

ST THOMAS MORE CATHOLIC FIRST SCHOOL - THE GOVERNING BODY

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 agree, monitor and review policies, targets and priorities.

Terms of Reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new Governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the committees of the Governing Body and their terms of reference*
- To appoint or remove a Clerk to each Committee*
- To suspend a Governor*
- To decide which functions of the Governing Body 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 Body is necessary*
- 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 Body 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 Critical Incident Policy and procedures.
- To consider recommendations made by committees with regard to the working of the governing body.
- To establish and keep under review a protocol for the governing body.
- To establish and keep under review arrangements for governors visits to school.
- To oversee arrangements for governor involvement in formulating and monitoring the School Development Plan.
- To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an OFSTED inspection.
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the head teacher.

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

Membership - As per the Instrument of Government

Disqualification - as per Regulation 21 and Schedule 6 of the Constitution Regulations 2007

These terms of reference agreed by the Governing Body on 6th October 2016

	NAME OF GOVERNOR 2016-17	END OF TERM OF OFFICE
1	Mr A Tamburro - Foundation	08.03.2020
2	Mrs S Buckley - Foundation	04.12.2020
3	Mrs L Bush - Foundation	18.06.2018
4	Rev D Chilton - Foundation	18.06.2018
5	Mrs K Dwyer - Elected Staff Governor	09.10.2019
6	Mrs T Freeth - Elected Parent	25.05.2020
7	Mrs P Lailey - Local Authority	01.12.2017
8	Mrs M Rodak - Elected Parent	09.10.2017
9	Rev A Rohan - Foundation (Parish Priest)	15.10.2017
10	Mrs J Simmons - Foundation Governor	16.03.2019
11	Miss T Moriani - Head Teacher	n/a
12	VACANCY - Foundation	
	Mrs N Jones - Associate Member	
	Mrs H Kimberley - Clerk	
Quorum	One half of the number of Governors (excluding Vacancies) as shown in the Instrument of Government	

Finance and Buildings Committee

Terms of reference:

- To appoint the Chair of the Committee and agree terms of reference at the first meeting of the new academic year.
- In consultation with the Head teacher, to draft and approve the first formal budget plan of the new financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council and latest Department for Education Schools Financial Value Standard (SFVS)
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- 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, the 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
- To appoint the independent Auditor for the financial year
- To approve the audit statement and end of year accounts
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To oversee arrangements for repairs and maintenance
- In consultation with the Head teacher 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 body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan.

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

These terms of reference agreed by the Governing Body on 6th October 2016

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs P Lailey	G	06.10.2016
Fr A Rohan - Vice Chair	G	06.10.2016
Mrs S Buckley	G	06.10.2016
Miss T Moriani	Head	06.10.2016
Mr A Tamburro	G	06.10.2016
Mrs K Dwyer	G	06.10.2016

Chair of Committee	Mr A Tamburro
Clerk to the Committee	Mrs H Kimberley
Quorum (minimum of 3, committee can determine higher number)	3

Date Committee Established	06.10.2016
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Approved 6th October 2016 3

Personnel Committee

Terms of reference:

- To appoint the Chair of the Committee and agree terms of reference at the first meeting of the new academic year.
- To oversee the appointment procedure for all staff with appropriate delegation to the head teacher
- To establish and review a Performance Management policy for all staff*
- To receive a written report from the head teacher on the impact of Performance Management and the needs for staff training and development. To make recommendations to appropriate committees and the governing body
- To oversee the process leading to staff reductions
- To annually review the School's Pay Policy and Staffing Structure for all categories of staff and be responsible for its administration and review
- 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 Finance and Buildings Committee
- To consider any appeal against a decision on pay grading or pay awards
- *Additional items which individual Governing Bodies may wish to include*

* The Head teacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

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

These terms of reference agreed by the Governing Body on 22.09.2016

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs J Simmons	G	22.09.2016
Mrs S Buckley	G	22.09.2016
Miss T Moriani	Head	22.09.2016
Mrs L Bush	G	22.09.2016

Chair of Committee	Mrs J Simmons
Clerk to the Committee	Mrs H Kimberley
Quorum (minimum of 3, committee can determine higher number)	3

Date Committee Established	22.09.2016
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Curriculum Committee

Terms of reference:

- To appoint the Chair of the Committee and agree terms of reference at the first meeting of the new academic year.
- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- 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, eg SEND, English, Maths
- To receive regular reports from the above and advise the Governing Body
- To oversee arrangements for educational visits
- To ensure all parents and prospective parents have access to the School brochure information (either via the website or booklet printed). Brochure information will be reviewed annually.
- To celebrate the School's successes.
- To approve appropriate curriculum policies.

