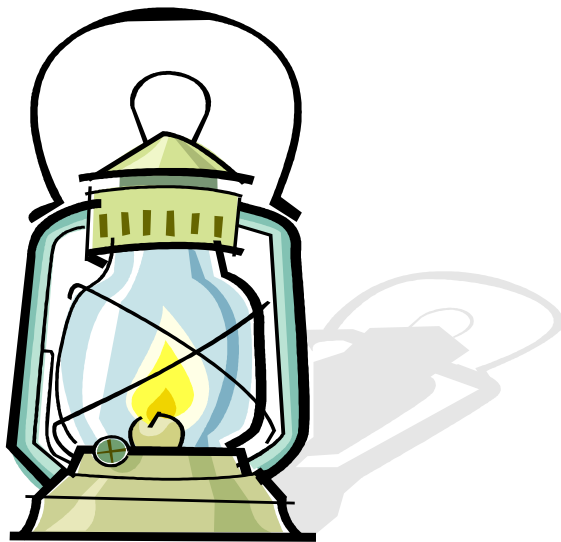





# Governing Body Terms of Reference



*“Shine like a lantern in the presence of the Lord.”*

Approved by:	Governing board	Date: 04 – 09 – 2023
Signed		
Last reviewed on:	Autumn 2023	
Next review due by:	Autumn 2024	

# **ST BEDE'S CATHOLIC PRIMARY SCHOOL AND NURSERY**

## **GOVERNING BODY TERMS OF REFERENCE**

### **THE GOVERNING BODY**

The governing body of a Catholic school occupies and conducts the school on behalf of their trustees and under the supervision of the Diocesan Bishop as the occupier of the premises, proprietor of the undertaking, and employer of the staff. It occupies the school subject to the parameters laid down by their trustees, and ultimately any decisions relating to the land and buildings rest with the trustees, except in so far as these have been delegated to the governing body by the trustees.

The key priorities of the Governing Body as outlined by the DfE are

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

### **FOUNDATION GOVERNORS**

The governors of a Catholic school work as a team, in close co-operation with the headteacher and all staff. All governors and staff contribute to the Catholic character of the school and the Catholic nature of the education provided, as set out in its mission statement. Successive Governments have recognised the responsibilities of the trustees and the rights of the Catholic community as a whole to ensure that the long term future of Catholic education is secure. The law enshrines a number of guarantees from the State to ensure the Catholic character and ethos of the schools is maintained; particularly in the areas of admissions, staffing and governance.

The Diocese (or religious order) has the legal right to appoint (and remove) an overall majority of governors, who are known as foundation governors. In addition to all the other legal responsibilities of the governing body, the law recognises that foundation governors are appointed specifically to ensure:

- That the Catholic character of the school is preserved;
- That the school is conducted in accordance with its trust deed; and
- That the religious education curriculum is in accordance with the bishop's policy for his diocese, based on the Bishops' Conference Curriculum Directory.

Foundation governors are, therefore, appointed by the Bishop, or religious order, to represent their interests and those of the Catholic community as a whole. Foundation governors play a leading role in the Catholic community: they collaborate with the bishop in his ministry in education.

It is, therefore, important for them to:

- Know and implement the bishop's policies on education, including religious education;
- Represent those policies to the governing body;
- Understand and promote the distinctive nature of Catholic education;
- Act for the good of Catholic education as a whole within the diocese, considering not only the interests of the individual school or college, but the interests of other schools and colleges;
- Respond to the needs of the Catholic community as a whole, as represented by the bishop;
- Secure the long-term future of Catholic education;
- Always act in accordance with the mind of the bishop.

### **THE GOVERNING BODY OF A CATHOLIC SCHOOL**

All governors of Catholic maintained schools have legal rights and responsibilities which ensure that they safeguard and promote their school's denominational character. These rights and responsibilities have been recognised by Government as central to the continuing success of Catholic education.

