

Terms of Reference for the Governing Body of English Martyrs



Mission Statement

'Where everyone is special'

With Christ at the heart of our Catholic community, our mission is to:

- *nurture the potential in each individual*
- *celebrate achievement*
- *and develop an awareness of service to God and each other.*

Created: December 2016

Reviewed: Annually at the first meetings of the academic year

The Full Governing Body	
The role of the governing body	<i>The governing body 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 , evaluate and review policies, targets and priorities</i>
Quorum	The quorum for a full governing body meeting and vote must be one half (rounded up to the nearest whole number) of the membership of the governing body when complete excluding any governor vacancies. For Committees, the quorum is a minimum of three full governors
Reporting arrangements	A copy of the written minutes of each meeting are circulated to the full governors.
Terms of Reference	<i>*These matters below cannot be delegated to either a committee or an individual</i>
	To agree constitutional matters*, including procedures where the governing body has discretion
	To appoint new governors where appropriate* and recruit new members as vacancies arise
	To hold at least three governing body meetings a year*
	To appoint or remove the Chair and Vice Chair*
	To appoint or remove a Clerk to the governing body*
	To establish the committees of the governing body and their terms of reference*
	To appoint the Chair of any committee – this is delegated to the committee
	To suspend a governor*
	To appoint or remove the Headteacher and Deputy Headteacher*
	To decide which functions of the governing body 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 body is necessary*
	To approve the Special Education Needs Policy and to approve revisions where appropriate*
	To approve the first formal budget plan of the financial year
	To approve the Health and Safety Policy and to approve revisions where appropriate*
	To review the delegation arrangements annually*
Distinctive nature of a Catholic Voluntary Aided School	The governing body of a Catholic Voluntary Aided School, has a duty to ensure that the school is conducted in accordance with the Trust Deed under which it operates (Archdiocese of Birmingham) and the school's Instrument of Governance.
	To ensure that the school is an institution where Gospel values and the Catholic Faith are at the heart of everything and permeate every facet of its work.
	The school is constantly seen to bear witness to the faith in every aspect of its work.

Terms of Reference for Two Standing Committees

	Performance & Standards Committee
	<i>The Governing Body has <u>delegated</u> responsibility to approve a function to the committee.</i>
School Improvement	To agree, monitor and evaluate the application and impact of the Learning Improvement Plan (or equivalent) and recommend changes where necessary
	To ensure that the school's self-evaluation processes are regularly reviewed and updated
Curriculum	To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy and Teaching and Learning Policy
	To monitor and evaluate the impact of governing body policies including the statutory Sex Education Policy , religious education, collective worship, equal opportunities and drug education
	Monitor and evaluate the application and impact of how the school promotes the pupils' spiritual, moral, social and cultural development
	To monitor and evaluate pupil achievement against a range of targets (school, local, national)
	To review SEN policy and make recommendations to the governing body and monitor and evaluate the application, impact of activities relating to education, assessment, funding and review of children with Special Educational Needs (including Gifted and Talented children) and have regard to the SEN Code of Practice.
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day).
Pupils, parents and community	To approve and review the school information published on a website and ensure that it meets any legislative requirement
	To approve and review the Home –School agreement and evaluate the impact
	To make recommendations to the governing body on the adoption of the school behaviour policy , including the school anti-bullying policy . To approve and review the Written Statement of Behaviour Principles
	To monitor and evaluate periodically the application and impact of the school's role in the community, including the school's public relations
	To make recommendations to the governing body on the adoption of the school equal opportunities policy and to monitor and review the impact regularly.
	To review, at least annually, the overall pattern and use of exclusions within the school.
	To monitor and evaluate the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination).
	To regularly monitor and review pupil attendance and where necessary review strategies for improving attendance
	To monitor and evaluate the application and impact of provision for looked- after children
	To monitor and evaluate when appropriate the school's compliance with the welfare requirements of the Early Years Foundation Stage. [Primary schools only].
	To monitor and evaluate the school's compliance with its duties to provide careers

	education, information and advice (Secondary schools only)
Other	To carry out other related tasks as delegated by the governing body

