



# TERMS OF REFERENCE GOVERNING BOARD AND COMMITTEES

## **The Role of the Governing Board**

The purpose of governance is to provide confident and strong strategic leadership which leads to robust accountability, oversight and assurance for educational and financial performance.

### **Core Functions:**

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.
- Ensuring that the school is accountable to the children and parents it serves, to its local community, to the Trustees of the school and to those who maintain it, as well as to the staff it employs.

In all they do, the Governing Board will focus on their strategic role and on how they can support the school to raise standards.

The Governing Board recognises that it would be impractical to undertake all the day to day activities itself in discharging its responsibilities and it is necessary to delegate some of its functions through committees and the Headteacher.

General arrangements for Committees are as follows:

- a Membership.** Each Committee will be composed of Governors and, where appropriate, independent members selected by the Governing Board. Committees may wish others including other Governors to join their discussions, with or without voting rights according to the Committee's decision, but subject to an overall maximum of ten members. Independent members will be selected by the Clerk to the Governing Board after consultation with the Chair and Headteacher. In addition to the stated membership the Headteacher will be a member *ex officio* of all Committees for which he/she is eligible.
- b Alternates.** All Governors are nominated as alternate members of all Committees for which they are eligible. In cases of need, the Clerk to the Governors will select governors to act as alternates after consultation with the Chair of the Governing Board.
- c Quorum.** The quorum of all Committees will be three members.
- d Reporting.** The business of all Committees will be reported to the termly meetings of the Governing Board.

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e Chairs. The Chair of each Committee will be appointed by the Committee at its first meeting in the academic year. In the absence of the Chair from any meeting, the Committee will appoint one of its members to take the chair for that meeting only.

f Review. The functions and membership of all committees will be reviewed each year at the first meeting of the Autumn term.

## **Terms of Reference for all Committees**

### **Admissions and Discipline Committee**

#### **Membership:**

Six Governors but the Headteacher is excluded from the discipline committee as she/he presents the case.

The Governing Board will appoint the Chair of the committee.

N.B. For Admissions the Headteacher is entitled to vote whether or not she/he is a governor

The quorum for meeting of the committee will be three (3)

#### **Terms of Reference:**

##### **Admissions:**

The main functions are:

- to draft and review the school's admission policy;
- to assume responsibility for the implementation of the policy and
- to report in broad terms all admissions to the Governing Board

##### **Discipline:**

To deal with cases of fixed period or permanent exclusion of pupils from the school, according to the procedures laid down in the Articles of Government.

#### **Delegated Powers:**

- To consult as appropriate with other admission authorities on the school's admission policy.
- To draw up the timescale during which the admission arrangements are completed.
- In consultation with the Headteacher to draft an admissions policy, including criteria, which must be approved annually by the full Governing Board.
- To apply the admissions criteria to all applicants and decide which children are to be admitted and which children are to be refused a place.
- To ensure that all procedures regarding the notification to the parents of the refusal of a place and the right to appeal are carried out.
- To prepare the case to be made in defence of the Governors refusal to admit a pupil or pupils at an independent Appeals Committee hearing.
- In the case of a fixed period or permanent exclusion to hear the case, see all relevant documents, allow representation to be made by the parents concerned (or the pupil if over 18).
- To consider and decide whether to confirm an exclusion, shorten its length or direct a re-instatement.
- To inform parents, the Headteacher and the LEA of the decision
- To hear any appeal against a parental complaint concerning the curriculum.
- To hear any appeal from parents about any SEN statement decided by the school

#### **Matters which cannot be delegated to the Admissions and Discipline Committee**

- The admission policy of the school
- Decisions to seek an 'arrangement' with the LEA for preserving the character of the school and the nature of the 'arrangement' sought.

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- Responsibility for the written statements of general principles on pupil discipline.
- The requirements on Standard Numbers in relation to pupil admissions.
- Decisions regarding the arrangements for admission appeals.

### **Pay/Staffing Committee**

#### **Membership:**

To consist of no fewer than four named governors. No members of the Pay/Staffing Committee may be related to a member of Maricourt staff.

#### **Terms of Reference:**

To consider matters to do with the appointment of staff, and the Governing Board's responsibilities as an employer.

