

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 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 the 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 the current 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 policies 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.

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 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;
- 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, a Pay Committee established from the Finance, Premises & Personnel Committee shall 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. Any appeals arising from these decisions will be heard by an appeal panel from the Governing Body who have not been part of the Pay Committee;

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 Academy Trust 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 2021
Approved: Full Governing Body Meeting, 30th June 2021

Signed:
J Hone, Chair of the Raising Achievement Committee

Signed:
S Kelly, Chair of the Student Welfare Committee

Signed:
A Senior, Chair of the Finance, Premises and Personnel Committee

Signed:
A Senior, Chair of Governors



DELEGATED RESPONSIBILITIES

(Terms of Reference – Appendix 1)

The rules in academies are simple – boards can delegate any functions **except the approval of the budget.**

Remember, the governing body as a whole is responsible for any decision delegated. Any decisions taken must therefore be reported back to the governing body at the first available opportunity. Delegated responsibilities of approving policies can be found under the policy review spreadsheet held by the Clerk.

Reviewed by:	S Kent (Principal) and A Senior (Chair of Governors), June 2021
Approved by:	Full Governing Body, June 2021
Signed:	Austin Senior, Chair of Governors

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective and have been considered by the Diocese	✓	✓			
	Establish an independent appeals panel when there are admissions appeals					The Local Authority
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				✓*	*See exclusion guidance
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances					A panel of 3 Governors from the Student Welfare Committee
	Arrange an independent review panel to consider permanent exclusions, where requested by parents					The Diocese / Local Authority
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16	✓	✓			
	Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13	✓	✓			
	Approving school session times and term dates	✓	✓			
	Alteration of the school / school closure / change of category eg specialist school for..	✓				
	Approving the arrangements for collective worship	✓				
	Ensuring that sex education is taught in a way that encourages students to have due regard to moral considerations and the value of family life	✓	✓			

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
Finance and budgets	Make day-to-day spending decisions under the amount of £5,000				✓	
	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer	✓				
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction	✓	✓			
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement	✓	✓			
	Establish an audit committee, or committee with an audit function, if annual income exceeds £50 million	✓				
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓				
	Monitor impact of pupil premium funding	✓	✓		✓	
	Monitor impact of year 7 catch-up funding	✓	✓		✓	
Governing body procedures	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint/Dismiss a clerk	✓				

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				
Health & Safety	Monitor the implementation of the health and safety policy	✓	✓			
	Make sure there is an appointed person in charge of first aid	✓	✓		✓	
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	
	Approve a complaints procedure					Chair of Governors
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides					Upon instruction from the Chair of Governors
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			
Pupil wellbeing	Make sure the provision of free school meals to those pupils meeting the criteria	✓	✓		✓	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	✓	✓		✓	
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓				
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			
	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	✓	✓		✓	

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the Principal	✓	✓			
	Monitor the implementation of the child protection policy	✓				
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	
	Co-operate with the local authority in developing the local offer		✓		✓	
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staffing matters	Appoint a Principal/Chief Executive	✓				Following approval by the Diocesan Bishop
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance	✓	✓			

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	is being followed					
	Approve staffing structure changes	✓	✓			
	Dismiss the Principal	✓				
	Staff dismissal (other than the Principal/Chief Executive) / Pay Appeals					A panel of 3 Governors from the Finance Committee