<i>Name of Governor</i>	<i>Date Re/Appointed to the Committee</i>
Mrs G Deery (Headteacher)	October 2016
Father Matthew (Chair)	October 2016
Mrs E Ollifent	October 2016
Mrs E Haworth	October 2016
Mrs T Buckley	October 2016
Mrs I Juanola-Borrat	October 2016
Mrs P Collins	October 2016

Chair of the Committee	Mrs Haworth
Clerk to the Committee	Mrs Jan Marshall

Quorum: 3 full governors

	Resources Committee
	<i>The Governing Body has <u>delegated</u> responsibility to approve a function to the committee.</i>
Finance	In consultation with the Headteacher, to draft any budget plans for the financial year and to recommend them to the governing body for approval
	To review the supporting evidence and approve annually the school's statement under the Schools Financial Value Standard
	To monitor income and expenditure against budgeted plans and report termly to the governing body, drawing attention to significant anomalies from the anticipated position
	To make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate
	To make recommendations to the governing body regarding decisions due to be taken by the governing body that have financial implications to ensure economy, efficiency and effectiveness of resources
	To review and approve annually the details and application of the school's Financial regulations, Scheme of Delegation, Asset Register, Asset Management Plan, Best Value Statement and Financial Risk and Control
	In consultation with Headteacher, to approve contracts and orders for spending, identified in the budget up to value of £2,000 (previously it was £10,000).
	In consultation with the Headteacher, to agree any transfer of funds between budget areas up to £10,000 higher amounts only to be approved by the governing body
	To monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds and monitor and approve the audit reports
	To review regularly the register of business interests of teachers and governors
	To approve the writing off of irrecoverable debts up to £500 and the disposal of surplus and damaged equipment
	To ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing body. For example, the appointment of new staff, re-grading and pay increments to existing staff
	To monitor and evaluate the impact of the Pupil Premium Funding
	To monitor and evaluate periodically the application and impact of the charging and remissions policies ; to approve changes to the policies
	To review periodically appropriate financial benchmarking data, in order to compare the schools with others, and make recommendations

	To monitor and evaluate the application and impact of the Teachers' Pay Policy and take on role of the Pay Committee
	To determine at any time it sees fit the pay and allowances of school teachers and support staff employed at the school in accordance with the terms of the School Teachers' Pay and Conditions Document and the Authority's scheme for non-teaching employees, including the effective dates for such payments.
	To monitor and evaluate annually the application and impact of the performance management policy including for the whole school; to approve changes to the Teacher Appraisal Policy .
	To assess the resource implications of proposed staffing arrangements, and make recommendations
	To agree, monitor and evaluate periodically the application and impact of the arrangements for the appointment of all members of staff
	To approve applications for early retirement, secondment and leave of absence not covered by local agreements
	To agree, monitor and evaluate periodically the application and impact of the policy on the management of staff absence
	To receive recommendations from the Headteacher and agree the pay of all members of staff, excluding the Headteacher, in line with legal requirements.
	To monitor and evaluate periodically the application and impact of the staff development plan.
	To review periodically the provision for the support of NQTs, and receive general reports about the progress of NQTs.
	To monitor and evaluate periodically the application and impact of the schools' statement of procedures for dealing with allegations of abuse against staff
	To carry out other staff-related tasks as delegated by the governing body
Health and Safety	To monitor and evaluate periodically the application and impact of Health and Safety Policy and procedures; to recommend to GB changes to the policy and procedures
	To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and to ensure that the school follow the procedures as laid down in the Local Authority's Off-Site Activities guidelines

