



## THE GOVERNING BODY/BOARD OF DIRECTORS & TRUSTEES 2023-24 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 2023-24

NAME	TYPE	START DATE	FINISH DATE	COMMITTEE	POSITION HELD
Nicole Sharp*	Foundation DLS	07/2023	07/2027	Teaching Learning & Achievement Pay	FGB Chair
Robert Belcher	Foundation DLS	07/2023	07/2027	Finance Resources & Premises Appraisal	FGB Vice Chair FRP Chair
Kieran Allen	Foundation DLS	03/2023	03/2027	Student Welfare & Catholicity Pay	SWC Chair
Ben Doyle	Headteacher	Whilst Headteacher		All	
Christopher Chastney	Staff	11/2022	11/2026	Finance Resources & Premises	
Peter Booth	Co-opted	09/2022	09/2026	Finance Resources & Premises	
Tracey Allen	Parent	01/2023	01/2027	Student Welfare & Catholicity Appraisal	
Louise McDonald	Co-opted	12/2021	12/2025	Student Welfare & Catholicity Pay	
Peter Evans	Foundation Diocese	0/2024	0/2028	Teaching Learning & Achievement Appraisal	Appraisal Chair
Glyn Whitworth	Foundation DLS	11/2021	11/2025	Teaching Learning & Achievement	
Stephen Varghese	Foundation DLS	11/2021	11/2025	Finance Resources & Premises	
Fr John Nelson	Foundation Diocese	09/2022	09/2026	Student Welfare and Catholicity	
Susan Cecchinato	Staff	11/2022	11/2026	Teaching Learning & Achievement	
Amaya Silveria	Foundation	02/2024	02/2028	TBC	
Sylvana Hayes	Foundation	01/2024	01/2028	TBC	
Amy Alderson	Parent	01/2023	01/2027	Student Welfare & Catholicity Teaching Learning & Achievement	
James Gallagher	Co-opted	03/2024	03/2028	TBC	

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

### MEETINGS FOR 2023-24

<b>AUTUMN TERM</b>	Wednesday 13 September 2023 at 5.30pm Tuesday 5 December 2023 Saturday 14 October 2023 at 9.00am
<b>SPRING TERM</b>	Wednesday 27 March 2024 at 5.30pm
<b>SUMMER TERM</b>	Wednesday 9 July 2024 at 5.30pm Wednesday 17 July 2024 at 5.30pm

<b>AUTUMN TERM</b>	Wednesday 11 September 2024 at 5.30pm Wednesday 4 December 2024 at 5.30pm
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**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/closing 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	Ensuring there is annual review of the Performance Management Policy to ensure effective oversight of the performance of all other employees and the framework for their pay and conditions of service
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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
39	Review on an annual basis a decision to offer places over the Published Admissions Number (PAN) for Year 7 the following September

**RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

40	*Deciding arrangements for collective worship.
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41	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.
42	Dealing with any matters relating to the Education Action Forum or advisory councils for collective Christian worship.

#### PREMISES

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

#### SCHOOL ORGANISATION

46	*Drawing up the Articles of Association and any amendments thereafter.
47	*Publishing proposals for alteration or discontinuance of the School
48	*Publishing proposals for change of category of the School
49	*Deciding School session times and dates of School terms and holidays
50	Drafting a School Action Plan following Ofsted inspection and distributing copies to Parents/Carers.

#### INFORMATION FOR PARENTS/CARERS

51	Receive any new School Prospectus
52	Holding an Annual Parents' Meeting (if deemed as required).
53	Approving the School Evaluation Form data
54	Ensuring the provision of free school meals to those Students eligible
55	Adopting and reviewing the Home-School Agreement if required