#### **Delegated Powers:**

- To determine the salaries of the teaching staff on 1 September of each year, taking account of the current national Pay and Conditions Document and attendant circular, the school's current pay policy and the recommendations of the Headteacher.
- To determine the salaries of the Deputy Headteachers for 1 September each year, taking account of any objectives set for the previous year, and taking advice from the Headteacher.
- To determine the Headteacher's salary for 1 September each year after considering the performance review statement.
- To determine the salaries of all support staff using the NJC and other appropriate scales, taking account of the current pay policy and the recommendations of the Headteacher.
- To recommend to the Governing Board changes to the school's pay policy, having taken appropriate consultation through the school's consultative mechanism for staff.
- In conjunction with the Headteacher to draw up a staffing structure (teaching and non-teaching staff) and to review it annually.
- To draw up for approval by the Governing Board all personnel policy documents required: equal opportunities, health and safety, leave of absence, professional development, INSET, induction. Other policies (eg., directed time, procedures for reviewing job descriptions, appraisal), will be drawn up by the Headteacher for approval by the committee.
- To oversee all procedures for the appointment of new teaching and non-teaching staff (except Headteacher, Deputy Headteacher and Head of RE).
- To delegate to the Headteacher the responsibility for advertising vacant post and the drawing up of short lists for all but the more senior posts (eg, Deputy Headteacher and Head of RE).
- To delegate to the Headteacher all provision of supply cover for maternity leave and under one term's duration.
- To ensure that proper contracts of employment are issued to all staff and that appropriate job descriptions are in place.

#### **Matters which should not be delegated to the Staffing Committee:**

- The appointment of a Headteacher or Deputy Headteacher.
- It is the advice of the Archdiocese and the Catholic Education Service that all Foundation Governors should meet and appoint a school's Head of Religious Education.

### **Staff Discipline/Appeal Committee:**

#### **Membership:**

To consist of no fewer than three named governors and an additional three named governors for an appeal panel

#### **Terms of Reference:**

- To consider matters related to staff discipline and grievance
- To consider such staff disciplinary cases as may be referred to the committee by the Headteacher or as members of the committee may decide, according to the school's disciplinary procedures.
- To suspend any person employed to work at the school where, in the opinion of the committee or the Headteacher, exclusion from the school is required, and be informed of such a suspension where it is undertaken by the Headteacher.
- To recommend to the Governing Board that any suspension be determined where this is considered the appropriate action.
- To terminate the employment of any person employed at the school as requested by the Headteacher or as determined by the committee.
- To suspend the Headteacher for misconduct or other urgent cause.
- To make a full report to the Governing Board after any appeal has been heard.
- To hear any appeal against disciplinary action related to a member of staff, including dismissal.
- To resolve any grievance which cannot be resolved by the senior Leadership team.
- To hear any appeal against a pay award.

### **Finance, Premises and Health & Safety Committee**

#### **Membership:**

To consist of a minimum of six Governors.

#### **Terms of Reference:**

**Finance:** The remit includes all areas of finance for which the Governing Board is responsible. The main responsibility, in consultation with the Headteacher, is to ensure proper allocation and management of funds delegated to the school under the LMS scheme. It shall meet twice in the academic year or whenever is necessary.

**Premises:** To advise the Governing Board on major projects regarding the maintenance and upkeep of the property.

**Health and Safety:** To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.  
To review the school health and safety policy and make recommendations arising from new health and safety documentation issued by the LEA, DCSF, HSE etc.

Its functions are:

- To review and monitor spending on priorities in the school development plan and, where necessary, make recommendations to the Governing Board.
- To be responsible for Staff salaries
- To provide guidance and assistance to the Governing Board and the Headteacher on all financial matters concerning the school.

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- To receive, consider and present to the Governing Board annual estimates of the school's budget and the annual out-turn budget.
- To monitor income and expenditure of all delegated funds (including monies delegated for specific purposes, e.g., INSET) and make reports to the Governing Board.
- To recommend a charging and remissions policy to the Governing Board.
- To advise the Governing Board on financial strategy and policy within the resources available and in accordance with the school's development plan.
- To receive reports on the school's income and expenditure, showing a comparison of these against the annual budget.
- To review from time to time the financial memorandum and regulations for the supervision and control of financial procedures, accounts, income and expenditure of the school, together with such related matters as considered necessary and desirable, including insurances.
- To oversee the distribution of the school voluntary fund and submit the annual audited statement to the Governing Board.
- To advise generally on the provision of resources and services to the school and, in particular, to undertake the setting up of contracts for a variety of services as determined by the Governing Board.
- To keep under review and to advise the Governing Board on the general condition, usage, and development of the school's buildings and their fabric, and playing fields and grounds.
- To work with the Trustees to draw up any capital bid in consultation with the Headteacher and the architects for approval by the Governing Board.
- To produce a rolling maintenance programme for the school and to monitor its progress.
- To ensure that all health and safety matters are properly considered and dealt with.

