

ST MARY'S CATHOLIC PRIMARY SCHOOL

The Governing Board of St. Mary's Catholic Primary School, Canterbury Road, London, NW6 5ST

The Governing Board 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

Terms of Reference

- **To agree constitutional matters***, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Board meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board and their terms of reference***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary***
- To promote the Catholic ethos of the school
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To be responsible for the Extended School's provision.
- **To review the delegation arrangements annually***

Any items which individual governing bodies may wish to include

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

Membership – As per the Instrument of Government

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

These terms of reference agreed by the Governing Board

07/10/19

ST MARY'S CATHOLIC PRIMARY SCHOOL

Chair of the Governing Board	Alloysius Frederick
Vice-Chair of the Governing Board	TBC
Clerk to the Governing Board	Lillian Caller
Quorum:	One half of the membership not including vacancies

ST MARY'S CATHOLIC PRIMARY SCHOOL

EXCLUSIONS COMMITTEE (Statutory)

TERMS OF REFERENCE

- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6 and 50 school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6 and 15 school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practiced in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour Policy, and make recommendations on changes to the Governing Board or relevant committee

Membership – 3 or 5 NB. The Governing Board may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference agreed by the Governing Board	07/10/2019
<i>Name of Governor</i>	Date Appointed to the Committee
This Committee will be established by the Chair of Governors as necessary	
<i>Chair of the Committee</i>	To be appointed when needed
<i>Clerk to the Committee</i> *	07/10/2019

*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3	Date of review:	September 2020
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APPEALS / COMPLAINTS COMMITTEE

Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any complaints items which the governing board may wish to include*

***cannot be delegated to an individual**

Disqualification – Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Board	07/10/2019
<i>Name of Governor</i>	Date Appointed to the Committee
This Committee will be established by the Chair of Governors as necessary	
Chair of the Committee	To be appointed when needed
Clerk to the Committee *	07/10/2019

*May be provided by LA.

Quorum (minimum of 3, committee can determine higher number)	
Date Committee established	As necessary
Date of review:	September 2020

ST MARY'S CATHOLIC PRIMARY SCHOOL

CURRICULUM COMMITTEE

TERMS OF REFERENCE

- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, English, Mathematics. To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

These terms of reference agreed by the Governing Board

07/10/2019

Quorum (minimum of 3, committee can determine higher number)

Date of Review

September 2020

ST MARY'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS COMMITTEE

TERMS OF REFERENCE

PURPOSE/FUNCTION

To admit children to the School using the published admission criteria as outlined in the Primary School timetable for Admissions

To agree the Admission criteria with guidance from the New Code of Practice, the Diocese and the LA and to review the criteria as necessary.

To consult / communicate the published criteria and the appeals process, to parents, members of the Community (within the relevant area), the LA and Diocese.

To ensure that the relevant Code of Practice guidance is being adhered to.

To facilitate appeals and to learn lessons from the appeals process (both those upheld and not upheld) and integrate lessons learned into future practice.

To facilitate the assessment of the Catholic character of the School at the relevant time.

To keep a waiting list and to allocate places accordingly (good practice).

To admit children who do not meet the religious character of the School if there are places available.

REF: A Guide to the Law for School Governors (Chapter 10)

The Committee shall consist of a normal minimum of four Governors (including the Headteacher) with a quorum of three Governors.

The Chair is appointed annually by the Chair of Governors, subject to approval by the Board of Governors.

The Governing Board is responsible for appointing a Clerk to minutes all Admissions meetings throughout the year.

The Committee will meet termly or as necessary.

The Committee will delegate to the Headteacher the casual admission of children from the waiting list agreed by this Committee.

Disqualification:

Any individual who has a child that would be eligible for a school place in Nursery or Reception within the Admissions round of the places being allocated.