These terms of reference agreed by the Governing Body on 06.10.2016

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs N Jones	AM	06.10.2016
Mrs J Simmons - Vice Chair	G	06.10.2016
Mrs S Buckley	G	06.10.2016
Miss T Moriani	Head	06.10.2016
Mrs M Rodak	G	06.10.2016
Mrs K Dwyer	S	06.10.2016

Chair of Committee	Mr S Buckley
Clerk to the Committee	Mrs H Kimberley
Quorum (minimum of 3, committee can determine higher number)	3

Date Committee Established	06.10.2016
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Head Teacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the head teacher's performance objectives
- To review annually the overall performance of the head teacher with the External Adviser
- To decide, with the support of the External Adviser, whether the targets have been met and to set new objectives annually
- To monitor through the year the overall performance of the head teacher and performance set against the objectives
- To make recommendations (to the Finance & Buildings Committee; Personnel Committee) in respect of awards as a result of judgements of the overall performance of the head teacher and for the successful meeting of objectives set
- To make recommendations to the Governing Body on the replacement of the External Adviser, at least every three years
- *Additional items which individual Governing Bodies may wish to include*

Membership -In Voluntary Aided Schools, at least one of the members must be a Foundation Governor. If the membership is three, then two must be Foundation Governors.

Disqualification - The Head teacher and Staff Governors

These terms of reference agreed by the Governing Body on 06.10.2016

Name of Governor	Date Appointed to the Group
Mrs S Buckley - Foundation	06.10.2016
Mrs J Simmons - Foundation	06.10.2016
Mrs L Bush - Foundation	06.10.2016

Chair of the Group	Mrs S Buckley
Review Officer	Mr J Henry (Diocesan Education Service)
Quorum (minimum of 2 suggested)	2

Date Group Established	06.10.2016
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Hearings 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 Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Head teacher, under the Governing Body's personnel procedures (*unless delegated to the Head teacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy
- *Additional items which individual Governing Bodies may wish to include*

*** Cannot be delegated to an individual**

Membership - not less than 3 members of the Governing Body

(NB The number appointed to this Committee directly affects the number required for an Appeal Committee)

Disqualification - The Head teacher

(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)

These terms of reference agreed by the Governing Body 06.10.2016

Name of Governor	Date Appointed to the Committee
Mrs P Lailey	06.10.2016
Mr A Tamburro	06.10.2016
Fr A Rohan	06.10.2016

Chair of Committee

Clerk to the Committee *

*may be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)

3

Date Committee Established

06.10.2016

Appeals Committee re Staff

Terms of reference:

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

*** Cannot be delegated to an individual**

Membership - No fewer members than the Hearings Committee

Disqualification - The Head teacher, any members of the Hearings Committee

(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)

These terms of reference agreed by the Governing Body on 06.10.2016

Name of Governor	Date Appointed to the Committee
Fr A Rohan	06.10.2016
Mrs M Rodak	06.10.2016
Rev D Chilton	06.10.2016

Chair of Committee	
Clerk to the Committee *	

*may be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee Established	06.10.2016
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Pupil Discipline Committee (Statutory)

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 ensure that the guidance contained in the "improving Attendance and Behaviour" document is practised in the school, with specific reference to the role assigned to the Governing Body
- To review the School Behaviour and Discipline Policy and make recommendations on changes to the Governing Body or relevant committee
- *Any items which individual governing bodies may wish to include*

Membership - 3

NB The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular 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 has the casting vote.

Disqualification - The Head teacher
 Any Governor with prior knowledge of the pupil or the incident.

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

These terms of reference agreed by the Governing Body on 06.10.2016

Name of Governor	Date Appointed to the Committee
Mrs P Lailey	06.10.2016
Mrs J Simmons	06.10.2016
Mrs M Rodak	06.10.2016

Chair of Committee	
Clerk to the Committee *	

*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3
Date Committee Established	06.10.2016

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 Body or the Curriculum Committee, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- *Additional items which individual Governing Bodies may wish to include*

Area of Responsibility	Name of Governor	Liaising With
Safeguarding/Well Being	Mrs P Lailey	Mrs Hicking
SEND*/Inclusion	Mrs S Buckley & Mrs P Lailey	Mrs Hicking
English	Mr A Tamburro & Mrs L Bush	Mrs Pinchbeck & Miss Smith
Maths	Mrs S Buckley	Mrs Millward/Miss Moriani
Health & Safety	Mrs P Lailey	Head/Mrs Kimberley
Religious Education	Fr A Rohan	Mrs Hicks
Early Years	Mrs J Simmons & Mrs P Lailey	Mrs Jones
*SEND - Special Educational Needs and Disability		

These terms of reference agreed by the Governing Body on 06.10.2016

Date Delegation Agreed

06.10.2016

Date of review:

Autumn 2017