

# Saint John Wall Catholic School

## *A Catholic School For All*



### Mission Statement

**'To educate each and every unique child in our care to hear and respond to what God calls them to be'**



## GOVERNING BOARD TERMS OF REFERENCE



Updated: Wednesday 7 October 2020

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

- ❖ To ensure the business of the Governing Board is conducted properly, in accordance with legal and Birmingham City Council delegation requirements and the Diocesan Education Service (DES).\*
- ❖ 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
- ❖ 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 – The Headteacher**

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

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- ❖ To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Board
- ❖ To attend meetings of the Governing Board and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Board from time to time

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

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

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ 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
- ❖ To feedback reports and updates from Committee meetings to the Full Governing Board

**Disqualification – none**

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

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

**Disqualification – The Headteacher**

## 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

**1 Membership** As per the Instrument of Government

**Disqualification** As per Regulation 20 and Schedule 6 of the Constitution Regulations

Name of Governor	Type of Governor	Term of Office
Mrs K Hazelwood	Local Authority	07/01/2019-06/01/2023
Mr M Jones	Foundation	07/01/2019 -06/01/2023
Miss C Lynch	Parent	29/09/2018-28/09/2022
Miss K Marston	Headteacher	16/03/2016
Mrs Y Jordan	Foundation	21/05/2019-20/05/2023
Mr A Quinn	Foundation	01/09/2019-31/08/2023
Mr T Price	Staff	12/10/2020- 11/10/2024
Ms L Breslin	Co-opted Governor	09/11/2020 – 08/11/2024
<b>VACANCIES</b>		
Foundation Governor (5)		
Parent Governor (2)		

**2 Chair of the Governing Board**

Mr M Jones

**Vice Chair of the Governing Board**

Mrs K Hazelwood

**3 Clerk of the Governing Board**

Services 4 Schools

**4 Quorum**

3

**5 Meetings**

At least once per term or more often if required

**6 Date term of reference agreed by the Governing Board**

Annually at the last meeting of each academic year.

**7 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 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 approve the first formal budget plan of the financial year
- On a regular basis to monitor progress towards implementing the School Improvement Plan
- 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

## **Governing Board Committees**

### **1 Membership**

Unless otherwise specified each committee will consist of three governors (not including ex officio members). Membership of each committee will be determined at the last meeting of the Governing Board in the Summer Term. Casual vacancies will be filled at the next available meeting of the Governing Board.

The Chair of Governors and the Headteacher will be ex officio members of all committees, unless specifically disqualified.

Each committee will elect a chair from among the members of the committee. In the absence of the chair the committee will elect any member to act as chair of the meeting.

Other governors may attend meetings of a committee but should inform the clerk beforehand.

Non governors may be invited to attend meetings but in a non voting capacity.

### **2 Quorum**

Each Committee will consist of at least three governors (not including ex officio members). When deemed necessary, Governors will attend virtually via skype or telephone to ensure all meetings/committees are quorate.

### **3 Minutes**

Minutes of all committees will be circulated to all governors with the agenda for the next Governing Board meeting.

A member of the committee will make a brief verbal report at the next meeting of the Governing Board.

### **4 Frequency of meetings**

Standing committees will meet at least once a term. Other committees will meet as necessary.

A calendar of meetings for the forthcoming academic year will be decided at the final meeting of the Governing Board in the previous academic year

### **5 Training**

Members of committees should take steps to maintain and develop their knowledge and skills by, for example, attending appropriate training or making visits to the school.

### **6 Functions**

Each committee will consider matters as set out in its terms of reference or as requested by the Governing Board.

