



# **St Mark's Catholic Primary School Governing Board Membership and Terms of Reference**

**Reviewed: September 2017**



Governor  
Services

## Governing Board Membership – 2017/18 Academic Year

LA (1)	Appointment	End of Office
VACANCY		
Parents (2)	Appointment	End of Office
Luan Taylor	20/11/2013	19/11/2017
Payal Gordhan	29/06/2017	28/06/2021
Headteacher (1)		
Stephen Murphy		01/01/2020
Staff Governor (1)	Appointment	End of Office
Sara Dykes	05/12/2013	04/12/2017
Foundation (7)	Appointment	End of Office
Charlotte Baily	28/04/2015	27/04/2019
Marie Naughton	31/03/2016	30/03/2020
Christopher Greaves	16/04/2016	15/04/2020
Helena Hammond	16/01/2015	05/01/2019
Maria Carter	08/10/2015	07/10/2019
Aquilla Picart	15/09/2017	14/09/2021
VACANCY		

Chair: Marie Naughton

Vice Chair: Helena Hammond

## Meeting Dates 2017-2018

Term	FGB	Resources	Teaching and Learning	Pay Committee	HT Appraisal
<b>Autumn</b>	Thursday 21 <sup>st</sup> September 2017 at 5pm (set up only)	Thursday 30th November 2017 at 5pm	Thursday 30th November 2017 at 6.30pm	Thursday 30 <sup>th</sup> November 2017 (to take place after T&L)	
	Thursday 14th December 2017 at 5pm				TBC
<b>Spring</b>	Thursday 22nd March 2018 at 5pm	Thursday 8 <sup>th</sup> March 2018 at 5pm	Thursday 8th March 2018 at 6.30pm		TBC (review)
<b>Summer</b>	Thursday 28 <sup>th</sup> June 2018 at 5pm	Thursday 7 <sup>th</sup> June 2018 at 5pm	Thursday 7 <sup>th</sup> June 2018 at 6.30pm		TBC (review)

# Governors Statutory Responsibilities and Functions

## **The Curriculum**

1. Every learner receives the full statutory curriculum that the school must provide.
2. The school provides teaching of religious education for all learners in accordance with the agreed syllabus or otherwise and has told parents of the right to withdraw their children.
3. The school provides a daily act of collective worship for all learners and has told parents of the right to withdraw their children.
4. The governing body has agreed the content and organisation of its programme of sex and relationships education and has told parents about it and the right to withdraw their children.

## **Equality and Diversity**

5. The governing body does not discriminate unlawfully against learners, job applicants or staff on the grounds of sexual orientation, race, disability, gender, religion and belief, or age.
6. The governing body has agreed a written policy on race, disability and gender equality, arrangements to monitor its implementation and assess its impact on staff, learners and parents, and communicates the results of monitoring and assessments of impact to parents/carers and the governing body.
7. The governing body complies with its general duties under the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended) and Equality Act 2010 and specific duties in subordinate legislation made under those Acts and the requirements of the statutory codes of practice made under those Acts.

## **Learners with Learning Difficulties and/or Disabilities**

8. The school meets its requirements in Part IV of the Education Act 1996 and has regard to the Special Educational Needs Code of Practice when meeting learners' special educational needs, makes its policy known to parents/carers and reports annually on the success of its policy.
9. The school meets the requirements of the Equality Act 2010 and any subsequent requirements and has regard to the (Disability Rights Commission) code of practice for schools (2002). The school informs parents/carers of its accessibility plan and disability equality scheme and reports annually on progress made on these.

## **Learners' Care and Well-Being**

10. The governing body has procedures of ensuring the provider meets all relevant health and safety legislation.
11. The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, (and the policy is made available to parents/carers on request).
12. Where the governing body provides school lunches and/or other school food, they ensure that they meet current Department for Education (DfE) standards.
13. The governing body fulfils the requirements to promote the well-being of pupils at the school.

### **Informing Parents/Guardians**

14. The governing body ensures that all statutory assessments are conducted and results are forwarded to parents/carers and appropriate bodies.
15. The governing body ensures that each year a report on each learner's educational achievements is forwarded to their parents/carers.

### **Leadership and Management**

16. The governing body has an appraisal policy and ensures that all teachers, including the Head Teacher, are appraised in accordance with statutory requirements.
17. The governing body has all relevant complaints and appeals procedures, as set out in the DfE guide to the law for school governors.
18. The governing body fulfils the requirements to promote community cohesion.
19. The provider meets the current government requirements regarding safeguarding children and safer recruitment.

