



St Mary's Catholic Primary School
Chingford

GOVERNORS' TERMS OF REFERENCE 2022/2023

Mission Statement

Love God, Love Others, Love Ourselves

Ratified by the Full Governing Body 8th December 2022

Committee Structure

Resources Committee

Daniel Murray (Chair)
Rupert Rowling
Cheryl Rodrigues
Marian Rakaj
Alun Watkins
Philomena Egan (Headteacher)
Vivian Watson (attending as SBM)

Admissions&Communications,Pupil Progress & Curriculum

Martin Shuttleworth
Yvonne Walker
Mathew Dalton
Timothy King
Sian McNickle (maternity leave)
Philomena Egan (Headteacher)
A Member of the SMT

Governors' Disciplinary Committees

Pupil Disciplinary Committee

Staff Discipline, Grievance and Dismissal Committee

Staff Dismissal Appeal Committee

The whole Governing Body would form a pool from which panels of normally three governors would be drawn as appropriate.

Headteacher Performance Review Panel

- Mr Rupert Rowling
- Mrs Cheryl Rodrigues
- Mr Gerard Durcan (consultant)

Appeal Panel

- Mr Danny Murray

Link Governors

- **School Development Plan/SEF:** Martin Shuttleworth
- **School Improvement Targets:** Matthew Dalton
- **Safeguarding and Whistleblowing:** Tim King
- **Behaviour/Attendance/Inclusion/SEN/PP/Training:** Cheryl Rodrigues
- **Key Stage 1:** Daniel Murray
- **Key Stage 2:** Martin Shuttleworth.
- **Early Years:** Yvonne Walker
- **Health and Safety/Premises:** Marian Rakaj
- **PE and Sports Funding/PSE/RSHE:** Matthew Dalton/Cheryl Rodrigues
- **Local Community Links:** Rupert Rowling
- **RE/Section 48:** Cheryl Rodrigues
- **GDPR:** Rupert Rowling
- **Well Being/Mental Health:** Matthew Dalton/Cheryl Rodrigues
- **Website/Alumni:** Alun Watkins
- **Eco Governor:** Alun Watkins
- **Pupil Voice:** PPC committee

Committee Structure

The full Governing Body Meetings are arranged at the beginning of each academic year and take place half termly.

Pupil Progress, Curriculum, Admission and Communication Committee

Pupil Progress and Curriculum aspect

The committee has delegated responsibility to consider and make decisions in respect of the monitoring and evaluation of curriculum provision in partnership with the Head Teacher.

- To ensure that the school's Catholicity, equal opportunity, diversity and inclusion are at the heart of the curriculum.
- To oversee the provision of religious education and collective worship.
- To constructively support and approve alongside the Head Teacher in determining curriculum and teaching related policies.
- To review current initiatives alongside the Headteacher and Senior Management Team
- To monitor and evaluate pupil welfare provision.
- To liaise with the Head Teacher regarding behaviour and disciplinary policies.
- To liaise with the Head Teacher regarding educational visits in support of the curriculum and pupil development. Approval for Educational visits to be given by Full Governing Body.
- To monitor community cohesion links are used to support curriculum development.
- Review the progress of all groups of children including planning and support for children with special educational needs.
- To ensure that the school is meeting the requirements of the National Curriculum.
- To ensure that the sex education policy is appropriately implemented.
- To be responsible for any other matters as delegated by the Governing Body from time to time.

Admissions & Communications aspect

The committee has delegated responsibility to consider and make decisions in respect of the School's Admissions policy, Handbook for Parents, Prospectus and the school's Website.

- To ensure that the school has a robust, clear and fair Admissions policy in place which complies with statutory requirements.
- To liaise with the Diocese and LA with regard to their specific views regarding admissions.
- To ensure that appropriate processes and procedures are followed to ensure full compliance with the school's Admissions Policy.
- To represent the school at Admission Appeal hearings as appropriate.
- To maintain up to date knowledge of current legislation regarding admissions.
- To update methods of communication between school and parents including the website, governors' newsletter and publicity in accordance with legislation.
- To be responsible for any other matters as delegated by the Governing Body from time to time.