## Curriculum and Standards Committee

### 1 Membership

Name of Governor	Date Appointed to the Committee
Mr M Jones	February 2015
Miss K Marston	March 2016
Mr Quinn	October 2019
Plus any other Governors to ensure that the meetings are quorate	

2 Chair of Committee: Mr M Jones

3 Clerk to the Committee: Services 4 Schools

4 Quorum: Three

5 Date Committee established: March 2010

6 Date of Review – Annually – last meeting of the Governing Board in the Summer Term

7 Meetings: At least once per term or more often if required.

### 8 Terms of Reference

- To appoint the Chair of the committee if not appointed by the Governing Board.
- To consider information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced.
- To monitor and evaluate the delivery of the curriculum.
- To consider curricular issues which have implications for Finance, Premises and Personnel issues 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/Diocese and for reports to be received by the Governing Board as appropriate.
- In conjunction with the Headteacher to analyse data relating to the school's performance and to agree statutory targets for pupil achievement.
- To monitor progress towards achieving statutory targets.
- To receive reports from the Headteacher on the monitoring of pupil performance across the school to identify any Governing Board actions.
- To receive reports from the Headteacher on the quality of teaching and learning in the school and to identify any Governing Board actions.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision eg subjects, SEND, Literacy and Numeracy.
- To advise the Governing Board on arrangements required for pupils with Special Educational Needs, EAL pupils and Able, Gifted and Talented pupils.
- To monitor and review the provision of Extended Services.
- To consider recommendations from external reviews of the school (eg OFSTED inspections, RE inspections), to agree the actions needed to address any issues identified: to monitor regularly the implementations of any plan agreed.
- To consider all complaints relating to the curriculum and to make recommendations to the Governing Board.
- After consultation with the Headteacher and staff to identify priorities for the School Improvement Plan and to consider the draft plan for discussion and approval by the Governing Board.
- The committee is delegated to approve relevant policies on behalf of the Governing Board.

## Catholic Life and Pupil Welfare Committee

### 1 Membership

Name of Governor	Date Appointed to the Committee
Mrs K Hazelwood (Nominated Governor: Safeguarding, SEN, LAC and PREVENT)	January 2019
Mr M Jones (Nominated Governor: EAL and Pupil Welfare)	February 2015
Miss K Marston	March 2016
Mrs Y Jordan (Nominated Governor: Pupil Premium, Religious Studies, Catholic Life)	September 2019
<b>Plus any other Governors to ensure that the meetings are quorate</b>	

**2 Chair of Committee:** Mr M Jones

**3 Clerk to the Committee:** Services 4 Schools

**4 Quorum:** Three

**5 Date Committee established:** March 2010

**6 Date of Review:** Annually – last meeting of the Governing Board in the Summer Term

**7 Meetings:** At least once per term or more often if required.

### 8 Terms of Reference

- To appoint the Chair of the committee if not appointed by the Governing Board.
- To monitor and review the provision for RE, Collective Worship and the Spiritual and Moral development of individual pupils and to make recommendations to the Governing Board where necessary.
- To consider all issues regarding pupil welfare with due regard to their spiritual, moral, cultural and social well being whilst encouraging opportunities for personal development.
- To ensure that the school has a Child Protection Policy and procedures in place that are in accordance with LA, Diocesan and DCSF guidance.
- To ensure that the school meets the current requirements regarding safeguarding.
- To monitor pupil discipline and behaviour (including the overall pattern and use of exclusion).
- To monitor and review pupil attendance.
- To evaluate all aspects of pupil support work including the effectiveness of mentoring and the work of the St Francis Centre/The Ark.
- To monitor and evaluate the effectiveness of provision for Looked After Children.
- To monitor and evaluate the provision of Sex and Relationships Education and the delivery of PHSEE in the school.
- To ensure that the school meets the statutory requirements relating to equality and inclusion (with regard to gender, social disadvantage, ethnicity and disability).
- To review the procedures for educational visits and residentials and to ensure that current LA guidelines are being followed.
- To consider complaints about the Catholic Life of the school and pupil welfare and to make recommendations to the Governing Board
- The committee is delegated to approve relevant policies on behalf of the Governing Board.
- To prepare the School Admissions Policy on an annual basis and to recommend this to the full Governing Board.
- To consider applications for admission to the School and to rank those applications according to the priority groups detailed in the Admissions Policy.

