



THE GOVERNING BODY/BOARD OF DIRECTORS & TRUSTEES 2021-22 TERMS OF REFERENCE

CONSTITUTION

The Committee shall consist of up to 22 Governors/Directors/Trustees, as prescribed within the School's (Academy Trust) Articles of Association, as follows:

- 6 x Foundation Governors (appointed by the Diocese)
- 6 x Foundation Governors (appointed by the De La Salle Order)
- 3 x elected Parent Governors
- 3 x elected Staff/Teacher Governors
- 3 x Co-opted Governors (appointed by Directors of the Academy Trust)
- The Headteacher (whilst holding that appointment)

The Governing Body must elect a Chair and a Vice Chair and, by custom and practice, does this annually at its first meeting each academic year. The process of nomination and election will follow the statutory regulations and guidelines that are, from time to time, in force. The quorum for meetings shall be one half of the completed membership.

MEMBERSHIP FOR 2021-22

NAME	TYPE	START DATE	FINISH DATE	COMMITTEE	POSITION HELD
*Nicole Sharp	Foundation DLS	09/2019	09/2023	Teaching Learning & Achievement	FGB Chair
Robert Belcher	Foundation DLS	09/2019	09/2023	Finance Resources & Premises	FGB Vice Chair FRP Chair
Kieran Allen	Foundation DLS	03/2019	03/2024	Student Welfare & Catholicity	SWC Chair
Ben Doyle	Headteacher	Whilst acting Head		All	
Karen Hutson	Staff	11/2018	11/2022	Teaching Learning & Achievement	
Christopher Chastney	Staff	11/2018	11/2022	Finance Resources & Premises	
Peter Booth	Co-opted	09/2018	09/2022	Finance Resources & Premises	
Tracey Allen	Parent	01/2019	01/2023	Student Welfare & Catholicity	
David Allen	Parent	01/2019	01/2023	Teaching Learning & Achievement	TLA Chair
Louise McDonald	Co-opted	09/2018	09/2022	Student Welfare & Catholicity	
Martin Gerrard	Foundation Diocese	05/2018	05/2022	Finance Resources & Premises	
Peter Evans	Foundation Diocese	01/2020	01/2024	Teaching Learning & Achievement	
Simon Spendlowe	Foundation Diocese	10/2020	10/2024	Finance Resources & Premises Teaching Learning & Achievement	
Annabelle Underwood	Co-Opted	12/2021	12/2024	Student Welfare & Catholicity	
Glyn Whitchurch	Foundation DLS	12/2021	12/2024	Teaching Learning & Achievement	
Stephen Varghese	Foundation DLS	12/2021	12/2024	Finance Resources & Premises	
Ursula Jallow	Foundation Diocese	12/2021	12/2024	Student Welfare and Catholicity	

- **As Chair Nicole Sharp is a member of all committees other than The HT Appraisal Committee**

MEETINGS FOR 2021-22

AUTUMN TERM	Wednesday 15 September 2021 at 6.00pm Wednesday 1 December 2021 at 6.00pm Saturday 9 October 2021 at 9.00am
SPRING TERM	Wednesday 30 March 2022 at 6.00pm
SUMMER TERM	Wednesday 13 July 2022 at 6.00pm
AUTUMN TERM	Wednesday 14 September 2022 at 6.00pm Wednesday 7 December 2022 at 6.00pm

RESPONSIBILITIES

DUTIES AND POWERS DELEGATED BY PARLIAMENT UNDER THE EDUCATION ACTS:

1	Conducting the School with a view to promoting high standards of educational achievement
2	Setting appropriate targets for Student achievement at all Key Stages and GCSE/equivalent vocational qualifications
3	Taking general responsibility for the conduct of the School – in practice this should include how in broad strategic terms it should be run
4	Managing the School's budget (taking into account the LA Scheme under section 48 of the School Standards and Framework Act 1998) including determining the staff complement and making decisions on staff pay in accordance with the School Teachers' Pay and Conditions Document