Part of the role of the Governing Body is to undertake a strategic participation in decision making and delivery of its school's vision and ethos. The Governing Body in collaboration with the Headteacher and Leadership Team is required to monitor, review and evaluate the school's vision (aims, objectives and priorities) and ethos. This will be achieved via policies, procedures and development plans.

Governors have delegated roles within different committees (Teaching & Learning; Finance, Personnel & Premises, Admissions etc.) in order to fulfil their legal responsibilities. The **Terms of Reference** governs the procedures and protocols in which governors carry out their responsibilities

## **TEACHING & LEARNING COMMITTEE ~ TERMS OF REFERENCE**

### **Membership**

Membership shall consist of no less than three governors and the quorum will also be three Governors.

### **Meetings**

The Committee shall meet once a term prior to Governing Body, or otherwise as required.

### **Teaching & Learning Matters**

To consider all matters relative to the curriculum including day to day delivery and organisation.

1. With the assistance of staff, to provide information about how the curriculum is taught, evaluated and resourced.
2. To review the school's curriculum policy statements as planned within the School Development Plan and comment, as necessary, with particular reference to statutory obligations regarding the National Curriculum.
3. To review the policy and provision for collective worship and for Religious Education in line with recommendations from Brentwood Religious Education Service (BRES) and the Bishops Conference of England and Wales and make recommendations.
4. To review the policy and provision for personal relationships and make recommendations.
5. To ensure that the requirements of pupils with special needs and other vulnerable groups are met and are in line with the requirements of The Children's Act and the Code of Practice.
6. To ensure that all curriculum policy statements take account of inclusion, and are in line with our Mission Statement and other whole school policies as relevant.
7. To be aware of the existence of various policy documents including those for Personal, Social, Health & Economic Education (PSHE), Assessment, Child Protection, Safeguarding and Special Needs to ensure that the School is delivering on and complying with appropriate issues.
8. To contribute towards the Schools Development Plan.
9. To plan the focus for critical governor visit sessions for the Governing Body

### **General**

1. To consider all pupil matters including attendance, admissions and pupil progress
2. To report decisions and make recommendations to the full Governing Body
3. To consider any other relevant matters referred by the Governing Body, Governors or the Headteacher.

4. To liaise with the Finance, Personnel & Premises Committee when necessary.
5. To review the terms of reference annually at the Autumn Term meeting.

## **ADMISSIONS COMMITTEE – TERMS OF REFERENCE**

### **Membership**

Membership shall consist of no less than four governors and the quorum for categorising of admission applications will be not less than two governors.

Co-opted members to be determined as appropriate.

### **Meetings**

The Committee shall meet as requested to consider all applications to the School and Nursery.

### **Functions**

1. To be responsible for advising the Governing Body on determining the numbers of pupils in any relevant age group, it is intended to admit to school in any one year.
2. Subject to approval by the Secretary of State, to recommend to the Governing Body any revisions to the arrangements for the admission of pupils to the school.
3. To be responsible for determining whether a parent's application would prejudice efficient education or efficient use of resources within the school.
4. To be responsible for ensuring that where a child is refused admission to the school, the parent is aware of:
  - (i) the right to appeal against the decision.
  - (ii) the arrangement to determine any appeals (these are usually determined by an Independent Appeals Panel administered by the Borough).

### **General**

To report decisions to the full Governing Body.

## **FINANCE, PERSONNEL & PREMISES COMMITTEE - TERMS OF REFERENCE**

### **Membership**

1. Membership shall consist of not less than three Governors and the quorum will also be three Governors.
2. Co-opted members .

### **Meetings**

The Committee shall meet once a term preferably prior to Governing Body, or otherwise as required.