## Finance and Premises Committee

### 1 Membership

Name of Governor	Date Appointed to the Committee
Mr M Jones	January 2015
Miss Marston	March 2016
Mr A Quinn	October 2019
Mr P Holden (papers only)	
<b>Plus any other Governors to ensure that the meetings are quorate</b>	

### Disqualification –

Any relevant person employed to work at the school other than the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

**2 Chair of Committee:** TBC

**3 Clerk to the Committee:** Services 4 Schools

**4 Quorum:** Three

**5 Date Committee established:** March 2010

**6 Date of Review: Annually** – last meeting of the Governing Board in the Summer Term

**7 Meetings:** At least once per term or more often if required.

**8 Headteacher's Delegated Limit:** £10,000

### 9 Terms of reference:

#### Finance

- To appoint the Chair of the committee if not appointed by the Governing Board
- To provide advice and guidance to the Headteacher and Governing Board on financial matters.
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To ensure that the school operates within the Financial Regulations of the City Council
- To receive and respond to audit reports on the management of the budget and financial procedures. These reports should include: a direct computer printout from the Financial Management system, list of virements, and a current suspense list.
- To advise the Governing Board on the purchasing of goods and services in the context of Best Value requirements.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board.
- To ensure that School Fund and other voluntary funds are properly audited annually for presentation to the Governing Board.
- To improve the Audited School Fund Accounts and to ensure that they are presented to the Governing Board.



- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To consider each year's School Improvement Plan priorities and the implications for the annual budget.
- To prepare financial statements for inclusion in the governing Board report to parents.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To monitor non financial data affecting budgets eg pupil numbers.
- To ensure that the school meets the requirements of the Schools Financial Values Standard (SFVS).
- To ensure that regular Finance Reports on expenditure, virements, journal transfers and budget revisions are presented retrospectively to the full GB
- The committee is delegated to approve relevant policies on behalf of the Governing Board
- Agree Headteachers Financial Declaration as follows;

#### Expenditure

- The Head Teacher can incur expenditure up to £10,000 on any single order without reference to the Finance Committee
- The Head Teacher can incur expenditure on single orders in excess of £10,000 and less than £50,000 with the prior approval of the Finance Committee. Expenditure in excess of £50,000 requires the approval of the Full Governing Board. All purchases over £10,000 are subject to the receipt of three quotes and compliance with the current Financial Regulations and Standing Orders as outlined in the School's Financial Procedures Manual.
- The Head Teacher may incur cumulative expenditure with suppliers (outside the City Council Departments) up to £10,000 without reference to the Finance Committee. A report of suppliers with whom cumulative expenditure is greater than £10,000 should be presented to the Finance Committee.
- Any expenditure in excess of £174,000 must follow a full tendering process, with sealed bids being opened at the same time. A tendering committee will be needed for this process.

#### Budget Revisions, and Virements

- The Head Teacher may undertake virements and budget revisions up to £10,000 which should be retrospectively reported to the Finance Committee.
- The Head Teacher may undertake virements and budget revisions between £10,000 and £50,000 which should be reported to the Finance Committee for prior approval before being undertaken.
- Virements of over £50,000 need the prior approval of the Finance committee
- Reports on the above transactions should be presented to the Committee for approval by signature.