Membership: The committee will have 4/5 members including the Head Teacher.

- Chair:** To be elected at the first meeting of the committee in the autumn term of each year.
- Quorum:** At least 3 governors.
- Meetings:** At least once a term, additionally as required.
- Minutes:** All committee meetings will be minuted.

The minutes will be circulated to the committee Chair in draft form and agreed. The minutes will be circulated at least 72 hours prior to the next committee meeting for review and be approved at the meeting. Agreed minutes will be presented to the next full meeting of the Governing Body. Decision making by other means would be used as necessary e.g. email, phone and conference call.

Resources Committee

Finance and Premises aspect

The committee has delegated responsibility to consider and make decisions in respect of finance, budget setting and monitoring of expenditure, in accordance with relevant standing orders including.

- To produce the annual budget plan and submit to the full Governing Body for ratification.
- To receive the Head Teacher's report of actual monthly expenditure.
- To monitor and review expenditure against budget/forecast termly and report variance back to full Governing Body.
- To ensure that all aspects of the 'Financial Regulations & Procedures' 2021/2022 adopted by the school in July 2020 are complied with.
- To ensure that the delegated responsibilities of the Head Teacher are supported effectively.
- To monitor and review insurance cover with the Head Teacher and ensure that adequate cover is maintained at all times. Recommendations for changes to cover to be made to the full Governing Body.
- To manage and provide regular reporting on building projects producing detailed and specific information related to LA Co-ordinated / Voluntary Aided School Condition Allocation programme (VASCA) and Devolved Formula Capital (DFC).
- In the light of the Headteacher Performance Management to determine whether sufficient funds are available for pay increments
- To manage the rolling programme of school maintenance.
- To manage the asset register ensuring that items are written off as appropriate upon disposal.
- To make recommendations for future financial planning.
- To make decisions on expenditure following recommendations from other committees
- 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 Body.

- To ensure, as far as is practical, that health and safety issues are appropriately prioritised.
- To make recommendations regarding the financial implications of School Integrated Plan (SIP).

To be responsible for any other matters as delegated by the Governing Body from time to time.

Pay & Personnel aspect

The committee has delegated responsibility to consider and make decisions in respect of people management, including pay and conditions in accordance with relevant employment law and the current School Teachers' Pay and Conditions Document.

- To manage the appointment process of Head Teacher and Deputy Head Teacher. Full Governing Body to ratify appointments.
- To support the Head Teacher appointing teaching staff and teaching assistants, including participating in interviews
- To provide support as required appointing non-teaching staff and relief staff, which is delegated to the Head Teacher.
- To liaise with the Head Teacher regarding the purchase of supply cover and financial impact. Appointment of supply staff for period less than a term is delegated to the Head Teacher.
- To liaise with the Head Teacher regarding the appointment of staff on short term (up to 1 year) contracts.
- To monitor the outcome of the appraisal of teacher performance management process and the progress of support staff under the Performance Management Policy/Pay Policy.
- To oversee the design, implementation and operation of all HR policies.
- To manage and be responsible for the budgeted employment costs in partnership with the Head Teacher.
- To monitor and review the school's Integrated Development Plan and professional development in relation to the budget.
- To agree the Head Teacher's performance objectives (as delegated to the separately nominated members of the Governing Body).
- To be responsible for any other matters as delegated by the Governing Body from time to time.

Membership: The committee will have 4/5 members including the Head Teacher. The Chair of Governors will be a member of this committee.

Chair: To be elected at the first meeting of the committee in the autumn term of each year.

Quorum: At least 3 governors in addition to the Head teacher.

Meetings: At least once a term, additionally as required.

Minutes: All committee meetings will be minuted.