5	Making sure the curriculum for the School is balanced and broadly based and in particular that the National Curriculum and religious education are taught and reporting on National Curriculum assessments and examination results
6	Determining the staff complement and a pay policy for the School
7	Appointing the Headteacher, Deputy Headteachers and Assistant Headteachers and other staff and regulating staff conduct and discipline
8	Drawing up an action plan after an inspection

SPECIFICALLY:(* = Decision must be ratified by the Full Governing Body)

FINANCE

9	*Approving the budget and the mid-year revision each financial year
10	*Investigating financial irregularities (Head suspected)
11	*Approving the statutory Governors' Report and Accounts
12	Approving the opening of a new bank account and authorised bank signatories
13	Approving the issue of credit or debit cards to staff
14	Receive annual report from FRP as to adequacy of internal controls in place
15	Approve SRFMA after scrutiny by FRP

STAFFING

16	*Appointing the Headteacher
17	*Appointing Deputy Headteachers
18	Assisting if required by the school in the appointment of Assistant Headteachers
19	*Dismissing the Headteacher
20	*Making arrangements for staff dismissal appeals
21	Suspending the Headteacher
22	Ending suspension of the Headteacher

CURRICULUM

23	*Ensuring that sex education is delivered (and at St Peter's is delivered in a way that encourages Students to have due regard to moral considerations and the value of family life). Making and keeping an up-to-date written policy
24	*Prohibiting political indoctrination and ensuring the balanced treatment of political issues
25	*Determining and reviewing policies on charges and remissions for non- Curriculum based activities
26	Drafting, agreeing (or rejecting), implementing and reviewing a Curriculum Policy (that ensures the National Curriculum is taught) and considering any disapplication for particular Students

PERFORMANCE MANAGEMENT

27	Establishing and annually reviewing a Performance Management Policy
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TARGET SETTING

28	Setting and publishing targets for Student achievement
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EXCLUSIONS

29	*Deciding a School discipline policy
30	Reviewing the use of either fixed term or permanent exclusion of Students by the School, in accordance with statutory regulations and guidance
31	Directing the reinstatement of excluded Students, in appropriate circumstances

ADMISSIONS

32	*Consulting annually before setting an Admissions Policy.
33	Determining admission arrangements and publishing an Admissions Policy.
34	Objecting to the admission arrangements of other admission authorities, if appropriate.
35	Determining admission numbers and variation of Published Admission Number (PAN).
36	Making application decisions
37	Appealing against LA directions to admit Students, if appropriate
38	Review on an annual basis as required by The Admissions Code the continued use of SLA with BCP to conduct In Year Admissions for 2021-22 and instruct the School to inform BCP of the decision.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

39	*Deciding arrangements for collective worship.
40	Ensuring the provision of Religious Education in line with the School's basic curriculum and deciding to provide Religious Education according to a Trust Deed and/or specified denomination.
41	Dealing with any matters relating to the Education Action Forum or advisory councils for collective Christian worship.

PREMISES

42	Ensuring adequate Buildings insurance cover is in place.
43	Developing a strategy for buildings maintenance (including budgeting) and Asset Management Plans.
44	Ensuring Health and Safety issues are met.

SCHOOL ORGANISATION

45	*Drawing up the Articles of Association and any amendments thereafter.
46	*Publishing proposals for alteration or discontinuance of the School
47	*Publishing proposals for change of category of the School
48	*Deciding School session times and dates of School terms and holidays

49	Drafting a School Action Plan following Ofsted inspection and distributing copies to Parents/Carers.
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INFORMATION FOR PARENTS/CARERS

50	*Approving a School Prospectus annually (in a format as required by Regulations).
51	Holding an Annual Parents' Meeting (if deemed as required).
52	Approving the School Evaluation Form data
53	Ensuring the provision of free school meals to those Students eligible
54	Adopting and reviewing the Home-School Agreement if required

