



ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL
GOVERNING BODY TERMS OF REFERENCE
(Agreed at Committee Meetings Autumn Term 2021)

FULL GOVERNING BODY

The Role of the Chair of the Governing Body

1. To ensure the business of the Governing Body 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 Body 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 Body

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

Disqualification – Headteacher



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The Governing Body

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 and review policies, targets and priorities.

Terms of reference

1. To agree constitutional matters*, including procedures where the Governing Body has discretion;
2. To recruit new members as vacancies arise and to appoint new governors* where appropriate;
3. To hold at least three Governing Body meetings a year*;
4. To appoint or remove the Chair and Vice Chair*;
5. To appoint or remove a Clerk to the Governing Body*;
6. To establish the committees of the Governing Body 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 Body 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 Body 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 BODY COMMITTEES

Each committee will consist of the number of governors chosen by the full governing body. 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.

Membership	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.
Chair	<i>Either</i> Appointed by the GB <i>or</i> Elected by the Committee. The GB can remove the Chair at any time.
Quorum	To consist of 3 members.
Meetings	At least once a term, or before each full Governing Body meeting, and otherwise as required.
Agendas	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.
Minutes	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 Body meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Body to consider, and clear reasons for decisions taken.
Review	Membership, terms of reference and working procedures to be reviewed annually at the Autumn Term Governing Body meeting.

The committees will have the following delegated brief.



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1. STRATEGIC CURRICULUM COMMITTEE

A. ACHIEVEMENT AND ATTAINMENT

- 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. TEACHING & LEARNING

- 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. BEHAVIOUR & SAFETY

- 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
- VI. To ensure that the school has effective mechanisms in place to ensure good attendance



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- VII. To ensure that the school promotes equal opportunity and tackles discrimination
- VIII. To ensure that the school promotes community cohesion

LEADERSHIP & MANAGEMENT

- I. To advise the Governing Body 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

C. BEHAVIOUR & SAFETY

- 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 Body.
- 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

LEADERSHIP & 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 Body 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 body



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3. FINANCE & PERSONNEL COMMITTEE

A. ACHIEVEMENT AND ATTAINMENT

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

B. TEACHING & LEARNING

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

C. BEHAVIOUR & SAFETY

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

LEADERSHIP & MANAGEMENT

- I. The Finance Committee is responsible for recommending (or setting if it has delegated authority from the Governing Body) the school budget.
- II. The Finance 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 Body 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 GB 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 Model for Financial Guidelines for 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 body 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 Body;
- 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 Body 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.
- 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.



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- 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 body



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APPENDIX 1: GOVERNING BODY RESPONSIBILITIES 2014-15

Chair	<i>Mr Anthony Evans</i>	
Vice Chair	<i>Mrs Clare Stewart</i>	
Safeguarding/Child Protection Governor	<i>Miss Barbara Robinson</i>	
Inclusion Governor	<i>Miss Barbara Robinson</i>	
Training Link Governor	Mr Anthony Evans	
Pupil Premium Link Governor	<i>Mrs Catherine Bardsley</i>	
<i>Attendance Governor</i>	<i>Mrs Sarah Wrigley</i>	
Achievement	<i>ISG</i>	
Teaching and Learning	<i>ISG</i>	
Behaviour and Safety	<i>Premises & Safety Committee</i>	
Behaviour for Learning	<i>ISG</i>	
Leadership and Management	<i>ISG</i>	
Spiritual, Moral, Social & Cultural (SMSC)	<i>Governing Body</i>	
Class Link Governors 2014-15 (Governor to follow the year group through to Year 6)	<i>Pastoral (all years)</i>	<i>Fr Philip</i>
	<i>Nursery</i>	<i>Mr Blay</i>
	<i>Reception</i>	<i>Mr Casey</i>
	<i>Year 1</i>	<i>Mrs Bardsley</i>
	<i>Year 2</i>	<i>Mrs Stewart</i>
	<i>Year 3</i>	<i>Mrs Wrigley</i>
	<i>Year 4</i>	<i>Miss Robinson</i>
	<i>Year 5</i>	<i>Mr Evans</i>
	<i>Year 6</i>	<i>Mr Zidan</i>
	<i>All Year groups</i>	<i>Mr Evans</i>