#### **Delegated Powers:**

- To ensure that the financial regulations for the school approved by the Governing Board are implemented.
- To decide on and submit to the LEA by the required date the final budget for each financial year.
- To examine virement between budget headings delegated to the Headteacher (up to £10,000)
- To exercise virement for amounts greater than those permitted by the Headteacher (up to £20,000) and to seek approval from the Governing Board for virement greater than £20,000.
- To exercise control over the purchase of any single item at a cost between £10,000 and £20,000 (single items less than £10,000 delegated to the Headteacher and permission of the Governing Board to be sought for single items over £20,000)
- To ensure that the appropriate repayments from lettings are credited to the school budget;
- Not to allow spending to exceed the grand total of the annual budget and to report to the Governing Board if there is a possibility of an overspend;
- To ensure the annual audit of any account held in the school name;
- To respond on behalf of the Governing Board to any consultation by the LEA on the LMS scheme;
- To monitor the maintenance and upkeep of the school premises and grounds.
- To prepare a statement of priorities for the maintenance and development for the approval of the Governing Board.
- To ensure that regular audit of Risk Assessments are carried out.
- To advise the Governing Board with regard to its compliance with Health and Safety Regulations.

## **Curriculum and Pupil Welfare Committee**

### **Membership:**

A minimum of ten Governors plus the Headteacher plus the Head Boy, Head Girl and Deputy Headteacher as co-opted members.

### **Terms of Reference:**

The Committee will advise the Governing Board in relation to its statutory obligations concerning the curriculum.

### **Delegated Powers:**

- To work with identified members of staff to prepare drafts for approval by the Governing Board and to review regularly:
- The School Mission Statement; The School Development Plan; and curricular aims and Policy statements.
- In consultation with the Headteacher to prepare the school prospectus.
- To review the school's curriculum policies on a regular basis to ensure that they comply with the National Curriculum and other statutory requirements.
- To initiate and review the school's Special Educational Needs code of practice and ensure that the requirements of children with special educational needs are met.
- To ensure that pupil assessments and records are kept up-to-date and comply with current requirements.
- To keep under review the school's curriculum complaints procedure.
- To keep under review the school's charging and remissions policy for pupils' extra curricular activities.
- To monitor information about school performance and to set pupil performance targets.
- To recommend to the Governing Board the times for the start and finish of the school day and the lunch-time period, together with the dates for the beginning and end of school terms and half-term breaks.
- Where necessary, to make recommendations to the Finance Committee on resource levels for curriculum implementation.

### **Matters which cannot be delegated to the Curriculum Committee**

- Duty of governors to control the curriculum
- Duty to ensure a broad and balanced curriculum which (a) promotes the spiritual, moral, cultural, mental and physical development of pupils and which (b) prepares such pupils for the opportunities, responsibilities and experiences of adult life.
- In consultation with the Headteacher to create a policy on collective worship in the school.
- Duty to ensure that pupils take part in daily collective worship and receive religious education.
- Duty to ensure implementation of the National Curriculum.
- Duty to provide for the secular curriculum and its compatibility with the National Curriculum.
- Duty to consider the LEA's Curriculum Statement.
- Duty to prohibit political indoctrination and secure balanced treatment of political issues.
- Duty to ensure that where sex education is given, it is given in such a manner as to encourage pupils to have due regard to moral considerations and the value of family life.
- Duty to ensure that examination courses have approved external qualifications.
- Duty to have regard to representations made to the Governing Board concerning the curriculum by any persons connected with the community served by the school or to representations made by the chief officer of police.

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**Agreed by Governors:**

Membership. (The Headteacher to be an ex officio member of all Committees she/he is entitled to attend).

<b>Committee</b>	<b>Membership</b>
Admissions and Discipline	6
Staff Pay	5
Staff Disciplinary & Appeals	8
Curriculum and Pupil Welfare	10
Finance, Premises and Health & Safety	6