GOOD GOVERNANCE AND PROBITY OF THE GOVERNING BODY

55	*Appointing the Chair and Vice Chair, or removing such persons.
56	*Appointing or removing Governors or Associate Governors.
57	*Regulating the Governing Body's procedures where not otherwise set out in law.
58	*Deciding arrangements for Full Governing Body meetings, which must be held at least once per School term.
59	*Making decisions about the establishment of Governing Body Committees (including selection panels) together with their constitution, delegation of responsibilities and authorities, their manner of proceedings, review and report.
60	Reviewing the establishment, terms of reference and membership of Governing Body Committees (including selection panels) at least once per year
61	*Appointing the Clerk to the Governing Body.
62	*Dismissing the Clerk to the Governing Body.
63	Appointing an Internal Auditor
64	Setting up a Register of Governors' Business Interests
65	Discharging duties in respect of Students with Special Needs by appointing a "Responsible Governor".
66	Discharging duties in respect of Safeguarding Students by appointing a "Responsible Governor".
67	Approving and setting up an Expenses scheme.

ADDITIONALLY, THE FULL GOVERNING BODY HAS AGREED IT WILL

68	Review, annually, the extent and limitations of power of the Headteacher and School Business Manager to spend and vire the budget.
69	Review, consider and where appropriate decide all matters referred to it by its Committees.
70	Approve Statutory school policies where approval of FGB is required by DfES and those policies as decided by FGB members whilst delegating to authority to the appropriate committee or the Headteacher as recommended by DfES and detailed in Schedule 1.
71	Receive and consider a termly report from the Headteacher on the operation of the School.
72	Determine the size and allocation of financial reserves.
73	Appoint individually named Governors to be responsible for Governor Induction/Training, Parent Teacher Association liaison, Careers Education and any other such functions as the Governing Body may determine.
74	Receive a GDPR report bi-annually
75	Receive assurance from FRP as to the adequacy of internal financial controls
76	Approve the Risk Register on an annual basis and whenever any in-year changes are made
77	Receive a recommendation to Members at the AGM as to the appointment of the External Auditor after considering a report from FRP committee.

AUTHORITIES

CHAIR'S ACTIONS

Matters requiring decisions that cannot wait for the next scheduled meeting of the Full Governing Body can be dealt with by 'Chair's Action'. Delegated authority will normally be recorded within meeting minutes. All such action is to be notified to the Full Governing Body at its next meeting. In the event of an undecided vote, the Chair will have a second or casting vote.

ELECTRONIC PARTICIPATION

Any Governor wishing to electronically attend a meeting of the Committee is asked to notify both the Clerk and the Chair of the Committee in order that any technological issues might be addressed in advance. All parties will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015.

PROPOSED AGENDA ITEMS FOR 2021-22

The agenda will routinely include:

- note of apologies for absence,
- declarations of interest,
- a Governor Briefing/Discussion Session on a topical subject,
- a verbal update by the Headteacher,
- reports and recommendations from Governing Body Committees,
- reports from Governors with Special Responsibilities,
- the Chair's Report,
- reports on GDPR breach and the number of SAR received.
- any other items proposed by the Chair and/or Clerk.

In addition, the following significant business will be dealt with (some will be proposed, with recommendations, by established Governing Body Committees):

SEPTEMBER 2021:

- Note any resignations.
- Elect Chair and Vice-Chair for 2021/2022

- Register of Business Interests for 2021/2022
- Approve composition of Governor Committees for 2021/2022
- Review nominations of Governors with Special Responsibilities for
- Ratify the Committee ToRs for 2021/2022
- Approve the Scheme of Delegation
- Ratify the proposed Admissions Policy for 2023/2024 (if not completed in July 2021).
- Review the continued use of SLA with BCP to conduct In Year Admissions for 2021-22 and instruct the School to inform BCP of the decision

OCTOBER 2021:

- Strategy Morning matters as decided by The Chair

DECEMBER 2021:

- Note the proposed admissions process for the next academic Year 7 starting September 2022
- Approve the Independent Appeals Panel composition for 2022 (if appropriate)
- Review the process for the provision of the 2022/2023 data to Parents.
- Review the School Improvement Plan.
- To receive the recommendation of the FRP as to the appointment of the External Auditor by the Members
- To receive and approve the Trustee Report and end of year accounts

MARCH 2022:

- Note the proposed admissions for the next academic Year 7 starting September 2022.

