

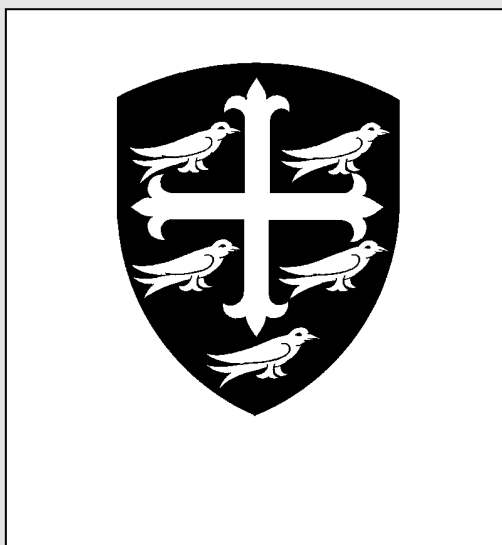
ST MARY'S CATHOLIC PRIMARY SCHOOL

GOVERNING BOARD

COMMITTEE STRUCTURE,

TERMS OF REFERENCE

AND SCHEMES OF DELEGATION



2020-2021

ADOPTED ON 12th November 2020.

SIGNED ***Chair of Governing Board***

The Role of the Chair of the Governing Board

- ❖ To ensure the business of the Governing Board is conducted properly, in accordance with legal and London Borough of Hammersmith and Fulham delegation 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 Head Teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Head Teacher and provides strategic direction.

Disqualification – the Head Teacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Board

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

Disqualification – Governors, Associate Members, the Head Teacher

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee 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.

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken.
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time.

Disqualification – the Head Teacher

The Governing Board

In accordance with education legislation the Governing Board and its committees will act with integrity, objectivity and in the best interests of the school. It should be open about their decisions and actions. It 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.

- **To agree constitutional matters***, including procedures where the Governing Board has discretion.
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Board meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board and their terms of reference***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- **To review the delegation arrangements annually***
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.

- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review a protocol for the Governing Board.
- To establish and keep under review arrangements for Governors' visits to school.
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- Undertake the recruitment and selection of the Head Teacher and Deputy Head Teacher.

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

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

Membership – As per the Instrument of Government

Chair of the Governing Board	Nicolette Moser
Vice-Chair of the Governing Board	Vanessa Morgan (<i>acting until autumn 2021</i>)
Clerk to the Governing Board	Rachel Jerrome
Quorum:	One half of the number of Governors in post

Committee Structure

The following three committees:

- 1) Finance, Staffing, Premises, Health and Safety (FSPHS).
- 2) Curriculum, Parents, Pupils and School Community (CPPSC)
- 3) Admissions Committee (AC)

Terms of Reference for all Committees

- **Membership:** A minimum of three governors. Additional people can be appointed and given voting rights (associate members), but must not outnumber the governor members on the committee.
- **Quorum: One** half of the number of governors on the committee, but not less than three governors.
- Meetings of the committees will be held at least once per term.
- **Procedures:** the committee shall follow the procedures required by the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

General Responsibilities of all Committees

- **To act strategically**, in accordance with the School Government Terms of Reference Regulations.
- **To provide** regular written minutes of meetings to the Governing Board, identifying decisions taken or action required, and to keep a signed copy of all minutes at the school, available for inspection on request.
- **To establish** a list of policies coming within the area of responsibility of the committee and monitor, evaluate and review them regularly.
- **To review** the effectiveness of the committee and recommend variations to the terms of reference.

Finance, Staffing, Premises, Health and Safety Committee

Finance Terms of reference:

- In consultation with the Head Teacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date 3-year financial plan.
- To consider and plan for medium to longer term financial risks (3-year to 5-year).
- To annually review benchmarking data.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board.
- To ensure that the school operates within the Financial Regulations of the Local Authority.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher.
- In the light of the Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- Draft the School Pay Policy and present it to the governing body for approval.
- Review and monitor the implementation of the School Pay Policy.

Scheme of delegation to the Head Teacher

- To authorise expenditure, in line with the school's financial policy, within the agreed budget plan.
- To approve any urgent/emergency expenditure not identified in the agreed budget plan to a limit of ***£10,000 per term** in consultation with the Chair of FSPHS Committee and to report said expenditure to the committee.
- For any urgent/emergency expenditure **over *£10,000** the Head Teacher must have prior approval from the Chair of FSPHS Committee.
- For any urgent/emergency expenditure **over *£15,000** the Head Teacher must have prior approval from the Chair of FSPHS Committee.

- For any urgent/emergency expenditure **over *£25,000** the Head Teacher must have prior approval from the full Governing Board.
- To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the school development plan, subject to the following limits:
 - **Up to *£10,000**
 - **Over *£10,000** in consultation with Chair of FSPHS Committee
 - **Over *£15,000** in consultation with Chair of FSPHS Committee
 - **Over *£25,000** in consultation with full Governing Board

Staffing Terms of reference:

- Draft and recommend the staffing structure of the school, in line with the SDP and any changes in the National Agreement.
- Ensure that all recruitment will be undertaken in accordance with the LA Personnel Procedures Manual.
- Implement the Confidential Reporting Code, if adopted by the governing body.
- Oversee and advise on the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers.
- To oversee the appointment procedure for all staff.
- To establish and review a Performance Management Appraisal policy for all staff.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure to the FSPHS Committee.
- To consider any appeal against a decision on pay grading or pay awards.
- To regularly review the single central record.

Scheme of delegation to the Head Teacher

- Appointment of Teaching Assistants, NQTs, Support Teachers and Class Teachers.
- Appointment of Non-Teaching Staff - Head teacher to report to Committee. (in cases where posts are advertised internally, 1 non-staff governor shall attend)

Premises Terms of reference:

- To advise the Governing Board 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 FSPHS Committee on premises-related expenditure.
- In consultation with the Head Teacher and the FSPHS Committee, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing board policy.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility plan.