The minutes will be circulated to the committee Chair in draft form and agreed. The minutes will be circulated at least 72 hours prior to the next committee meeting for review and be approved at the meeting. A summary of the agreed minutes will be presented to the next full meeting of the Governing Body. Decision making by other means would be used as necessary eg email, phone and conference call.

Staff discipline & grievance committee

The full Governing Body will form a pool from which members may be drawn to form panels for the purpose of hearing and taking staff discipline, grievance, dismissal and respective appeal decisions as appropriate.

Panels will operate within the guidelines set out in the model policies of the Catholic Education Service. Panels may be required to form:

- Grievance meeting
- Disciplinary meeting
- Dismissal meeting
- Grievance appeal meeting
- Disciplinary appeal meeting
- Dismissal appeal meeting

The Chair of Governors will not normally form part of a panel as he/she will likely have been involved at some stage in the preceding process and his/her impartiality may be compromised. Head Teacher will sit on panels as appropriate to the individual case. If in doubt the Chair of Governors will rule on the appropriateness of the Head Teachers inclusion on the panel and his/her decision will be final.

Membership: A panel will comprise:

- Hearing committee: Any 3 eligible governors.
- Appeals committee: Any 3 eligible governors.

The committee may also co-opt additional non-voting members, in an advisory capacity, which may be, but not limited to LEA or Diocesan advisors as it considers necessary or appropriate.

Chair: To be elected when the committee is convened.

Quorum: All committee members must be in attendance.

Meetings: As required.

Clerking arrangements: To be decided prior to the meeting but normally in the case of Appeals, the notes will be taken by the Clerk to the Governing Body. Notes of hearings are understood to be notes and are not a verbatim record.

Reporting back: The notes will be circulated to members of the committee. The decision of the particular case will be reported back to the Full Governing Body and would remain confidential. The minutes will remain confidential.

Pupil Discipline

The committee has delegated powers to consider and make decisions in respect of the operation of the Pupil Discipline and Race Equality & Cultural Diversity Policies of the school.

Membership: A panel will comprise:

- Hearing committee: Any 3 governors.
- Appeals committee: Any 3 governors.

The committee may also co-opt additional non-voting members, in an advisory capacity, which may be, but not limited to LEA or Diocesan advisors as it considers necessary or appropriate.

Chair: To be elected when the committee is convened.

Quorum: All committee members must be in attendance.

Meetings: As required.

Clerking arrangements: To be decided prior to the meeting but normally in the case of Appeals, the notes will be taken by the Clerk to the Governing Body. Notes of hearings are understood to be notes and are not a verbatim record.

Reporting back: The notes will be circulated to members of the committee. The decision of the particular case will be reported back to the Full Governing Body and would remain confidential. The minutes will remain confidential.

This constitution and terms of reference will be reviewed bi-annually.

Working Parties

Short life working parties will be created as appropriate to address specific issues. In establishing working parties the full Governing Body will:

- Appoint a Chair and determine the membership, including non-governors (as appropriate) of the working party.
- Establish and record terms of reference, required outcomes, timeframe and budget where appropriate.
- Determine reporting mechanisms.
- Agree the point at which the working party will discontinue as a group.

The Head Teacher and Chair of Governors may attend any working party meeting.

Governors' Standing Orders

1. Chair and Vice Chair

- 1.1. At the first meeting in each school year the Governing Body will elect a Chair and Vice Chair from among its number (though excluding any employee).
- 1.2. The Chair will conduct all meetings of the Governing Body except that in his/her absence, the Vice-Chair will take the chair.
- 1.3. If both the Chair and Vice Chair are absent from the meeting, the Governing Body will elect a Chair for that meeting.
- 1.4. If the Chair resigns, or has to relinquish the office for any reason, the Vice-Chair will act as Chair until a successor is appointed at the next meeting of the Governing Body.
- 1.5. If the Vice-Chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the Governing Body.
- 1.6. If both the Chair and Vice Chair resign, or have to relinquish their offices for any reason, the Governing Body will hold a special meeting within 14 days to elect their successors. If Chair's actions are required during that period, the responsibility will be delegated to the appropriate committee Chair.