#### Powers for the Finance Committee

- The consideration and approval of the budget – to then be subsequently referred to and approved by GB
- The approval of the Head Teachers Delegated Powers
- The receipt and approval of Financial Statements at each meeting
- The approval of expenditure on items between £10,000 and £50,000

- The retrospective approval of virements and budget revisions up to £10,000
- The prior approval of budget revisions and budget virements between £10,000 and £50,000

#### **Premises**

- To provide advice and guidance to the Headteacher and the Governing Board on all matters relating to the school premises and grounds having particular regard to the requirements of security and health and safety.
- To monitor all premises related matters and advise the Governing Board on the maintenance and development of the school premises.
- To arrange for an annual inspection of the premises and grounds and prepare a statement of priorities for the maintenance and development of the premises for the approval of the Governing Board.
- To monitor and revise the premises related elements of the Accessibility Plan.
- In consultation with the Headteacher and Governing Board to oversee premise related funding bids.
- To oversee arrangements (including Health and Safety and Charging Policy) for the use of the school premises by outside users, subject to Governing Board approval.
- To be aware of the respective responsibilities of the Governing Board, the LA and the Diocese in relation to premises; to ensure that the LA and Diocese are informed of any matters for which they have responsibility: to ensure that appropriate action is taken.
- To carry out any other premises related tasks as delegated by the Governing Board.

#### **Health and Safety**

- To ensure that the school meets the requirements of all relevant Health and Safety legislation.
- To carry out the Governing Board's responsibilities in relation to the security of school premises, grounds and equipment.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.

## Personnel, Pay Progression and Restructuring Committee

### 1 Membership

<b>Name of Governor</b>
Mr M Jones
Mr A Quinn
One Governor
<b>Plus any other Governors to ensure that the meetings are quorate</b>

### 2 Chair of Committee: TBC

### 3 Clerk to the Committee: Services 4 Schools

### 4 Quorum: Three

### 5 Date Committee established: March 2010

### 6 Date of Review: Annually – at last meeting of the Governing Board in the Summer Term

### 7 Meetings: As required at least once a year.

Disqualification – Any relevant person employed to work at the school other than the Headteacher, when the subject for consideration is the pay or performance review

### 8 Terms of reference:

- To appoint the Chair of the committee
- In consultation with the Headteacher and the Finance and Premises Committee to review the school staffing structure as necessary and at least annually in relation to the School Improvement Plan and the work force remodelling agenda.
- To implement for all teachers the provisions of the School Teachers Pay and Conditions Document and associated guidance.
- To agree a pay policy on an annual basis for implementation by the Headteacher.
- To consider any appeals against a decision on pay grading or pay award.
- To make recommendations on personnel related expenditure to the Finance and Premises Committee.
- To oversee the appointment procedures for all staff. At Head of Department level and above.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well being.
- To adopt and keep under review Disciplinary, Competency and Grievance procedures.
- To adopt and review a policy on absence management.
- To adopt and review annually the Performance Management policy for all staff.
- In consultation with the Headteacher to agree to monitor a strategy for Continuing Professional Development for all staff and governors.
- To consider applications for early retirement, secondment and leave of absence not covered by local governments.
- To carry out any other personnel related tasks as delegated by the Governing Board.
- The committee is delegated to approve relevant policies on behalf of the Governing Board **of any person employed to work at the school.**

## **Appeals Committee**

### **1 Membership**

**Members are nominated as per appeal.**

**NB: Membership of this committee should be no fewer than membership of the Pay and Hearings Committee.**

**Disqualification** – The Headteacher  
Any members of the Pay and Hearings Committee

**2 Chair of Committee:** To be decided at the meeting

**3 Clerk to the Committee:** Services 4 Schools

**4 Quorum to be decided by the committee:** (minimum of 3, without a conflict of interest and who were not involved in the original hearing.)

**5 Date Committee established:** March 2010

**6 Date of Review: Annually** – last meeting of the Governing Board in the Summer Term

**7 Meetings:** As required and when required

### **8 Terms of reference:**

- To appoint the Chair of the committee
- 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 Board's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- The committee is delegated to approve relevant policies on behalf of the Governing Board

**\*cannot be delegated to an individual**

# Pupil Discipline Committee

## 1 Membership

Name of Governor	Date Appointed to the Committee
Any three non-staff Governors without a declaration of interest.  In the first instance, the preference would be for the following three Governors to be approached.	
Mrs K Hazelwood	September 2019
Mr M Jones (nominated Governor for Behaviour)	February 2015

