



## ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

### GOVERNING BOARD TERMS OF REFERENCE

(Agreed at Committee Meetings Autumn Term 2019)

#### FULL GOVERNING BOARD

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

1. To ensure the business of the Governing Board is conducted properly, in accordance with legal and Thameside Council delegation requirements;
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making;
3. To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction.

##### ***Disqualification – Headteacher, Staff Governors, Pupils, Staff Members***

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

1. To work effectively with the Chair of Governors, fellow Governors and the Headteacher to support the Governing Board;
2. To advise the Governing Board on Constitutional and procedural matters, duties and powers;
3. To convene meetings of the Governing Board;
4. To attend and minute meetings of the Governing Board;
5. To maintain a register of members of the Governing Board and report vacancies to the Governing Board;
6. To give and receive notices in accordance with relevant regulations;
7. To perform such other functions as may be determined by the Governing Board from time to time.

##### ***Disqualification – Headteacher, Governors, Associate Members***

##### **The Role of the Chair of a Committee**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements;
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

##### ***Disqualification – none***

##### **The Role of the Clerk to Committees**

1. To advise the Committee on procedural and legal matters;
2. To convene meetings of the Committee;
3. To attend and minute meetings of the Committee;
4. To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time.

##### ***Disqualification – Headteacher***



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**The Governing Board**

*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**

1. To agree constitutional matters\*, including procedures where the Governing Board has discretion;
2. To recruit new members as vacancies arise and to appoint new governors\* where appropriate;
3. To hold at least three Governing Board meetings a year\*;
4. To appoint or remove the Chair and Vice Chair\*;
5. To appoint or remove a Clerk to the Governing Board\*;
6. To establish the committees of the Governing Board and their terms of reference\*;
7. To appoint the Chair of any committee (*if not delegated to the committee itself*);
8. To appoint or remove a Clerk to each committee\*;
9. To suspend a governor\*;
10. To decide which functions of the Governing Board will be delegated to committees, groups and individuals\*;
11. 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\*;
12. To approve the first formal budget plan of the financial year;
13. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate;
14. To review the delegation arrangements annually\*;
15. *Any items which individual governing bodies may wish to include.*

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



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#### GOVERNING BOARD COMMITTEES

Each committee will consist of the number of governors chosen by the full governing Board. The Headteacher (or representative) will be a member of each committee. Each committee will elect a chair at the autumn term meeting. Non-governors may be co-opted to serve on the committees. Non-governors will not have voting rights. The quorum shall be three of the membership of the committee. The committees will have the following general outline.

<b>Membership</b>	To consist of at least 3 Governors, one of who will act as Chair. Associate Members may be included but the majority must be Governors. They are not allowed to vote however on any decision concerning financial commitments of the GB.
<b>Chair</b>	<i>Either</i> Appointed by the GB <i>or</i> Elected by the Committee. The GB can remove the Chair at any time.
<b>Quorum</b>	To consist of 3 members.
<b>Meetings</b>	At least once a term, or before each full Governing Board meeting, and otherwise as required.
<b>Agendas</b>	To be circulated to all Governors one week before the meeting by the Chair of the Committee. Accompanying papers to be circulated to members of the Committee only.
<b>Minutes</b>	To be circulated to all Governors as soon as possible after the date of the meeting, or with the agenda papers for the next full Governing Board meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.
<b>Review</b>	Membership, terms of reference and working procedures to be reviewed annually at the Autumn Term Governing Board meeting.

The committees will have the following delegated brief.



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#### **1. STRATEGIC CURRICULUM GROUP**

##### **A. OUTCOMES FOR CHILDREN AND LEARNERS**

- I. To ensure that strategies are in place to raise achievement for all pupils
- II. To monitor the achievements of pupils in all subjects of the National Curriculum, and in all statutory, and non-statutory areas, of school life
- III. To set standards and monitor pupil attainment
- IV. To analyse pupil progress and achievement
- V. To discuss and monitor improvement plans
- VI. To agree targets for attainment & progress in consultation with the Headteacher
- VII. To monitor progress towards these targets especially any under-performing groups
- VIII. To consider the school's analysis of all pupils achievement during the year
- IX. To monitor the progress of:
  - a. SEN pupils
  - b. Ethnic Minority pupils
  - c. EAL pupils
  - d. FSM/Pupil Premium pupils
  - e. CLA
  - f. Boys/girls
  - g. Any other vulnerable or previously underperforming group
- X. To explore differences in outcomes between different subjects
- XI. To agree further strategies for improvement in consultation with the Headteacher to incorporate in the School Improvement Plan

##### **B. QUALITY OF TEACHING, LEARNING AND ASSESSMENT**

- I. To ensure there is high quality teaching & learning across all year groups
- II. To ensure there is reliable assessment and high quality tracking information for all learners
- III. To consider plans for the professional development of staff
- IV. To consider termly a monitoring report on teaching & learning, including:
  - a. outcomes of lesson observations
  - b. the level of challenge for children
  - c. pupil progress in lessons
  - d. how well pupils know how to improve their work.
  - e. scrutiny of children's work – marking, assessment and challenge
- V. To agree further strategies for improvement in consultation with the Headteacher to incorporate in the School Improvement Plan

##### **C. PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE**

- I. To ensure the school is fulfilling its responsibilities regarding safeguarding and child protection
- II. To ensure policies are in place to improve behaviour ensuring all pupils feel safe in the school community
- III. To monitor the behaviour policy including incident logs, rate and pattern of exclusion, rewards and sanctions
- IV. To ensure the school provides a supportive environment for all pupils through care, guidance and support
- V. To ensure that the views of pupils are considered, eg Pupil Voice