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Terms of Reference agreed by the Governing Board

07/10/2019

Date of review

September 2020

Chair of the Committee

Alloysius Frederick

Clerk to the Committee

Lillian Caller

Quorum (minimum of 3)

ST MARY'S CATHOLIC PRIMARY SCHOOL

FINANCE, PREMISES, PERSONNEL & PAY COMMITTEE

TERMS OF REFERENCE

The Membership of the Committee, and the clerk, will be as per the agreed membership list. Please note that the Headteacher cannot clerk a committee.

A quorum will be at least three Governors. (NB Associate Members do not count towards the quorum)

The Chair of the Committee will be elected by the Full Governing Board/a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

Associate members do not have voting rights.

TERMS OF REFERENCE:

Duties and Powers:

1. The Full Governing Board (FGB) shall have overall responsibility for the budget and financial management of the school.
2. The FGB shall set up a Finance Premises & Personnel Committee (FPPP) which must meet at least once each term.
3. For each meeting of the FPPP, the Headteacher and/or School Business Manager (SBM) shall provide a detailed statement of the school's current financial position, as compared with the budget forecast to that date.
4. The Headteacher shall be responsible for maintaining a proper system of budgetary control and preparing all estimates for submission to the FGB and FPPP.
5. The budget is to be produced and proposed by the Headteacher prior to the beginning of the financial year and approved by the FGB. The Headteacher shall set performance measures linked to the School Development Plans and review progress and outcomes for the resources agreed.
6. The estimates of income and expenditure shall be prepared by the Headteacher and significant variances investigated and reported by the Headteacher regularly.
7. The FGB shall without delay report to the Director of Children and Families where it appears that the total budget for the school may be exceeded and take action to bring the budget back into balance.
8. The FPPP Committee may approve a virement from £10,001 up to £20,000 between budget headings upon receipt of a report from the Headteacher and / or SBM. This will include requests for unplanned spending from other committees or budget holders.
9. The authority to approve virements shall be delegated to the Headteacher and the Chair of FPP for the period between meetings subject to a report to each meeting of the FPPP detailing all virements authorised since the last meeting of the FPPP. An upper limit on virements by the Headteacher is set at £10,000.
10. Overspends require specific detailed and costed proposals for correction. Precise budget heads must be identified and detailed. Any service implications must be fully stated.
11. Underspends can be carried forward at the year end.

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12. If the school is in deficit at the year end, the school will be required to submit a recovery plan to the Director and Chief Finance Officer.
13. The Headteacher and Chair of Governors or Chair of FPPP must complete the DfE Financial Management Standards Self Assessment Tool, then review it annually.
14. The Chair of FPPP shall report the approved minutes to the next FGB meeting after FPPP has met.
15. All meetings of the FPPP shall be minuted by someone other than the Headteacher.
16. As soon as possible after the end of the financial year, the Headteacher shall produce a statement of actual expenditure against the budget for the year. The statement shall also explain the purposes for which a surplus has been accumulated.
17. FPPP shall consider all staffing matters having an impact on the budget.
18. To achieve the aims of the whole school pay policy in a fair and equal manner
19. To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
20. To observe all statutory and contractual obligations
21. To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing board;
22. To recommend to the governing board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion. The pay committee will recommend that the Governing Board makes application for any additional funding available to support this process;
23. To keep abreast of relevant developments and to advise the governing board when the school's pay policy needs to be revised;
24. To work with the head in ensuring that the governing board complies with the Performance Management Regulations.
25. The FPPP shall consist of the Chair of Governors and at least three other Governors in addition to the Headteacher. Associate Governors can be appointed to FPPP but will not have the right to vote or make the committee quorum.
26. At least three full members of whom two must be external governors must be present for a quorate meeting.
27. There shall be an annual review of these terms of reference by FPPP.

Terms of Reference agreed by the Governing Board

07/10/2019

Date of review

September 2020

Chair of the Committee

Alloysius Frederick

Clerk to the Committee

Lillian Caller

Quorum (minimum of 3)