Premises	To monitor and review periodically the adequacy, application and impact of premises and asset management and associated documents.
	To agree, monitor and review periodically the application and impact of the hiring/lettings policy.
	To agree the Accessibility Plan and monitor its application and impact
	Prepare annual programme of repairs and maintenance
	To monitor and evaluate the application and impact of existing extended services at the school
Headteacher's Performance Review	To carry out the governing body's functions relating to the performance review of the Headteacher
Data Protection	To monitor and evaluate the Data Protection Policy and the Freedom of Information Publication scheme

Safeguarding	To monitor and review annually the adequacy, application and impact of the Safeguarding policy and procedures; to approve changes to the policy and procedures; to report annually to the LA including the Central Record of recruitment and vetting checks
Complaints	To monitor and evaluate periodically the application and impact of the schools' complaints and appeals policies and procedures; to approve changes to the policy and procedures including the Complaints Procedure statement
Admissions	For schools that are the Admission Authority To agree and review the schools' admission arrangements
Other	To carry out any other premises-related tasks as delegated by the governing body

The Quorum 3 governors.

<i>Name of Governor</i>	<i>Date Re/Appointed to the Committee</i>
Mrs G Deery (Headteacher)	October 2016
Father Matthew (Chair)	October 2016
Mrs E Petras	October 2016
Mrs J Basford	October 2016
Mr P Burns	October 2016
Mrs E Haworth	October 2016
Mr D Kingsley-Walsh	October 2016

Chair of the Committee	Mr Phil Burns
Clerk to the Committee	Mrs Jan Marshall

Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)
- To make any decisions under the governing body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*
- To make any decisions relating to any member of staff other than the Headteacher, under the governing body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's Charging Policy:
- *Additional items which individual governing bodies may wish to include*

*** cannot be delegated to an individual**

Membership – Not less than 3 members of the governing body plus 2 reserves
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee).

Membership is determined by who is available when needed

NOTE: 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 body
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November 2016

Quorum (minimum of 3 full governors, committee can determine higher number)
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<i>Date Committee established (when needed)</i>

November 2016

The Appeals Committee

Terms of reference:

- *To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee**
- *To consider any appeal against a decision short of dismissal under the governing body's personnel procedures e.g. disciplinary, grievance, capability**
- *To consider any appeal against selection for redundancy**
- *Any items which individual governing bodies may wish to include*

*** cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee including 2 reserves

Membership is determined by who is available when needed

Disqualification – The Headteacher
Any members of the Hearings Committee

NOTE: 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 body
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November 2016

Quorum (minimum of 3 full governors, committee can determine higher number)
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<i>Date Committee established (when needed)</i>

November 2016

**Admissions Committee (if relevant Admissions Authority)-
At English Martyrs School this is the Resources Committee**

Terms of reference:

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school
- To review admissions arrangements annually and in accordance with legislation and to make recommendations for changes to the governing body
- *Any items which individual governing bodies may wish to include*

The governing body of may delegate the governing body's responsibility in relation to Admissions matters to an Admissions Committee. Such a committee must consist of the Headteacher together with at least two other governors.

These terms of reference agreed by the governing body	November 2016
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NOTE: The Headteacher is a member of the Admissions Committee and is entitled to vote whether or not he/she has elected to be a governor

Quorum (minimum of 3 full governors, committee can determine higher number)	
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<i>Date Committee established (when needed)</i>	November 2016
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NOTE: The governing body is required to establish an appeal panel to deal with appeals from parents against decisions to refuse admission. The appeal panel is independent and does not include governors from the school.

Pupil Discipline Committee

Terms of reference

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)* *There is now no requirement to meet parents*
- 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 within 50 school days of 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 within 15 school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Exclusion from Maintained Schools, academies and Pupil Referral document is practised in the school, with specific reference to the role assigned to the governing body.
- Liaise with the Performance and Standards Committee to review the School Behaviour and Discipline Policy, and make recommendations on changes to the governing body or relevant committee
- *Any items which individual governing bodies may wish to include*

Membership is determined by who is available when needed

Membership – 3

NB: The governing body 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 – The Headteacher

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

NOTE: 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 body
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November 2016

Quorum:

3

<i>Date Committee established</i>

November 2016