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction
- b) Holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and
- c) Overseeing the financial performance of the organisation and making sure its money is well spent. *(Extract from Governors Handbook January 2017)*

### **Governors' Handbook/Competency Framework for Governors**

Please refer to the governors' handbook published by the Department for Education. The latest versions are available:

<https://www.gov.uk/government/publications/governance-handbook>

### **Review of committees and delegation**

The governing board must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing board must review the delegation of functions to committees and individuals annually.

### **Terms of Reference**

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed

which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. For academies and free schools refer to their articles of association for the quorum. In the event of equal votes the chair has the casting vote.

## Committees

The legal minimum quorum for committee meetings is three voting governors.

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government (*Extracted from Governors Handbook January 2017 – Page 50, paragraph 42*). *Associate members do not have voting rights at full board meetings.*

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing board.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing body/committee meeting of the academic year.

All governors are encouraged to attend training regularly & review training needs annually.

Committees will have delegated powers to approve policies as relevant to that committee.

**The governing board cannot delegate** any functions relating to:

- ◆ The constitution of the governing board (unless otherwise provided by the constitution regulations),
- ◆ The appointment or removal of the chair and vice chair/clerk,
- ◆ The appointment or removal of governors,
- ◆ The suspension of governors,
- ◆ The delegation of functions and establishment of committees,
- ◆ Change of school name or status,
- ◆ Salary range for the head teacher/principal & deputy/vice principal.

# Resources Committee

The committee has responsibility delegated by the governing board for:

## Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for information.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£10,000**, sums below that amount are delegated to the Head Teacher.
- Conform to the Schools Financial Value Standards in Schools.
- Assess the financial progress towards achieving the objectives in the School Improvement Plan.
- Review of leases & contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the Pay & Conditions document.
- Receive the annual accounts and certificate of audit of the School Fund Account and other voluntary funds held within school.
- Assess the schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures
- Ensure LA financial procedures are complied with.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

## Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc.)
- Ensure all personnel records are held securely.
- Review annually the staffing structure of the school ensuring that it meets the requirements of the curriculum and is in line with the School Improvement Plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the Appraisal Policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish & maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

## Premises Health & Safety:

- Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit, and monitor any action plans that come out of the audit.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations: 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually (Sandwell Specific).
- Ensure risk assessments are carried out and reviewed on a regular basis.

- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, and any recommendations identified will be transferred to an actions plan which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit). The inspection to be documented any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
  - Electronic testing – PAT testing
  - Asbestos (where applicable)
  - Annual gas service
  - Glassing risk assessment
  - Ladder log
  - Playground equipment and gym inspection
  - Lifting equipment
  - Local exhaust ventilation (where applicable)
  - Legionella risk assessment and relevant checks
- Ensure premise log book is being maintained and the premise manager and deputy have attended relevant health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

***Any item referred by the full governing board***

**Membership**

- |                   |                  |
|-------------------|------------------|
| 1. Marie Naughton | 6. Payal Gordhan |
| 2. Stephen Murphy |                  |
| 3. Luan Taylor    |                  |
| 4. Sara Dykes     |                  |
| 5. Helena Hammond |                  |

***Minimum of three members required***

**Chair of Committee**

H Hammond

**Clerk**

C Evans

# Teaching & Learning Committee

The committee has responsibility delegated by the governing board for:

- Review/approve all policies relevant to the curriculum and roles of the committee

## Achievement:

- Monitor and review information on school performance to include Raise Online & Data Dashboard
- Monitor and review school targets
- Monitor and review in year progress for all year groups and all groups of pupils
- Compare school performance against national data – see GOV.UK for annual performance tables
- Reporting to parents according to statutory requirements
- Monitor achievement for all groups of pupils (inc. pupil premium)
- Monitor pupils work and carry out pupil conversations
- Monitor school target setting systems and how this is reported to parents.

## Teaching & Learning:

- Review data published by DfE ensuring the school is meeting standards
- Ensure targeted support and action plans are in place for all teachers who are not at least good
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium)
- Monitor intervention groups for all groups of pupils
- Monitor homework arrangements

## Curriculum:

- Ensuring the school is meeting national curriculum requirements and to review the Curriculum Policy statement ensuring it meets pupils needs
- Monitor and review the curriculum with a focus on basic skills
- Monitor skills coverage of curriculum in all subjects
- Parental engagement
- Review and update SEF (Self Evaluation Form)
- Monitor and review School Improvement Plan
- Monitor how school are developing pupils' spiritual, moral, social and cultural development.

