September 2026

MARICOURT CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE

TERMS OF REFERENCE
GOVERNING BOARD AND COMMITTEES

The Role of the Governing Board

As a Governing Board, our overarching responsibility is to ensure that we comply with our legal and canonical duty to ensure that the Catholic character of the school is preserved and developed. This duty permeates everything that we do.

Core Functions:

- **Strategic leadership:** to ensure clarity of Catholic vision, ethos and strategic direction;
- **Accountability and assurance:** to provide robust effective oversight of the operations and performance of the School. To hold the appropriate senior leadership to account for the educational performance and Catholic character of the School and its pupils; for pupil welfare; for the internal organisation, management and control of the School, including performance management of staff. To oversee and ensure appropriate use of funding and effective financial performance and to keep school estate safe and well-maintained and
- **Engagement:** to provide strategic oversight of relationships with stakeholders including, parents, schools and communities so that decision-making is supported by meaningful engagement.

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. 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.
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.

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Terms of Reference for all Committees

Admissions Committee

Membership:

Six Governors

The Governing Board will appoint the Chair of the committee.
NB 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:

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

Curriculum Committee

Membership:

A minimum of ten Governors plus the Headteacher and plus Deputy Headteachers as co-opted members.

Terms of Reference:

- review the curriculum offer, ensuring that statutory requirements are met
- ensure that the curriculum offer reflects the school's values
- ensure that the curriculum meets the needs of **all** pupils regardless of ability, age, sex or ethnicity.
- ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice.
- ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness.
- ensure that required information relating to the school's curriculum (and careers programme where relevant) is published on the school's website
- monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments.
- evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment.
- monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND.
- monitor and evaluate the impact of continuing professional development on the quality of teaching.
- advise the Resources Committee on the funding priorities necessary to deliver the curriculum.
- consider recommendations relating to teaching and learning from external reviews of the school (for example, Ofsted or local school improvement advisers), and ensure an appropriate plan is in place to act on any recommendations.
- review and monitor any policies delegated by the full governing board

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Resources Committee

Membership:

To consist of a minimum of eight Governors.

Terms of Reference:

Finance

- review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
- maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
- present an annual budget to the full governing board for approval
- monitor actual income and expenditure at least once a term against the approved budget
- benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
- ensure that sufficient funds are allocated for staff pay increments
- report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
- review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
- approve expenditure and virements of sums between £10,000 and £20,000 – sums below this amount are delegated to the headteacher. The Governing Board approves expenditure and virements above £20,000.
- undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
- ensure local authority financial procedures are complied with
- receive and act upon any issues identified by a local authority audit
- ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
- assess the school's insurance cover to ensure that it provides adequate protection against risks

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Staffing

- review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
- consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
- review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
- oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
- review pay decision data to ensure that pay increments are awarded fairly
- ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
- monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

Premises, Health and Safety

- ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
- ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
- monitor the completion of actions and recommendations arising from risk assessments
- review the school's accessibility plan
- receive an annual health and safety audit report and monitor any arising actions
- receive a regular report on accident statistics, near misses, incidents of violence or aggression
- ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
- ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
- monitor the health and safety training that staff and governors undertake
- review, adopt and monitor all policies delegated by the board

Agreed by Governors:

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

Committee	Membership
Admissions	6
Curriculum	10
Resources	8
Staff Pay	3

Further committee meetings may be arranged subject to the needs of the school.