### **Terms of Reference**

To consider all matters relative to finance, human resource & premises matters -

1. To be aware of the LBR Revised Schools Disciplinary Policy which was adopted by the Governing Body (22/11/12).
2. To be aware of the LBR Whole School Pay Policy which is adopted by the Governing Body (Annually).
3. To be involved in producing policies on personnel matters eg Performance Management; Teacher Appraisal & Capability Procedure is adopted by the Governing Body periodically.
4. To be aware of the existence of various policy documents including those for Charging and Remissions, Organisation of Financial Responsibilities and Staff Guidelines.
5. To be aware of the Teacher's Pay and Conditions Document, and that the parts of the policy relating to support staff have regard to guidance given by the National Joint Council for Local Authorities Services in the "green" book;
6. To ensure that in regard to equalities and diversity matters the requirements of legislation relating to gender, racial and disability discrimination are met and to consider matters relating to sexuality, religion and age;
7. To ensure that the pay policy meets needs relating to the recruitment, retention and development of staff.
8. To recommend how information on vacant posts, allowances, enhancements, temporary and acting posts shall be made known to staff.
9. To be involved in staff appointments and promotions.
10. To take into account proper pay relativity between jobs within the school.
11. To give recognition within the salary structure to increased responsibility, whether temporary or permanent.
12. To recommend to the Governing Body the criteria to be used for additional allowances.
13. To ensure that clear job descriptions exist so that additional allowances can be awarded in a fair, equitable and consistent manner.
14. To ensure that when additional allowances are awarded the reasons for the increase are clearly minuted (these may be required if there is an appeal or grievance).
15. To recommend to the Governing Body on the powers to be delegated to the Headteacher and the powers to be exercised by the Committee.
16. To take account of non-financial ways in which staff may be supported, for example by teachers' non-contact time and good working facilities for all staff.
17. To seek advice from Local Education Authority/Diocesan Officers and Advisers, professional organisations and unions as necessary.
18. To ensure that staff know the procedure for making an appeal against an assessed salary.
19. To ensure that when new appointments and awards are made or revised that costs remain within the budget.
20. To arrange for the annual review of the pay policy and all staff salaries, including those of the Head, and for staff to be fully consulted and notified.
21. To ensure that all staff have a job description and that these are reviewed regularly.
22. To make recommendations to the governing body on the degree of confidentiality to be used over individual's salaries. The work of the Committee must be recognised as one of the most sensitive and confidential of all the school management arrangements. All discussions, documents and decisions taken, in relation to the salary scales and conditions of each group of staff, should remain confidential to this Committee (and Appeals Committee if appropriate), the Headteacher and the individual member of staff.
23. That the requirements of the Committee procedures set out in the Education (School Government) Regulations are complied with, especially with regard to agenda, minutes and schedules concerned with withdrawal from meetings on matters of pecuniary, or conflict of interests.

24. To observe a register of pecuniary interests once annually in the Autumn Term.
25. To ensure the audits of non-public funds.
26. To report the findings of the audit of public funds and make recommendations if required.
27. To consider the financial out-turn figures for the previous financial year.
28. To set a provisional budget during the Spring Term.
29. To help submit to Governors and local authority a budget for the next financial year in accordance with LBR's financial timetable.
30. To review the virement limit.
31. To evaluate the periodic financial monitoring reports.
32. To consider the extent of insurances.
33. To not exceed the grand total of approved annual budget and advise Governors of any underspend.
34. To be responsible for the day to day maintenance of the school.
35. To be responsible for the School Development Fund and to contribute towards it
36. To formulate and agree an annual maintenance programme and maintain a building works register
37. To carry out a Health and Safety inspection every six months and report findings.
38. To be involved in producing policies on health & safety matters and buildings including the Health & Safety Policy and Managed Fire Plan.
39. To be involved in producing policies on security matters.
40. To liaise with architects, building surveyors, the local education authority, DfE and the Diocese as appropriate/applicable on building matters relating to the school.
41. Data Protection ~
  - Approve the appointment of a statutory Data Protection Officer (DPO)
  - Approve the Record of Processing Activities (ROPA) and
  - Receive the annual Data Protection Audit & Recording Log and consider any actions arising from audit recommendations

## **General**

1. To report decisions and make recommendations to the full Governing Body.
2. To consider any other relevant matters referred by the Governing Body, Governors or Headteacher.
3. To liaise with the Teaching & Learning Committee when necessary.
4. To review the terms of reference annually at the Autumn Term meeting.