***Any item referred by the full governing board***

## Membership

- |                   |                    |
|-------------------|--------------------|
| 1. Sara Dykes     | 5. Chris Greaves   |
| 2. Stephen Murphy | 6. Maria Carter    |
| 3. Luan Taylor    | 7. Helena Hammond  |
| 4. Marie Naughton | 8. Charlotte Baily |
|                   | 9. Aquilla Picart  |

***Minimum of three members required for quorum***

<b>Chair of Committee</b>	L Taylor
<b>Clerk</b>	C Evans



## Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> <li>➤ Staff grievance and discipline (in line with school policies).</li> <li>➤ Staff dismissal, redundancy and redeployment.</li> </ul>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff</li> </ul> <p><i>Minimum of three members required</i></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Pupil Discipline & Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam.</li> <li>➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently.</li> <li>➤ Comply with exclusion procedures in accordance with the LA &amp; DfE Guidance.</li> <li>➤ At the relevant stage hear any complaint made under the school Complaints Procedure.</li> </ul> <p><i>Any item referred by the full governing board</i></p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents, pupils and complainant.</li> </ul> <p><i>Minimum of three members required</i></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> <li>➤ Pay</li> <li>➤ Redundancy</li> <li>➤ Staff grievance</li> <li>➤ Leave of absence – if appropriate</li> <li>➤ Staff dismissal</li> <li>➤ Any Item referred by the full governing board</li> </ul> <p><b><i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.</i></b></p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the appellant</li> </ul> <p><b><i>Minimum of three members required</i></b></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Pay Committee (Can be delegated to Staffing and Finance/Resources Committee)

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Review staff pay progression in accordance with the Pay Policy and annual appraisal cycle</li> </ul> <p><b><i>Committee to meet once per year in the autumn term.</i></b></p>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Luan Taylor</li> <li>2. Marie Naughton</li> <li>3. Chris Greaves</li> </ol>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Head Teacher Appraisal

The committee has responsibility delegated by the governing board for:	
<ul style="list-style-type: none"> <li>➤ Set and review the Head Teacher’s appraisal targets, review annually and recommend pay progression to the Staffing and Finance committee.</li> </ul> <p><b><i>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</i></b></p>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Luan Taylor</li> <li>2. Chris Greaves</li> <li>3. Helena Hammond</li> </ol>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Selection Panel

The panel has responsibility delegated by the governing board for:	
<ul style="list-style-type: none"> <li>➤ Selection of the Head Teacher and Deputy Head Teacher</li> </ul> <p>Guidance on this process will be provided by your School Improvement Partner</p> <p><b><i>The appointment must always be ratified by the full governing board</i></b></p>	
<b>Membership</b>	
<b><i>All members must be available at all stages of the process</i></b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Special Responsibility Governors

Safeguarding /Prevent Governor	Mrs Naughton
SEND Governor	Mrs Taylor
Health & Safety Governor	Mr Greaves
Safer Recruitment Governor	Mrs Naughton and Mr Murphy
Pupil Premium Governor	Mrs Carter
R.E. Governor	Mrs Hammond
Numeracy Governor	Mr Greaves
Literacy Governor	Mrs Carter
Pastoral/Attendance Governor	Mrs Naughton

\*The DfE's statutory guidance on Keeping Children Safe in Education requires governing boards to:

*'ensure a member of the governing body, usually the chair, is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.'*

## Items Delegated to an Individual(s)

### ➤ Delegation of expenditure and virements

That sums below **£10,000** be delegated to the head teacher

### ➤ Disposal of surplus stock

Delegated to head teacher with the approval of the chair of the governing board.

### ➤ Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

### ➤ Approval for Expenditure

The chair of governors or chair of finance committee be given approval for expenditure above the set limit prior to the finance committee meeting – **only in cases of emergency**

### ➤ Appointment of Staff (ensure no appointment is carried out by one person alone)

Lunchtime / Cleaning / Administration Support Staff	<ul style="list-style-type: none"> <li>• Head Teacher or Deputy Head Teacher</li> <li>• Post Line Manager</li> </ul>
Educational Support Staff	<ul style="list-style-type: none"> <li>• Head Teacher/DHT</li> <li>• 1 Governor</li> </ul>
Business Manager/Office Manager	<ul style="list-style-type: none"> <li>• Head Teacher</li> <li>• 2 Governors</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>• Head Teacher/DHT</li> <li>• 1 Governor</li> </ul>
Senior Management Team	<ul style="list-style-type: none"> <li>• Head Teacher</li> <li>• 2 Governors</li> </ul>