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Curriculum and Standards Committee		ISG
Finance and Staffing Committee	Governors:	Mr Anthony Zidan , Fr Philip Atkinson, Mr Peter Casey, Mrs Lynn Lakner, Headteacher
	Business Manager:	Mrs Claire Fletcher
	In attendance:	Chair
	Quorum:	3
Premises and Safety Committee	Governors:	Miss Barbara Robinson, Mr Peter Casey, Mr David Blay, Headteacher
	Business Manager:	Mrs Claire Fletcher
	Quorum:	3
Admissions Committee	Governors:	Fr Philip Atkinson , Mr Anthony Zidan, Headteacher
	Quorum:	3
Pay Committee	Governors:	Mr Anthony Zidan, Fr Philip Atkinson, Mr Peter Casey, Mrs Lynn Lakner, Headteacher
	Quorum:	3
Pay Appeals Committee	Governors:	Mr Anthony Evans, Mr David Blay, Mrs Clare Stewart
	Quorum:	3
Appointed Governors for Headteacher Performance Review	Governors:	Mr Peter Casey, Fr Philip Atkinson, Mr Anthony Zidan, Mr Anthony Evans
	Quorum:	2
	Review Officer:	Mr David Sparkes
Pupil Discipline Committee (Pupil Exclusions)	Governors:	Mr Peter Casey, Mrs Sarah Wrigley, Mr David Blay
	Reserves:	Any other eligible governor
	Quorum:	3
Working Groups	No minimum quorum required. Working Groups are not able to take decisions on behalf of the Governing Body.	

STAFFING COMMITTEES		
Suspension Committee	Governors:	TBA as required
	Quorum:	3
Discipline and Grievance Committee	Governors:	TBA as required
	Quorum:	3
Discipline and Grievance Appeal Committee	Governors:	TBA as required
	Quorum:	3
Appointments Committee (Teaching Staff)	Governors:	To be dealt with by the Finance and Staffing Committee
	Quorum:	3
Appointments Committee (Support Staff)	Governors:	To be dealt with by the Finance and Staffing Committee
	Quorum:	3



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APPENDIX 2; Governing Body Calendar

Autumn term 2014:	
Pay Committee @ 5:00-5:30 pm	Wednesday 15 October 2014 (clerked)
Finance & Staffing Committee @ 5:30 pm	Wednesday 15 October 2014 (clerked)
ISG @ 4:00-5:00 pm	Wednesday 15 October 2014 (clerked)
ISG @ 10:45-12:00	Friday 7 Nov 2014 (Learning Walk)
Governing Body @ 5:00 pm	Wednesday 3 December 2014 (clerked)
Spring term 2014:	
Finance & Staffing Committee @ 10:00 am	Thursday 26 February 2015 (clerked)
ISG @ 4:00 pm	Thursday 22 January 2015 (clerked)
ISG @ 3:30 pm	Tuesday 3 March 2015 (ISG moderation)
Governing Body @ 5:00 pm	Wednesday 18 March 2015 (clerked)
Summer term 2015:	
Finance & Staffing Committee @ 10:00 am	Thursday 23 April 2015 (clerked)
ISG @ 4:00 pm	Wednesday 29 April 2015 (clerked)
ISG @ 9:00 am	Tuesday 7 July 2015
Governing Body @ 5:00 pm	Wednesday 17 June 2015 (clerked)

Link SDP	Date	Area	Governor	Staff
6b	January	Attendance	Sarah Wrigley	NH/GS
2/5	January	Early Years	TBC	EYFS Team
All	February	Budget	Peter Casey /Anthony Zidan	CF
3a/b	March	Literacy	Clare Stewart	CT
3a	April	Numeracy	ISG Rep	DM
5b	May	Sport Premium	ISG Rep	LW
2, 3 & 5	June	Teaching, Learning & Curriculum	ISG Rep	LL & TBC
2	July	Data Results	Chair/ Vice Chair	PJ LL
5	September	Pupil Premium	Catherine Bardsley	PJ/ GS/CF
6a	October	Safeguarding	Barbara Robinson	PJ/GS
6	November	Health and Safety	David Blay	CF
5	December	SEN	Barbara Robinson	KN
1	By Arrangement	RE	Father Philip Atkinson	LL
5	By Arrangement	Website	TBC	PJ/CF