**NB.** The Governing Board may nominate a pool of governors from which three or five will serve as the Pupil 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.  
Staff Governors

**2 Chair of Committee:** To be decided at the meeting

**3 Clerk to the Committee:** Services 4 Schools

**4 Quorum:** Three

**5 Date Committee established:** March 2010

**6 Date of Review: Annually** – last meeting of the Governing Board in the Summer Term

**7 Meetings:** As and when required.

### 8 Terms of reference:

- To appoint the Chair of the committee
- 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<sup>th</sup> and 50<sup>th</sup> 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<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)

## Pay and Hearings Committee

### 1 Membership

Name of Governor	Date Appointed to the Committee
Any three non-staff Governors without a declaration of interest	

**NB:** Membership of this committee should not be less than three. The number appointed to this committee directly affects the number required for an Appeal Committee.

**Disqualification** – The Headteacher

**2 Chair of Committee:** To be decided at the meeting

**3 Clerk to the Committee:** Services 4 Schools

**4 Quorum:** Three None Staff Members who were not involved with the deliberation of the Personnel, Pay Progression and Restructuring Committee

**5 Date Committee established:** March 2010

**6 Date of Review: Annually** – last meeting of the Governing Board in the Summer Term

**7 Meetings:** As and when required.

### 8 Terms of reference:

- To appoint the Chair of the Committee
- To make any determination to dismiss any member of staff
- To make any decisions under the Governing Board'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 Board's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum dis-applications, and the operation of the Governing Board's Charging Policy.
- To appoint the Chair of the Committee
- To consider representations from the member of staff
- To consider any appeals arising from the decision of the Personnel, Pay Progression and Restructuring Committee

To consider and make decisions related to the following staffing matters;

- Matters which may lead to the dismissal of a member of staff
- Redundancy and re-employment
- Matters related to the discipline of a member of staff

All matters to be considered in line with the School's Disciplinary and Capability Policies

## Headteacher Performance Management Review Committee

### 1 Membership

Name of Governor	Date Appointed to the Group
Mr M Jones	February 2015
<b>Plus any other Governors to ensure that the meetings are quorate</b>	

**NB:** In Voluntary Aided Schools, at least one of the members must be a Foundation Governor if the committee has 2 members. If the committee has 3 members then 2 must be Foundation Governors.

**2 Chair of Committee:** Mr M Jones

**3 Clerk to the Committee:** Services 4 Schools

**4 Quorum:** Two

**5 Date Committee established:** March 2010

**6 Date of Review:** Annually – at last meeting of the Governing Board in the Summer Term

**7 Meetings:** Annually

**8 Terms of reference:**

- To appoint the Chair of the Committee
- To arrange to meet with the School Improvement Partner to discuss the Headteachers performance targets
- To decide, with the support of the School Improvement Partner, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

## Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the terms of reference below

### 1 Link Governors

Individual governors are linked to different subject departments/areas of school life as follows.

Name of Governor	Link Governor Role	Reporting to
Mrs Y Jordan	Religious Studies, Catholic Life	Governing Board/Catholic Life and Pupil Welfare
Mr M Jones	Science, Pupil Behaviour, Pupil Welfare, English as an Additional Language (EAL)	Governing Board/Curriculum and Standards/Catholic Life and Pupil Welfare/Finance and Premises
Mr A Quinn	Curriculum	Governing Board/ Curriculum and Standards/Finance and Premises
Mrs K Hazelwood	LAC, Safeguarding, PREVENT, SEN	Governing Board/Catholic Life and Pupil Welfare

### 2 Date of Delegation agreed: 07 October 2020

**3 Date of Review:** Annually at the last meeting of the Governing Board in the Summer Term/Beginning of the Autumn Term

### 4 Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Board, the Curriculum Committee or The Catholic Life and Pupil Welfare Committee, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate