



# ST CHARLES AND ST MARY'S CATHOLIC PRIMARY SCHOOLS FEDERATION

## Terms of Reference

Approved by the Governing Body on 2 October 2024  
(reviewed annually)

## Governing Board Terms of Reference Committees and Panels

The Governing Board as constituted by the Instrument of Governance makes the strategic decisions required for the successful running of the school, in line with the foundational aims of the School to provide Catholic education including setting strategic vision, holding the school to account and ensuring financial probity. The Governing Board need not take every decision that is required, as some powers or functions can be delegated to the Headteacher, to an individual governor, to committees or to working groups.

**At all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.**

The Executive Headteacher is given delegated authority with regard to appointing staff and making dismissal decisions (other than in exceptional circumstances).

### Standing orders

Some key decisions cannot by law be delegated and must be taken by the Governing Board. Where this is the case, a person, working group or committee can be asked to consider the issue and make recommendations, as long as the full Governing Board takes the decision. It is important to distinguish between committees which have delegated powers, and informal groups which do not.

The most important duties which **cannot** be delegated include:

- holding a meeting at least once a term.
- to set up a Register of Governors' Business Interests
- appointing to and removing a Governor from the Governing Board.
- electing the Chair and Vice Chair of governors
- appointing the Headteacher and Deputies
- establishing terms of reference for committees and delegating powers to them
- to draw up instrument of Government.

School policies *other than those that require FGB level approval*, are delegated to the school where permitted, HR policies such as Staff Discipline, Conduct and Grievance are automatically adopted and agreed as the latest model CES versions.

Remote attendance to meetings (by Zoom, or similar) has been agreed in principle.

All committees are set up by the Full Governing Board and must report their decisions or recommendations back to the Governing board. The functions, membership and terms of reference of all committees are reviewed annually.

- **The Chair of Governors is elected as required, generally at the first meeting of the academic year.** The Board members to agree the term of office prior to the election.
- **Each committee elects its own Chair each year at its first meeting** of the academic year.
- The Chair of Governors and Headteacher are ex Officio members of all Governors' committees.
- For all committees, a quorum is three governors.

*Extract from Roles, Procedures and Allowances 2013*

**Voting**

26. The regulations require that decisions of the board and its committees are made by a majority of the votes of the governors present and voting on the decision in question. Governors must declare pecuniary interests and the board should decide whether this represents a conflict such that the governor should withdraw from discussion and/or decision making.

27. Associate members cannot vote on board decisions, but may be permitted by the board to vote in decisions of any committees to which they are appointed.

*Extract from the Governance Handbook 2019*

**Associate members**

45. The 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 are appointed for a period of between one and four years and can be reappointed at the end of their term of office. Associate Members are not governors and they are not recorded in the instrument of government.

46. The definition of Associate Member is wide and pupils, school staff and people who want to contribute specifically on issues related to their area of expertise (for instance, finance) can be appointed as Associate Members.

*The General Equality Duty*

A school must have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**General Responsibilities of the two main Committees**

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitor and evaluate relevant parts of the School Improvement Plan, the School Self-Evaluation Form and the policies allocated to them, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews- Diocesan, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To consider the views of students when making strategic decisions that will impact on them.
- To consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies.
- To take appropriate action on any other relevant matter referred by the governing body.

## Strategy Working group

Membership - The Committee will comprise of the Co-Chairs, committee Chairs and invited members as required, to provide specific expertise and or skills.

Quorum - The quorum for meetings of the Committee is 3 governors

Meetings - The Committee will meet as required.

Remit- medium to longer term outlook and strategy planning given the changing landscape, including succession planning for key personnel and to contract resources in support of purpose.

Recommendations to be brought to the FGB for approval/agreement of strategic direction.

## Quality of Education Committee

Membership - The Committee will comprise of governors and where appropriate associate members, to provide specific expertise and or skills.

Quorum - The quorum for meetings of the Committee is 3 governors (excluding the Headteacher). The meeting will not take place unless the Headteacher or her/his representative is present.

Meetings - The Committee will meet at least once per term, in advance of the main governing body meeting, with additional meetings organised as necessary.