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- VI. To ensure that the school has effective mechanisms in place to ensure good attendance
- VII. To ensure that the school promotes equal opportunity and tackles discrimination
- VIII. To ensure that the school promotes community cohesion

#### **D. EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT**

- I. To advise the Governing Board on its statutory obligations under the National Curriculum
- II. To ensure effective subject leadership and consider reports on how the curriculum is taught, evaluated and resourced
- III. To review the policy and provision for Collective Worship, and for Religious Education, and make appropriate recommendations
- IV. To review the policy and provision for Sex Education and make appropriate recommendations
- V. To monitor provision for the Spiritual, Moral, Social and Cultural (SMSC) development of pupils
- VI. To monitor the use and impact of Pupil Premium
- VII. To ensure that the views of parents/carers are considered
- VIII. To agree further strategies for improvement in consultation with the Headteacher to incorporate in the School Improvement Plan



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## **2. PREMISES, HEALTH AND SAFETY COMMITTEE**

### **A. PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE**

- I. To ensure that buildings and the learning environment are well maintained and fit for purpose
- II. To support the Headteacher in undertaking onsite health and safety inspections and in identifying priorities for repair and maintenance
- III. To regularly review security and the safe use of school grounds, including traffic management
- IV. To ensure procedures are in place in the school to meet all health and safety legislation
- V. To undertake an annual health and safety audit of the school premises and report on the same to the Governing Board.
- VI. To liaise with the Finance Committee in reviewing the costs, and arrangements, for maintenance, repairs, and redecoration.
- VII. To agree further strategies for improvement in consultation with the Headteacher to incorporate in the School Improvement Plan

### **B. EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT**

- I. To ensure safeguarding policies are in place (policies monitored by Behaviour and Safety Committee)
- II. To consider arrangements for pupil welfare (including Young Carers, CLA)
- III. To be responsible for the performance management policies for teachers and support staff
- IV. To advise the Governing Board on its statutory obligations under the National Curriculum
- V. To ensure effective subject leadership and consider reports on how the curriculum is taught, evaluated and resourced
- VI. To review the policy and provision for Collective Worship, and for Religious Education, and make appropriate recommendations
- VII. To monitor provision for the Spiritual, Moral, Social and Cultural (SMSC) development of pupils
- VIII. To review the policy and provision for Sex Education and make appropriate recommendations
- IX. To monitor the use and impact of Pupil Premium
- X. To ensure that the views of parents/carers are considered
- XI. To agree further strategies for improvement in consultation with the Headteacher to incorporate in the School Improvement Plan
- XII. To consider and review the effectiveness of the governing Board



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#### **3. FINANCE & PERSONNEL COMMITTEE**

##### **A. OUTCOMES FOR CHILDREN AND LEARNERS**

- I. To liaise with Strategic Curriculum Group in deciding budgeting priorities with school.

##### **B. QUALITY OF TEACHING, LEARNING AND ASSESSMENT**

- I. To liaise with Strategic Curriculum Group in deciding budgeting priorities for staffing and appointments.

##### **C. PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE**

- I. To liaise with the Premises, Health and Safety Committee to decide on spending priorities in relation to the needs of that committee.

##### **D. EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT**

- I. The Finance and Personnel Committee is responsible for recommending (or setting if it has delegated authority from the Governing Board) the school budget.
- II. The Finance and Personnel Committee is responsible for ensuring the control and monitoring of the school budget and for reviewing, and determining staff pay (if it incorporates the Pay Committee).
- III. To advise on the financial implications of adopting certain policies.
- IV. To make recommendations (or take decisions if it has delegated authority) on all financial matters.
- V. To provide reliable information and make appropriate recommendations (or decisions with delegated powers) to enable the Governing Board to comply with the required financial regulations.
- VI. To prepare and recommend (approve with delegated powers) a budget each year.
- VII. To monitor regularly and effectively against that budget and report to the Governing Board as required.
- VIII. To contribute to the School Improvement Plan.
- IX. An annual meeting will be held (staff paid to work at the school or who have a pecuniary interest should not be included in decisions related to this function), the purpose of which will be:
  - X. To review the changes in pay and conditions arrangements for all staff.
- XI. To receive from the Headteacher and the Council such recommendations as are appropriately related to this function.
- XII. To formally adopt the Financial Regulations for Tameside Schools on an annual basis and record this in the minutes;
- XIII. To ensure that the financial regulations for the school approved by the Governing Board are implemented;
- XIV. To decide and submit to the LA by the required date the final budget for each financial year;
- XV. To exercise virement between budget headings for amounts more than those permitted by the Headteacher by the school's financial regulations. Such amounts shall not exceed £10,000 of the budget heading concerned without the prior approval of the Governing Board;
- XVI. To ensure that the appropriate repayments from lettings are credited to the school budget;
- XVII. To prepare recommendations, or reports, for the full Governing Board in respect of changes to the school pay policy. In undertaking this responsibility the Pay Committee will consult with the teaching staff, school representatives and secretaries of the recognised teacher associations.
- XVIII. To undertake pay assessment for all staff and prepare their annual pay statements.



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- XIX. To consider (following withdrawal of the head teacher from the meeting), the payment of the Headteacher in the forthcoming year.
- XX. To liaise as necessary with the Council for example in relation to newly appointed staff.
- XXI. To send a copy of the annual pay statement to each member of staff and the Council for payroll purposes.
- XXII. To contribute to the School Improvement Plan.
- XXIII. To monitor the use and impact of Pupil Premium.
- XXIV. To monitor the charges policy
- XXV. To ensure that the views of parents/carers are considered
- XXVI. To agree further strategies for improvement in consultation with the Headteacher to incorporate in the School Improvement Plan
- XXVII. To consider and review the effectiveness of the governing Board