



## **ST BERNARD'S CATHOLIC HIGH SCHOOL**

### **GOVERNOR COMMITTEE TERMS OF REFERENCE**

#### **1. Membership**

- 1.1 All committees will consist of a minimum of five governors plus the Principal (or his/her representative), with the power to co-opt non-voting members.
- 1.2 The Chair of each Committee will be elected annually.
- 1.3 A minimum of three Governors will make up the Committee of the following meetings: Student Disciplinary; Staff Disciplinary; any other matter relating to Staff and Students that requires a Governors Panel. Any Appeals following these meetings will be heard by another three Governors (minimum) who were not involved in the original determination.
- 1.4 The Clerk, for the above meetings, will be the Clerk to Governors.

#### **2. Quorum**

- 2.1 The quorum for all Governor meetings shall be three governors which includes the Principal.

#### **3. Meetings**

- 3.1 Meetings will take place once a term and additionally as required.
- 3.2 The minutes and agenda will be prepared by the Clerk to Governors on instruction from the Chair of the Committee.

#### **4. RAISING ACHIEVEMENT COMMITTEE - Delegated Responsibilities**

The Committee will:

- 4.1 consider the extent to which Leaders (including those responsible for Governance) evaluate how efficiently and effectively the school is managed by:
  - 4.1.1 demonstrating an ambitious vision for the school and high expectations of all students and teachers;
  - 4.1.2 improving the school and develop its capacity for sustained improvement;
  - 4.1.3 developing high quality teaching, leadership capacity and high professional standards among all staff;
  - 4.1.4 ensuring that performance is rigorously managed and monitored through appropriate appraisal procedures;

and to do so by regular reports from the Senior Leadership Team and Middle Managers;

- 4.2 work closely with the Principal advising the Governing Body on matters relating to raising achievement in learning;
- 4.3 receive and discuss all external school performance information which is made available, ie: Analyse School Performance Report, to analyse and evaluate

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- performance trends over time;
- 4.4 monitor and evaluate the progress of all students;
- 4.5 monitor and evaluate the school's self-evaluation and effective school improvement plans which should be informed by the following:
  - 4.5.1 agreed values, aims and objectives for the school which focus on raising the standards of educational achievement;
  - 4.5.2 National and local trends and initiatives that could affect the school, e.g. rising or falling rolls;
  - 4.5.3 rigorous self-evaluation should be shared and understood by everyone;
  - 4.5.4 have 'SMART' targets (specific, measurable, achievable, relevant and time banded);
  - 4.5.5 In addition there must be named people responsible for affordable actions which must be linked to the school budget;
  - 4.5.6 should identify training and support needs;
  - 4.5.7 there must be evidence that would demonstrate success which should be clear: how, when and by whom progress will be monitored and evaluated;
  - 4.5.8 importantly, the School Improvement Plans should drive the agenda for Governing Body meetings, as well as the Principal's appraisal objectives;
- 4.6 consult with the Diocese of Hallam annually on School Admissions Policy;
- 4.7 undertake an annual review of the School's Admissions Policy which will include admissions criteria, and to submit to the Governing Body for approval the final draft of the Admissions Policy;
- 4.8 consider admission applications and allocate places in accordance with current the school Admission Policy;
- 4.9 promote and monitor the marketing of the school to stakeholders and prospective students and families;
- 4.10 review school policies and approve any changes to them which it considers necessary;
- 4.11 ensure that the Governing Body's responsibility for Religious Education and Collective Worship is met through consultation with the Principal; Governor links with the school.

## **5. STUDENT WELFARE COMMITTEE - Delegated Responsibilities**

- 5.1 The role of the Committee is to advise the Governing Body about all matters relating to the school's pastoral support arrangements and to undertake certain responsibilities for the Governing Body concerning the pastoral work of the school.
- 5.2 This work and the arrangements which support it are wide-ranging. While the school's pastoral polices form the focus of an important part of the committee's work, it has a broader remit. The following features of the school's pastoral arrangements are included in the scope of the Committee's interests: attendance; behaviour; the school's counselling and advice (including academic and welfare) services; safeguarding and child protection; the tutorial system; the Students' Council; careers guidance; work experience; Personal, Social and Health Education (PSHCE); home-school links and provision for vulnerable groups.

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The Committee will:

- 5.3 undertake a review of the action of the Principal in use of fixed term/permanent student exclusions and to receive and consider representations from parents of students who have been excluded from school;
- 5.4 discharge the Governing Body's statutory duties regarding the exclusion of students in accordance with DfE procedures;
- 5.5 performs its role with the purpose of supporting generally, the provision school makes for the welfare of the students, and specifically by:
  - 5.5.1 monitoring how well the main features of the school's pastoral arrangements help safeguard and promote the welfare of students;
  - 5.5.2 looking into such pastoral matters as the Governing Body may require; and by interacting with the Governing Body, the Pastoral Team and the Senior Learning Team concerning any significant pastoral issues and how they may best be addressed;
- 5.6 monitor and evaluate the school's self-evaluation and effective School Improvement Plans which impact on the pastoral arrangements of the school;
- 5.7 discuss matters relating to the Catholic Life of the school;
- 5.8 review school policies and approve any changes to them which it considers necessary;
- 5.9 advise the Governing Body about the implications for the school's pastoral arrangements of any change or proposed change in staffing, finance, curriculum, facilities and administrative arrangements in the school;
- 5.10 consider Disadvantaged Students in terms of student progress and pastoral care; undertake such other responsibilities and work as the Governing Body may from time to time ask of it;
- 5.11 The Committee may ask one or more of its members to look into and report on a specific aspect of the school's pastoral arrangements and work. It may also invite members of staff who are not members of the Committee to advise the Committee on those pastoral issues for which they have a particular responsibility, experience or expertise.