Health and Safety terms of reference:

These model terms of reference are issued as a direction of the Local Education Authority, as employer. As such, they are issued to all community and special schools, and their contents must be complied with.

For voluntary aided (VA) schools, the model terms of reference are advisory, but represent best practice in dealing with these issues. We strongly advise that these schools follow the guidance in full.

- Have a named governor with health and safety responsibilities.
- Review, update the School Health and Safety Policy - Chair to sign and date policy.
- Review school's compliance with the council health and safety handbook
- Ensure the school management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met:
- Review and ensure adequate welfare provision for staff.
- Monitor the performance by checking that.
 - physical controls are in place and working.
 - staff have done what they are supposed to do.
 - procedures are working.
- Oversee site security arrangements and practice and review periodically.
- Monitor the asbestos register and ensure that it is always up to date.
- Monitor and review the Managing Medicines Policy.

Disqualification – Any relevant person employed to work at the school other than as the Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Name of Governor/Associate Member	Governor Type	Voting Rights Y/N
Robina Maher	Headteacher	Y
Beverley Stewart	Foundation	Y
Gerry Nutley	Foundation	Y
Tomas Pedraza	Foundation	Y
Vanessa Morgan (<i>acting Chair</i>)	Foundation	Y
Michelle Phooko	Parent	Y
Ash Charles	Associate Member	N
Francesca Greene	SBM (Advisor)	N
Laura Black	Assistant Headteacher	N
Rachel Jerrome	Clerk	N

Curriculum, Pupils, Parents and School Committee

Terms of reference:

1. Ensure the National Curriculum is taught to all pupils and consider any disapplications.
2. Set targets for pupil attendance and monitor pupil attendance against those targets.
3. Ensure that the register of pupils is maintained.
4. To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements.
5. To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
6. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
7. To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
8. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
9. Monitor the implementation of the Freedom of Information Publication Scheme
10. Ensure the implementation of the Child Protection Policy and review if necessary.
11. Strategically review home/school links.
12. To review the School Behaviour and Discipline Policy, and to hear any recommendations from the Disciplinary committee.
13. Improve the communication between Staff, Parents and Carers and Children.
14. Improve the communication between the Governing Body, Staff, Parents and Carers and Children.
15. Ensure promotion of all faiths, cultures and lifestyles: prepare children and young people positively for life in modern Britain.
16. To review, adopt and monitor policies for Relationship and Sex Education.

Name of Governor	Governor Type	Voting Rights Y/N
Robina Maher	Headteacher	Y
Gabrielle Hullis	Foundation	Y
Fr Richard Andrew	Foundation	Y
Nicolette Moser (Chair)	Foundation	Y
Chanthasone Meuansanith	Parent	Y
Ash Charles	Associate Member	N
Cecile Coke	Associate Member	N
Laura Black	Assistant Headteacher	N
Rachel Jerrome	Clerk	N

Head Teacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Head Teacher'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 Head Teacher against the targets
- To make recommendations to the FSPHS Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Boards may wish to include.*

Disqualification – The Head Teacher and Staff Governors

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors.

Name and Type of Governor	Date Appointed to the Group
Nicolette Moser – Foundation Governor	
Gerry Nutley - Foundation Governor	
Cecile Coke – Associate Member	

Disciplinary Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the Head Teacher*)
- **To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Board's personnel procedures (*unless delegated to the Head Teacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- *Additional items which individual Governing Boards may wish to include.*

***cannot be delegated to an individual**

Disqualification – The Head Teacher

Membership – not less than 3 members of the Governing Board.

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member.)

N.B. A pool of governors may be named, from which governors can be called, according to availability, to undertake the functions of the Governing Board.

To draw from the Governing Board as required

Disciplinary Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Disciplinary Committee*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include.*

***cannot be delegated to an individual.**

Disqualification – The Head Teacher, any members of the Disciplinary Committee

Membership – no fewer members than the Disciplinary Committee

(It is suggested that only experienced governors be appointed to this committee.)

N.B. A pool of governors may be named, from which governors can be called, according to availability, to undertake the functions of the Governing Board.

To draw from the Governing Board as required

Admissions Committee

Terms of reference:

- To determine within statutory provisions and the Governing Board policy whether any child should be admitted to the school*
- To review admissions arrangements and to make recommendations for changes to the governing board.
- *Any items which individual governing boards may wish to include.*

***cannot be delegated to an individual.**

Membership – It is considered good practice to appoint the Head Teacher onto any admissions committee, but Head Teachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

Name and Type of Governor	Date Appointed to the Committee
Robina Maher - Headteacher	
Vanessa Morgan – Foundation Governor	11 th March 2021

Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To be mindful the School Behaviour and Discipline Policy and make recommendations on changes to the Governing Body or relevant committee if it is felt necessary.
- *Any items which individual governing bodies may wish to include.*

Disqualification – The Head Teacher, any Governor with prior knowledge of the pupil or the incident.

Membership – 3 or 5

NB. The Governing Board may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially, they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair of the committee has the casting vote.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

To draw from the Governing Board as required

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School.
- To regularly report to the Governing Board or a Committee, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility.
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board.
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include.*

The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools.
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions)
- ❖ Admissions

Link Roles

Area Of Responsibility	Name of Governor
English	Beverley Stewart
Maths	Gabrielle Hullis
Religious Education	Fr Richard Andrew
Pupil Premium/Catch up Funding	Michelle Phooko
Child Protection and Safeguarding	Nicolette Moser
Health and Safety	Gerry Nutley
Special Educational Needs	Nicolette Moser
Early Years	Chan
Curriculum	Gabrielle Hullis