To monitor and evaluate expenditure of income generated by the school, including grants and unofficial funds ensuring that spending provides best value and is linked to the school's agreed priorities
- To ensure adherence to the Schools Financial Value Standard [SFVS]
- To respond to the questionnaire on SFVS and submit to the Local Authority by 31 March each year
- To review reports by the internal audit service on the effectiveness of the school's financial procedures and controls and ensure all recommendations are actioned promptly.
- To examine & monitor the School Fund / Voluntary Fund account, arrange for an annual independent audit, and submit the audit report and certificate to the Full Governing Body
- To report to the Full Governing Body on the adequacy of resources [including IT provision] available to the students.
- To authorise and monitor the use of devolved formula capital funds

- To review, monitor and advise the Full Governing Body on support services and contracts, including service level agreements, curriculum support and supply insurance cover, ensuring they are fit for purpose and deliver good value for money
- To provide financial information to the LA as required
- To ensure the school maintains an up to date Assets Register
- To ensure the school maintains a register of interests for members of the Governing Body and members of staff.
- To liaise with the Personnel and Pay Committee to determine the staffing structure according to the needs of the school, and make recommendations to the management committee.
- To consider submissions by other committees for the allocation of resources.

Quorum – would require 3 Governors

Committee Established: 19th September 2018

Review Date: September 2019