2. Calendar of meetings

- 2.1. The Governing Body usually meet half termly.
- 2.2. The Governing Body will set the dates for its meetings, including those of the main committees, at the first meeting of the school year.

3. Quorum

- 3.1. Ordinarily a quorum for the full Governing Body meetings is one third of the membership of the Governing Body (including vacancies), rounded up to the next whole number, but for those matters listed below the quorum is two thirds (rounded up) of those governors who are entitled to vote:
- 3.2. appointing parent governors if insufficient parents stand for election;
- 3.3. co-opting governors;
- 3.4. determining membership, terms of reference and any other matter relating to a committee to which the Governing Body has delegated any of its functions;

3.5. removing the Chair from office;

3.6. A meeting will be discontinued if it becomes inquorate.

3.7. Quorum conditions for committees are included in their terms of reference.

4. Convening meetings

4.1. All meetings will be convened by the clerk, in accordance with the arrangements made by the Governing Body, but subject to:

4.2. any direction from the Chair where a matter is urgent

5. Notice of meetings

5.1. Written notice of meetings, together with the agenda, will be sent to arrive seven clear days before the meeting except where the Chair calls an urgent meeting at short notice to:

5.2. Governors at their registered addresses,

5.3. Non-receipt of notice of a meeting will not invalidate the meeting.

5.4. Notice of meetings, and the accompanying agenda, will be made available at the schools, at all reasonable times, for inspection by anyone wishing to see them.

6. Agenda

6.1. The agenda for the full Governing Body meeting will be organised by the clerk in consultation with the Chair and Head Teacher.

6.2. Committee agendas will be organised by the committee Chair in consultation with the Head Teacher.

6.3. Any governor may ask for an item to be placed on the agenda through consultation with the Chair of the meeting.

6.4. Whenever possible, papers which inform agenda items will be sent to governors with the agenda.

6.5. If a meeting is, or becomes inquorate or is discontinued for any reason, any remaining agenda items may be carried forward to a subsequent meeting.

7. Late items/Any Other Business

7.1. The agenda will include 'Notification of AOB' immediately after 'Matters Arising' and any governor wishing to raise an urgent item at the meeting must give notice at this time.

7.2. The governors attending the meeting will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

8. Attendance

8.1. A record will be kept of all persons attending meetings of the Governing Body or any of its committees.

8.2. The arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.

9. Minutes of meetings

9.1. The minutes of meetings will be signed by the relevant Chair and kept in the school.

9.2. Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.

9.3. Within 14 working days of the full Governing Body meetings, and within 7 working days of committee meetings, the draft minutes will be sent by the clerk to the Chair for checking, with copies to the Head Teacher. The Chair will return the checked draft minutes to the clerk within 5 working days.

9.4. The minutes of each meeting will be considered for approval or amendment at the next meeting and, once approved by the governors present as a true record, will be signed and dated by the Chair.

9.5. Those matters, which the Governing Body determines shall remain confidential, will be minuted separately and such minutes will not be publicly available.

9.6. Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

9.7. A copy of the full Governing Body meeting minutes will be sent to the Director of Education.

10. Correspondence

10.1. All incoming correspondence to the Governing Body (other than concerning a complaint) is for the attention of the whole Governing Body and will be circulated as appropriate, even if addressed to the Chair and/or clerk. Significant items will be presented to each meeting of the Governing Body, including any upon which the Chair has already taken urgent action, so that the need for, and the nature of, any action may be decided or confirmed.

10.2. All correspondence on behalf of the Governing Body will be written by and come from the Chair.

11. Information and advice

- 11.1.The Head Teacher has a statutory duty to keep the Governing Body fully informed, and will present a written report to each termly meeting of the Governing Body.
- 11.2.Where expertise is needed but not available within the Governing Body, the Governing Body may consider inviting an appropriate non-governor to attend meetings.
- 11.3.Circulars and information are available for governor's inspection with the school.

