

TERMS OF REFERENCE – ST AIDAN’S CATHOLIC PRIMARY SCHOOL

FULL 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.

Members: As per the Instrument of Government

Quorum: 50% of current membership (i.e. quorum does not include vacant positions)

Chair: To be appointed by governing body

Clerk: To be appointed by governing body

Terms of reference:

- Monitor and agree changes to instrument of government including terms of office;
- Appoint, suspend or remove governors in accordance with Regulations*;
- Hold at least three governing body meetings a year*;
- Regulate procedures of meetings e.g. code of confidentiality and code of conduct;
- Appoint or remove the Chair and Vice-Chair*;
- Appoint or remove a Clerk to the governing body*;
- Establish the committees of the governing body and their terms of reference*;
- Decide which functions of the governing body will be delegated to committees, groups and individuals and review the delegation arrangements annually*;
- Appoint the Chair of any committee (this is delegated to committee);
- Appoint or remove a Clerk to each committee (this is delegated to the committee);
- Appoint associate members to committees and determine their voting rights;
- Appoint link or designated governors, including performance management governors*;
- Ensure Headteacher provides such reports as requested by the governing body to undertake its role;
- 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*;
- Ensure requirements within Safeguarding Children and Safer Recruitment in Education are met;
- Ensure requirements within the duty to promote Community Cohesion are met;
- Approve the first formal budget plan of the financial year and best value statement; (currently delegated to committee)
- Ensure copies of minutes of full meetings are forwarded to the Local Authority;
- Monitor and keep under review School Development Plan;
- Approve Self Evaluation form;
- Approve school prospectus;
- Approve written description of financial systems and procedures in line with LA’s scheme for financing schools;
- Ensure school works within SFVS;
- Publish proposals for alteration, change of category or closure of school*;
- Recruit Headteacher and Deputy Headteacher*;
- Determine arrangements for recruitment of other members of staff;
- Participate in school self review process including review of Governing Body effectiveness;
- Decide on decision to federate or form joint committees with other school Governing Bodies*;
- Any items which individual governing bodies may wish to include;

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

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

Resource Committee

Members: At least 3 governors plus Headteacher

Quorum: 2 governors plus Headteacher

Chair: To be appointed by committee

Clerk: To be appointed by governing body

Terms of reference:

Staffing

- Approve to governing body, monitor and review within agreed policy review process, policies relating to:
 - Performance Management and development of staff;
 - Personnel including those relating to appointment of staff, health and safety, discipline, grievance
 - Pay Policy for all categories of staff and to be responsible for its administration
 - Allegations of abuse against staff
 - Staff appraisal
 - Charges and remissions policies and expenses policies;
 - Whistle Blowing policy;
 - premises/health and safety issues;
 - use of school buildings policy;
 - charging policy;
 - accessibility plan;
- Determine the staffing structure in consultation with the Headteacher, in relation to the School Improvement Plan and curriculum requirements and, in the light of resources available. Present to governing body for approval;
- Monitor and evaluate the staff development programme in relation to curriculum and professional development needs as identified through performance management procedures and within the context of the School Improvement Plan;
- Oversee the appointment procedure for all staff, having regard to the requirements within Safeguarding Children and Safer Recruitment in Education;
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- Make recommendations on personnel related expenditure to the Finance Committee;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsibility;
- Agree and monitor training strategy for teachers, support staff and governors;

Finance

- In consultation with the Headteacher, draft the first formal budget plan of the financial year and present to the full governing body for approval within required Local Authority timescales;
- Give due consideration for meeting best practice requirements as set out in the Schools Financial Value Standards (SFVS) and ensure compliance;
- Ensure all spending provides value for money in terms of raising standards in education and sign best value statement;
- Benchmark school financial performance against similar schools and report to governing body ;
- Analyse and recommend annual statement of internal control and present to governing body ;
- Establish and maintain an up to date 3 year financial plan;
- Review and monitor the schools financial procedures annually and present draft to governing body for approval (unless approval delegated to committee *see below);
- Receive and review a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body with recommendations for corrective/remedial action;
- Ensure all Pupil Premium receivable are used only as described;

- Ensure committee receives relevant, timely and user friendly reports on the budget with meeting papers;
- Ensure that the school operates within the latest Financial Regulations of the Local Authority;
- Ensure school co-operates with audit team including ensuring post audit action plan is drawn up and actioned as appropriate;
- Monitor expenditure of all voluntary funds kept on behalf of the governing body and report on these at least annually to the governing body (including ensuring there is an annual audit of the school fund and other funds held by the school, undertaken by persons independent of operating the accounts, presented to governing body);
- Review service level agreements and make recommendations to the full governing body;
- Make decisions on expenditure following recommendations from other committees;
- Ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- Determine whether sufficient funds are available for pay increments as recommended by the Headteacher/Headteachers Performance Management Panel;
- Undertake an annual review of all expenditure with a view to achieving 'best value' in respect of the use of the delegated budget
- In the light of the Headteacher Performance Management reviewers recommendations, to determine whether sufficient funds are available for increments;
- Ensure register of pecuniary interest of governors is maintained and reviewed annually and any updates on declarations and interests in agenda items are correctly recorded;
- Ensure governors and particularly finance committee members have access to adequate training opportunities;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsibility;
- Ensure minutes are taken at each meeting and that budget decisions are clearly minuted at both committee and full governing body levels;

Premises

- Provide guidance and assistance to the Headteacher and Governing Body in all matters relating to premises and physical resources;
- Ensure inspection of the premises and grounds, and prepare a statement of priorities for maintenance and development, taking account of the Local Authority Building Condition Survey report;
- Approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts;
- Establish and keep under review a Building Development Plan;
- Monitor the school's compliance with Health and Safety regulations;
- Receive and consider audits of the buildings and fabric and recommend remedial action if required;
- Monitor and review services from external providers and, where necessary, make recommendations;
- Undertake an annual review of all sources of income received by school to ensure fees and charges remain appropriate;
- Make recommendations to the Finance Committee on premises-related expenditure;
- Establish and keep under review an Accessibility plan;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsibility;
- Ensure extended services provided at the school are appropriate to the community are managed effectively;
- Report to the governing body on the effectiveness of the extended services and recommend changes as appropriate;
- Act in accordance with statutory requirements;
- Consult with staff, parents, pupils, Local Authority, Diocesan Authorities, relevant organisations/agencies as appropriate;
- Keep under review service level agreements and service specifications;
- Monitor impact of service level agreements and recommend any changes to the governing body/planning group as appropriate;

- Consider and report back upon matters as may be delegated or devolved to the committee by the governing body* see below.

For Voluntary Controlled Schools

To exercise delegated powers in the appointment and management and development of staff

(e.g. grievance, discipline, capability, competency, employment) including the annual pay review, within the Local Authority (LA) and or CES model policies/procedures adopted by the governing body, and taking into account the resources available.

***Delegated Powers**

Any delegated powers should be clearly stated and decisions taken reported back to the next governing body meeting, having due regard to matters that cannot be delegated to committees. (Approval of policies would be considered a delegated function)

Disqualification – none - however when the pay and conditions of a school employee are being discussed all school employees should be asked to withdraw (excepting the Headteacher/Clerk unless it is his/her conditions being discussed)

COMMITTEE'S CONTRIBUTION TO SCHOOL SELF-EVALUATION

1. To receive, review and monitor the sections of the SEF and SDP concerning Leadership and Management and Safety
2. To review annually, in conjunction with the Headteacher, effectiveness and efficiency in relation to leadership and management.
3. To report the results of the review to the governing body, including any recommendations for policy changes and priorities for the next School Development Plan.
4. To review and Monitor Health and Safety, Fire and Finance Audits
5. To review value for money of Traded Services bought by school

PAY REVIEW SUB COMMITTEE

Members: At least 3 governors. Associate members will not be appointed.

Quorum: 3 governors (to be determined by full governing body)

Chair: To be appointed by Committee

Clerk: To be appointed by Governing Body

Terms of reference:

- Undertake decisions on recommended annual salary reviews for all staff (including Headteacher);
- Advise governing body of decisions taken within the powers delegated by providing a statement of decisions taken – having regard to confidentiality;
- Assist in monitoring and keeping under review pay policy and make recommendations to full governing body;
- Assist in the determination of availability of funds for pay increments.

Disqualification – staff members, including Headteacher

Delegated Powers

Any delegated powers should be clearly stated and decisions taken reported back to the next governing body meeting, having due regard to matters that cannot be delegated to committees. (Approval of policies would be considered a delegated function)

Many governing bodies maintain pay review committee minutes as confidential; any report to other committees or the governing body would therefore also remain as confidential documents.

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Pupils and Learning Committee

Members: At least 3 governors including Headteacher

Quorum: 3 governors including the Headteacher

Chair: To be appointed by committee

Clerk: To be appointed by governing body

Members:

Chair:

Terms of reference:

- Consider and advise the governing body on standards and school performance and other matters relating to the school's curriculum, including statutory requirements;
- Ensure national curriculum is in place;
- Approve/recommend to governing body monitor and review, within agreed policy review process the following policies:
 - the schools Curriculum (on an annual basis);
 - Pupil health, safety and welfare (including safeguarding and child protection);
 - Behaviour and discipline;
 - Collective worship;
 - Provision for equal opportunities, Racial Equality, disability equality and gender equality
 - Identification, assessment and provision for pupils with special educational needs
 - Child protection in accordance with statutory requirements and DCSF and Local Authority advice and to ensure the policy is communicated to staff and parents;
 - Home/school agreements
 - Exclusions;
 - Complaints procedure;
 - Prospectus;
- Monitor implementation and evaluation of policies relevant to the Terms of Reference of this Committee (*there is no requirement for policies for individual subjects to be approved by the governing body however, the governing body should ensure through the Headteacher, that policies are drawn up and put into practice in line with the aims, values, ethos and school development plan agreed by the governing body and in accordance with statutory requirements*);
- Approval all school trips involving an overnight stay away from home
- Monitor pupil achievement against published/National targets;
- Ensure that the school designates members of staff to be responsible for co-ordinating child protection and Looked After Children within the school and for liaising with outside agencies and to receive appropriate training.
- Consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the governing body;
- Make arrangements for the governing body to be represented at School Improvement discussions with the Local Authority and for reports to be received by the governing body;
- Oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To ensure regular reports are received and reported to the governing body;
- Through the Headteacher, monitor and evaluate the effectiveness of teaching and learning in delivery of the curriculum;
- Through the Headteacher, monitor and evaluate the effectiveness of SEN provision;

- Consider school performance data and agree school targets for pupil attainment
- Monitor and review pupil attendance and absences and use of exclusion;
- Keep under review the School Sports Premium initiative and ensure Government standards for Sport in schools are met;
- Ensure there are rewards systems in place which impact positively on achievement and behaviour;
- Monitor pupil attendance and absence rates against agreed targets, pupil exclusion rates and to consider strategies to improve them,;
- Review annually in conjunction with the Headteacher the effectiveness of the school's policies in relation to **personal development and well-being** and to report the results of the review to the governing body, including any recommendations for policy changes and priorities for the next School Development Plan;
- Be responsible for addressing issues of relationships with the community and issues of promoting the school;
- Actively seek the views of learners and parents/carers and of the school's stakeholders and partners in order to inform the governing body and Headteacher in their decision making about the way the school is conducted;
- Have oversight of the development of and to monitor extended school provision and to report to the governing body with recommendations (including impact against pupil achievement);
- Be responsible for primary/secondary liaison (as appropriate) and (if appropriate) further education liaison and for education/industry links;
- Review annually in conjunction with the Headteacher the effectiveness of the school's policies in relation to **the views of learners, parents/carers and other stakeholders and partners** and to report the results of the review to the governing body, including any recommendations for policy changes and priorities for the next School Development Plan;
- Monitor and keep under review specific areas of School Development Plan for which the committee has responsibility;
- Consider and report back upon matters as may be delegated or devolved to the committee by the Governing Body.

Disqualification – none

*Delegated Powers

Any delegated powers should be clearly stated and decisions taken reported back to the next governing body meeting, having due regard to matters that cannot be delegated to committees. (Approval of policies would be considered a delegated function)

COMMITTEE'S CONTRIBUTION TO SCHOOL SELF-EVALUATION

1. To receive and monitor termly the updated sections of SEF and SDP relevant to the committee
2. To review annually in conjunction with the Headteacher the effectiveness of the school's policies in relation to **achievement and standards** and **quality of provision**.
3. To report the results of the review to the governing body, including any recommendations for policy changes and priorities for the next School Development Plan.

NOTE:

The following group is optional. However, the function it performs is an important one that key governors and Headteachers should carry out. The function could be carried out informally without the need for a committee, but the various 'working' committees would still need to be informed by reports from the informal group.

The key governors with the Headteacher would have a more strategic and co-ordinating role and would add to the effectiveness of the work of the governing body. Full meetings of the governing body, with their long agendas, do not allow sufficient time for this activity.

DEVELOPMENT GROUP (OPERATING INFORMALLY)

Members: Chair of Governors, Vice-Chair of Governors, Chairs of major 'working' committees and Headteacher (plus any other Governors wishing to contribute)

Quorum: Not applicable, but Headteacher presence essential

Delegated powers:

The group has no delegated powers. Its purpose is to better inform the deliberations of the governing body and its various committees. If this group is not in existence terms should be incorporated into the Governing Body terms of reference.

Terms of reference:

- Exercise oversight of the strategic planning and development work of the governing body and to advise the governing body and committees accordingly;
- Develop a Monitoring Cycle for Governors
- Develop the Governor Development Plan
- Identify key development activities for the Governing Body
- Identify potential Associate Governors or skills required by the Governing Body
- Have oversight of and to co-ordinate the contributions of the governing body's committees to the formulation of the SEF and the School Development Plan;
- Consider any recommendations from committees, governors or the Headteacher with regard to the working of the governing body;
- Keep under review the governing body's Code of Conduct and statement on confidentiality;
- Be available at short notice as source of support and advice to the Headteacher;
- Keep under review governors visits to school.

OTHER COMMITTEES DEALING WITH STATUTORY MATTERS

The following committees do not have a direct bearing on the SEF.

CAUTIONARY NOTE ON IMPARTIALITY

When appointing members to the committees in this section please consider whether it is advisable to appoint a governor who is paid to work at the school. Even if that governor has no direct prior involvement or previous specific knowledge, the likelihood is that the governor will have come into contact with the person who works or studies at the school and possibly formed some prior opinion about them. In these circumstances, it is difficult to justify impartiality to another party from outside the school. Given that the governing body must be able to clearly demonstrate that it has followed the principles of natural justice and fair play, it might be prudent not to appoint a governor who is paid to work at the school.

Another factor to consider is what effect will there be on future relationships within the school if a governor who works at the school has sat in judgement in a hearing about another person in the school?

HEARINGS COMMITTEE – STAFF DISCIPLINE

Note: the following committee models reflect the procedures which normally apply to all categories of school but voluntary aided schools may wish to adapt them to meet their own requirements:-

Members: At least 3 impartial governors excluding the Headteacher (NB. The number appointed to this committee directly affects the number required for an appeal committee) It is suggested that only experienced governors be appointed and consideration given if appointing Chair, who due to their role, will probably have prior knowledge of events.

Quorum: 3 governors

*Clerk – to be appointed by the governing body

Terms of reference:

- Make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)
- Make any decisions under the governing body's personnel procedures e.g. disciplinary, grievance, capability, where the Headteacher is the subject of the action*
- Make any decisions relating to any member of staff other than the Headteacher, under the governing body's personnel procedures (*unless delegated to the Headteacher*)

STAFF APPEALS COMMITTEE

Members: No fewer members (impartial governors) than first committee (see also note on membership of hearings committee)

Quorum: At least 3 governors

Clerk: To be appointed by governing body

Terms of reference:

- Consider any appeal against a decision to dismiss a member of staff made by the first committee*
- Consider any appeal against a decision short of dismissal under the governing body's personnel procedures e.g. disciplinary, grievance, capability
- Consider any appeal against selection for redundancy
- Consider and decide upon any salary/pay decisions made by the first committee

Disqualification – The Headteacher, any members of the hearings committee

PUPIL DISCIPLINE COMMITTEE

Members: 3 or 5 governors (excluding the Headteacher and any governor with prior knowledge of pupil or incident)

Where it is anticipated the committee may meet regularly, members could be drawn from a panel of available members of the governing body, to be called on a rota basis in alphabetical order, subject to availability.