### **Responsibilities delegated to this Committee;**

#### Curriculum-

- To review, monitor and evaluate the implementation and impact of the curriculum offer

#### Safeguarding

- To review regular reports in relation to safeguarding, child protection
- Behaviour and attitudes
- Attendance
- Respect for self and others

#### Standards

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Executive Headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and the policies allocated to them, reporting or making recommendations to the full Governing Body, as appropriate.
- To Monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To consider recommendations from relevant external reviews for example Section 48, Diocese, audit, OFSTED or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Body.

### Quality of teaching and learning

- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate the impact on students of continuing professional development on improving staff performance.

### Inclusion

- To ensure that all children have equal opportunities.
- To assist with ensuring that the requirements of pupils with additional and special educational needs are met, including those identified as gifted and talented
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children and pupil premium) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.

### Personal development

- To oversee parental involvement in the school, structure and organisation of Friends of St. Mary's and parent-staff links
- To review pupil well-being, including transitions.
- Extended services and enrichment provision, healthy schools

### Catholic Life

- To support the school with ensuring that the Catholic ethos is maintained, followed and underpins whole school improvement
- To agree, monitor and review the policy and provision for religious education ensuring that standards are being met in line with Ofsted requirements and Section 48 protocols;

## Finance, Premises and Personnel Committee

**Membership** - The Committee will comprise of governors and where appropriate associate members, to provide specific expertise and or skills.

**Quorum** - The quorum for meetings of the Committee is 3 governors (excluding the Headteacher). The meeting will not take place unless the Headteacher or her/his representative is present.

**Meetings** - The Committee will meet at least once per term, in advance of the main governing body meeting, with additional meetings organised as necessary.

### **Responsibilities Delegated to this Committee**

#### Finance

- To ensure that the schools operate within the financial regulations of the local authority and complies with any Department for Education and School Financial Value Standards ('SFVS') requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money.
- To keep under review the scheme of delegation in financial matters including the level of delegation to the Executive Headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change.
- To prepare and present to the governing body for ratification an annual budget for each school reflecting priorities in the school development plan.
- To monitor the budgets (and any other devolved funds) and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations.
- To approve virements in line with the level of delegation
- To receive and review the Asset register on an annual basis, including reports on disposal of assets.
- To receive an audit of all non-public, voluntary funds annually.

#### Premises, health and safety

- To draw up medium- and long-term plans relating to the repair, maintenance and development of premises and recommend action to the governing body.
- To agree the lettings and charges policy for the use of school premises.
- To monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.
- To agree and monitor compliance with Data Protection regulations

#### Personnel

- To monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted, and legal requirements fulfilled.
- To agree the staffing structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan.
- To ensure that the school complies with the General Equality Duty in relation to staff, and monitors staff workload, well-being and development.
- To ensure the school complies with all requirements in relation to safer recruitment.
- To monitor and evaluate the impact of the budget for continuing professional development.

## Other committees and Panels

Pay panel and HT PMR annually in the autumn term, Admissions as detailed.  
Other Panels and committees as required.

### Admissions-

2 paired link governors as delegated reporting back to the FGB to

1. review the Admissions Policy during the Autumn term and make recommendations for any changes
2. to review ranking against criteria during early Spring

### Headteacher's Performance Review

To review the Targets and Objectives of the Headteacher and to agree any pay award or pay progression

Membership: Two governors as delegated, together with an external appraiser as agreed by the FGB.  
Quorum: Three not including the Headteacher

### Staff Grievance Committee

To consider matters relating to staff grievance in accordance with agreed procedures, and to make such decisions as fall to it to make under those procedures.

Membership: Three governors from their number as available

Quorum: Three.

### Discipline Committee

In accordance with statutory requirements to consider the actions of the Headteacher in either

1. Excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to consider the pupil's reinstatement, OR
2. Relating to a staff matter in accordance with the appropriate HR policies and procedures.

Membership: Three governors from their number as available

Quorum: Three.

### Staff Pay Panel

To review the recommendations of the Headteacher to award pay progression with respect to Pay and Appraisal policy guidelines

Membership: Three governors as delegated

Quorum: Three.

- To ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body.
- To ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document.
- To ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies.

### Appeals Committee

To hear appeals against decisions made by a previous panel of Governors for matters relating to HT and Staff pay awards, Staff discipline or grievance, or parental complaints.

Membership: Three governors from their number as available and not involved at any earlier stage.

Quorum: Three.