12. Decision making

- 12.1.Members of the Governing Body recognise that all decisions must be made by the whole Governing Body unless an individual or a committee has been delegated to deal with a specific issue.
- 12.2.Only governors present at a meeting including via video link may vote; proxy voting is not allowed.
- 12.3.A simple majority decides any matter put to the vote. In the event of a tie, the Chair has a second vote - except in the case of a selection panel deciding which, if any, candidate to recommend to the Governing Body for appointment as Head/Deputy.
- 12.4.Ordinarily voting will be a show of hands, unless one or more governors request a secret ballot.
- 12.5.Decisions of the Governing Body and its committees, where appropriate, are binding upon all its members.
- 12.6.Decisions of the Governing Body, or its committees where appropriate, may only be amended or rescinded at a subsequent meeting of the Governing Body, or appropriate committee, when a proposal to amend or rescind appears as a specific agenda item.

13. Urgent action

- 13.1.The Chair, or in his or her absence the Vice-Chair, has authority to take urgent action between meetings where a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff or if a meeting could not be called in sufficient time to deal with the matter.
- 13.2.If the Chair or (Vice-Chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the Governing Body.

14. Public statements

- 14.1. Public statements will be made only where authorised by the Head Teacher and Chair of Governors.
- 14.2. Each governor must respect the confidentiality of those items of business that have been designated as confidential and must not disclose what individual governors have said or how they have voted. Reports which name individuals, including teachers, pupils or candidates for admission, are treated as confidential to the committee which receives them.

15. Attendance at meetings of the Governing Body

- 15.1. Apart from governors, the only people entitled to attend a meeting of the Governing Body are the Head Teacher (when he/she has chosen not to be a governor) and the clerk.
- 15.2. When the Head Teacher is absent, the Deputy Head Teacher will attend in his/her place but will have no vote.
- 15.3. The Governing Body will decide, other than those entitled to attend, who may be admitted to a meeting.

16. Pecuniary and personal interest

- 16.1. As appropriate, governors will draw attention to any pecuniary or other personal interests, even though that interest has previously been registered.
- 16.2. A governor will withdraw from a meeting, if he/she (or a close relative or partner):
- stands to gain financially from a matter under consideration;
 - has a personal interest in a matter under consideration; or
 - is a relative of a pupil, a parent or employee being discussed
- 16.3. A governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made accusations, or is a witness in the case when a committee is considering:
- disciplinary action against an employee or against a pupil;
 - a matter arising from an alleged incident involving a pupil;

17. Complaints and staff discipline

- 17.1. The Governing Body has arrangements for dealing with all complaints and will abide by the school complaint procedures.
- 17.2. The Governing Body has procedures for dealing with staff disciplinary matters and staff grievances.

18. Committees

18.1. Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of reference.

18.2. The Governing Body may co-opt non-governors to committees but they may not vote on any matter.

18.3. The Head Teacher has the right to attend committee meetings, subject to the statutory rules on withdrawal.

18.4. The Governing Body has established statutory committees to consider:

- Resources Committee (minimum of 3 members)
- Pupil Progress, Curriculum, Admission and Communication (minimum of 3 members)

Members for the following statutory committees are to be drawn from the whole governing body, to form a panel of three Governors, as and when required.

- The dismissal of a member of staff (minimum of 3 members)
- Discipline, grievance and appeals (minimum of 3 members)
- Pupil discipline (minimum of 3 members)
- Reinstatement of an excluded pupil (minimum of 3 members)
- Unresolved complaints (minimum of 3 members)

In addition to the statutory committees, we also have established a Pupil Progress, Curriculum, Admission & Communication committee and a Resources committee.

18.5. No governor who served on the relevant first committee or has any previous involvement with the matter under appeal may serve on the appeal committee.

18.6. All committees with delegated powers will report via the minutes to the next meeting of the Governing Body about any decisions made or actions taken.

18.7. Committee meeting minutes are circulated in accordance with their terms of reference.