## **6. FINANCE, PREMISES & PERSONNEL COMMITTEE – Delegated Responsibilities**

### **Finance**

The Committee will:

- 6.1 consider each year's School Improvement Plan priorities and present an annual budget to the Governing Body for approval;
- 6.2 assist and advise the Principal and Governing Body on matters relating to the budgeting and financial control of:-
  - 6.2.1 the school's Delegated Budget, Standards Fund Grant and any other public money;
  - 6.2.2 school fund and any other money administered by the school;
  - 6.2.3 other money held in the name of the school for which the Governing Body is responsible;
- 6.3 establish a procedure for monitoring regularly the monies outlined above and to

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- report the financial situation to the Governing Body each term;
- 6.4 make decisions on expenditure as agreed by the Full Governing Body on the Financial Delegation Form;
- 6.5 agree the level of delegated spending power to the Principal; expenditure over which to be referred to this committee for consideration;
- 6.6 receive and when appropriate respond to periodic audit reports of delegated funds;
- 6.7 respond to any appropriate consultation papers, i.e. Fair Funding, Asset Management Plan, New Deal for Schools, and make recommendations to the Governing Body;
- 6.8 ensure the audit of school funds for presentation to the Governing Body;
- 6.9 consider Disadvantaged Students in terms of staffing and financial aspects;

### **Effectiveness of financial control**

- 6.10 review the effectiveness of financial and other control systems;
- 6.11 ensure that all significant losses have been properly investigated and reported as appropriate;
- 6.12 oversee the academy's policy on fraud and irregularity;
- 6.13 oversee the academy's corporate governance arrangements including the code of practice for Governing Body members and code of conduct for senior staff;
- 6.14 monitor the implementation of approved recommendations relating to both internal and external audit;
- 6.15 monitor the effectiveness of the internal and external audit services and promote co-ordination between the two;
- 6.16 monitor the academy's arrangements to secure value for money;

### **Risk management**

- 6.17 advise the Governing Body on risk management by becoming familiar with the concepts and requirements of risk management;

### **Premises**

- 6.18 provide support and guidance for the Principal on all matters relating to the school premises and grounds, security and Health and Safety;
- 6.19 annually inspect the premises and grounds normally to be during the spring term and prepare a statement of priorities for maintenance and development for the approval of the Governing Body;
- 6.20 oversee the preparation and implementation of contracts in relation to premises matters;
- 6.21 ensure that the school complies with Health and Safety regulations;
- 6.22 ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990;
- 6.23 ensure any necessary liaison through the Principal with the local authority's Premises Section;
- 6.24 prepare a Lettings and Charges Policy for approval by the Governing Body;

### **Health and Safety**

- 6.25 assist the Governing Body and Principal to discharge their responsibilities under the Health and Safety at Work Act 1974 in collaboration with the LA;
- 6.26 consider the LA's policies on Health and Safety and recommend a policy for the school for adoption by the Governing Body;

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- 6.27 ensure that the necessary school management organisation is in place to implement the policy;
- 6.28 monitor the effectiveness of the school's Health and Safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body;

### **Personnel**

- 6.29 assist and advice the Principal on all personnel matters, including the consideration of applications for job sharing, premature retirement, etc;
- 6.30 agree with the Principal a staffing structure for the school which meets the aims of the School's Improvement Plan and to review the structure each time a vacancy occurs;
- 6.31 monitor and report to the Governing Body on all matters concerning staffing, insofar as they relate to the School Improvement Plan;
- 6.32 in accordance with the Pay Policy, review teachers' salaries on an annual basis, consider pay recommendations and make decisions. The decisions made by the committee to be communicated to each member of staff by the Principal, in writing, in accordance with the School Teachers' Pay and Conditions Document;
- 6.33 be responsible for appointing all staff, including:
  - Leadership Team and Curriculum Leader for RE;
  - Where possible, be involved in the appointment of other teaching staff, clerical and non-teaching staff, including the Site Manager and Clerk to the Governing Body;
- 6.34 review school policies and approve any changes to them which it considers necessary;

The Terms of Reference will be read in conjunction with the conditions of the Academies Financial Handbook.

**LEADERSHIP AND MANAGEMENT COMMITTEE**

**7. Membership**

- 7.1 The committee will consist of all Chairs of Committees plus the Principal (or his/her representative) and Governor with specific responsibility for Safeguarding;
- 7.2 The Chair will be the Chair of Governors;
- 7.3 The Clerk will be the Clerk to the Governing Body.

**Quorum**

- 7.4 The quorum for meetings of the committee shall be two Chairs of Committees plus the Principal (or his/her representative).

**Meetings**

- 7.5 The committee shall meet at least once a term, and otherwise as required.
- 7.6 The minutes and agenda will be prepared by the Clerk to Governors on instruction from the Chair of Governors;

**Delegated Responsibilities**

- 7.7 To be kept informed of progress in school;
- 7.8 To be kept informed of future plans for the school;
- 7.9 To review the operational performance of the Senior Leadership Team and Curriculum Leaders

Reviewed: June 2018  
Raising Achievement Committee Meeting  
12<sup>th</sup> June 2018

Signed: .....  
J Hone, Chair of the Committee

Reviewed: June 2018  
Student Welfare Committee Meeting  
5<sup>th</sup> June 2018

Signed: .....  
S Kelly, Chair of the Committee

Reviewed: June 2018  
Finance, Premises and Personnel Committee Meeting  
19<sup>th</sup> June 2018

Signed: .....  
A Senior, Chair of the Committee

Approval at the Full Governing Body Meeting,  
5<sup>th</sup> July 2018

Signed: .....  
A Senior, Chair of Governors