Quorum: 3 governors

Clerk: To be appointed by governing body

Terms of reference:

- Operate within the statutory procedures relating to pupil exclusions, in particular to consider any representations about fixed term exclusions of between 5 and 15 days in one term, and
- Consider fixed term exclusions of more than 15 days in one term (including exclusions which in aggregate come to more than 15 days) and permanent exclusions.
- Review the School Behaviour and Discipline Policy, and make recommendations on changes, to the governing body or relevant committee in light of decisions made.

COMPLAINTS COMMITTEE

Members: At least 3 governors (not to include anyone with prior knowledge of the matter to be discussed)

Quorum: 3 governors

Chair: To be appointed by committee

Clerk: It is recommended that the committee be professionally Clerked either by Clerk to governors or external Clerk

Terms of Reference:

- Act in accordance with School Governance Regulations and other legislation affecting the conduct and responsibilities of school governing bodies;
- Consider complaints in accordance with the Schools agreed Complaints Procedure;
- Advise the governing body of decisions taken within the powers delegated by providing feedback (minutes of meetings etc to remain confidential)

Disqualification – The Headteacher, any governor with prior knowledge of the matter to be discussed

4.11 PUPIL ADMISSIONS COMMITTEE - (Voluntary Aided and Foundation School only)

Members: At least 3 governors (may include the Headteacher)

Quorum: 3 governors

Chair: To be appointed by governing body (or committee)

Clerk: To be appointed by governing body (or Committee)

Terms of Reference:

- Determine offers of places for the annual admissions round in the light of the governors' admissions policy and within the timescales and procedures of the Authority's co-ordinated scheme;
- Determine offers of places to 'mid-term' applicants in the light of the governors' admissions policy and requirements of the Authority's co-ordinated scheme;
- Review the Governing Body's admissions policies annually and make any recommendations for change to the whole Governing Body;
- Ensure publication of the school's Admissions Arrangements in the School Prospectus and/or on-line as required by regulation and Codes of Practice;
- Ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code of Practice;
- Ensure that admission appeals are held according to timescales in the Code of Practice and that appropriate case papers are produced as required;

4.12 HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW GROUP

Members: 2 or 3 governors

Quorum: Minimum of 2 suggested

Terms of reference:

- Arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance management and review in accordance with current regulations;
- To decide, with the support of the SIP, whether targets have been met and set new targets annually;
- Monitor throughout the year the performance of the Headteacher against the targets;
- Make recommendations to the pay review committee (or pay review sub committee, whichever system is adopted) in respect of pay progression for the successful meeting of targets set.

Disqualification – staff governors

4.13 SELECTION PANEL FOR THE APPOINTMENT OF HEADTEACHER AND DEPUTY HEADTEACHER

Members: To be agreed

Quorum: at least 3 governors

Clerk: To be appointed by governing body (or by Committee)

Terms of Reference and Delegated Powers:

- Act in accordance with the School Government Regulations, the Term of Reference Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies;
- Appoint a Chair at the first meeting, unless appointed by the Governing Body;
- Decide criteria for the post, consulting as appropriate with governing body and LA;
- Make necessary arrangements for advertising the post;
- Shortlist candidates for interview;
- Interview and recommend a suitable candidate to a meeting of the Governing Body for appointment;
- Liaise with Local Authority – the Executive Director of Children and Family Services (or his nominated representative) has a statutory right to be present and duty to give advice at all meetings of the selection panel. The selection panel has a duty to consider such advice;

NB. This panel is **required** to be established to consider each appointment of Headteacher/ Deputy Headteacher. **A meeting of the full Governing Body will be required to approve the recommendation.**

4.14 DELEGATION OF RESPONSIBILITY TO INDIVIDUALS

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference having regard to restrictions on delegation.

Terms of reference:

- Liaise with the appropriate member(s) of staff;
- Visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- Regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- Raise the profile of the area of responsibility when related matters are considered by the Governing Body
- Attend training as appropriate
- *Any items which individual governing bodies may wish to include*