JULY 2022:

- Approve the budget for the 2022/2023 Financial Year.
- Receive the formal annual report from the Headteacher
- Review arrangements, delegations, authorities and ToRs for Governing Body and Governor Committees for 2022/2023.
- Ratify the proposed Meeting's Schedule for 2022/2023.
- Approve the School Prospectus for Year group entries in/after September 2022
- Approve the Scheme of Delegation
- Approve the Risk Register
- Ratify the proposed Admissions Policy for 2024/2025
- Review the continued use of SLA with BCP to conduct In Year Admissions for 2022-23 and instruct the School to inform BCP of the decision

SEPTEMBER 2022:

- Note any resignations.
- Elect Chair and Vice-Chair for 2022/2023
- Register of Business Interests for 2022/2023.
- Approve composition of Governor Committees for 2022/2023.
- Review nominations of Governors with Special Responsibilities for 2022/2023
- Ratify the Committee ToRs for 2022/2023.
- Ratify the proposed Admissions Policy for 2024/2025 (if not completed in July 2022).

Updated: March 2022

Approved by Full Governing Body: 30 March 2022

Due for Review: July 2022

SCHEDULE 1 – Policies for approval by FGB and those delegated to HT

Policy Theme	Policy Name	Headteacher
Admissions	Admissions arrangements	
	Summer born babies	
Administration and Data	Charging and remissions	
	Data protection (our combined DP related policies)	
	Protection of biometric information of children in schools and colleges	
	Register of pupils' admission to school	Review and Approve
	Register of attendance	Review and Approve
	Attendance of students	Review and Approve
	School information published on a website	Review and Approve
	School complaints	
	Anti bribery and hospitality	
	Freedom of information	
	Investment	
	Risk assessment	Review and Approve
	Risk register	

	Lettings	Review and Approve
	LGPS statement	Review and Approve
	Governor virtual meetings	
	Whistleblowing	
	Staff capability	
Staffing and Human Resources	Newly qualified teachers (NQTs)	
	Staff grievance	
	Staff discipline	
	Code of conduct	Review and Approve
	Single central record of recruitment and vetting checks	Review and Approve
	Statement of procedures for dealing with allegations of abuse against staff	
	Pay	
	Continuing Professional Development (CPD)	Review and Approve
	Appraisal and performance management for teachers	Review and Approve
	Appraisal and performance management for support staff	Review and Approve
	Stress management	Review and Approve
	Probation procedure for support staff	Review and Approve
	Attendance staff management	Review and Approve
	Maternity leave for teachers	Review and Approve
	Maternity leave for support staff	Review and Approve
	Parental leave for teachers	Review and Approve
	Parental leave for support staff	Review and Approve
	Shared parental leave	Review and Approve
	Adoption leave	Review and Approve
	Time off for dependents	Review and Approve
	Retirement	Review and Approve
	Recruitment and selection	Review and Approve
	Redundancy and restructure	Review and Approve
Accessibility plan		
Pupil wellbeing and safeguarding	Safeguarding (child protection)	
	Education of children with health needs who cannot attend school	
	LAC designated teacher	
	Entitlement and effective learning (SEND)	
	Supporting pupils with medical conditions	
	Personal relationships and sex education	
Relationships & sex education	Behaviour	Review and Approve
Behaviour	Drugs	
	Anti bullying	Review and Approve
	Exclusions	
	Health and safety	
Facilities	Administering medicines	Review and Approve
	First aid in schools	
	Premises management documents	Review and Approve
	Equalities	
Governance	Governors' allowances	
	Register of business interests of head teachers and governors	
	Careers education	
Careers guidance	The Vision and Mission Statement	
Overarching - the School	School Improvement Plan	
	Assessment and reporting	Review and Approve
Teaching and learning	Curriculum	
	Remote learning	Review and Approve
	Provision for more able students	
	Assembly collective worship and religious education	
	Outdoor activities and educational visits	Review and Approve
Other	School uniform	
	Vehicle	Review and Approve