#### GOOD GOVERNANCE AND PROBITY OF THE GOVERNING BODY

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

#### ADDITIONALLY, THE FULL GOVERNING BODY HAS AGREED IT WILL

69	Review, annually, the extent and limitations of power of the Headteacher and School Business Manager to spend and vire the budget.
70	Review, consider and where appropriate decide all matters referred to it by its Committees.
71	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.
72	Receive and consider a termly report from the Headteacher on the operation of the School.
73	Determine the size and allocation of financial reserves.
74	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.
75	Receive a GDPR report bi-annually
76	Receive assurance from FRP as to the adequacy of internal financial controls
77	Approve the Risk Register on a termly basis and whenever any in-year changes are made
78	Make a recommendation to Members at the AGM as to the appointment of the External Auditor after considering a report from FRP committee.
79	Delegate policies to Headteacher in line with statutory guidance
80	Receive an annual assurance from the Headteacher as to the review of delegated policies
81	Receive an annual Wellbeing Report at the beginning of the Academic Year
	<a href="#">Receipt of the annual LAC Self Evaluation document after scrutiny by SWC</a>

### 81. Receive an annual Wellbeing Report

#### 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 2023-24**

##### **The agenda will routinely include:**

- note of apologies for absence,
- declarations of interest,
- a Governor Briefing/Discussion Session on a topical subject,
- a report by the Headteacher including reference to the wellbeing of staff and students,
- reports and recommendations from Governing Body Committees,
- reports from Governors with Special Responsibilities,
- the Chair's Report,
- 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 2023:**

- Note any resignations.
- Elect Chair and Vice-Chair for 2023-24
- Register of Business Interests for 2023-24
- Approve composition of Governor Committees 2023-24
- Review nominations of Governors with Special Responsibilities
- Ratify the Committee ToRs for 2023-24
- Approve the Scheme of Delegation
- Ratify the proposed Admissions Policy for 2025/2026 (if not completed in July 2021).
- Review the continued use of SLA with BCP to conduct In Year Admissions for 2023-24 and instruct the School to inform BCP of the decision
- Review Risk Register

###### **OCTOBER 2023:**

- Strategy Morning matters as decided by The Chair

###### **DECEMBER 2023:**

- Note the proposed admissions process for the next academic Year 7 starting September 2024
- Approve the Independent Appeals Panel composition for 2024 (if appropriate)
- Review the process for the provision of the 2024/2025 data to Parents.
- Receive and approve 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
- To receive the bi-annual report from contractor for GDPR matters and the number of SARs received.

###### **MARCH 2024:**

- Note the proposed admissions for the next academic Year 7 starting September 2024.
- Receive and consider any proposal from SWC to offer a number of places over the Published Admissions Number (PAN) for Year 7 should be offered the following September
- Review Risk Register

###### **JULY 2024:**

- Approve the budget for the 2024/2025 Financial Year.
- Receive the formal annual report from the Headteacher
- Review arrangements, delegations, authorities and ToRs for Governing Body and Governor Committees for 2024/2025.
- Ratify the proposed Meeting's Schedule for 2024/2025.
- Receive any new School Prospectus for Year group entries in/after September 2024/25
- Approve the Scheme of Delegation
- Ratify the proposed Admissions Policy for 2026/2027
- Review the continued use of SLA with BCP to conduct In Year Admissions for 2024/2025 and instruct the School to inform BCP of the decision

###### **SEPTEMBER 2024:**

- Note any resignations.
- Elect Chair and Vice-Chair for 2024/2025
- Register of Business Interests for 2024/2025.
- Approve composition of Governor Committees for 2024/2025
- Review nominations of Governors with Special Responsibilities for 2024/2025
- Ratify the Committee ToRs for 2024/2025.
- Ratify the proposed Admissions Policy for 2026/2027 (if not completed in July 2023)
- Receive the annual Wellbeing Report.

*Updated July 2023*

*Approved by Full Governing Body: 27 March 2024 (pending)*

*Due for Review: July 2024*

**SCHEDULE 1: Policies for approval by FGB and those delegated to Headteacher**

<b>Policy Theme</b>	<b>Policy Name</b>	<b>Headteacher</b>
<b>Admissions</b>	Admissions arrangements	
	Summer born babies	
<b>Administration and Data</b>	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		
<b>Staffing and Human Resources</b>	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		
<b>Pupil wellbeing and safeguarding</b>	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	
<b>Relationships and sex education</b>	Personal relationships and sex education	
<b>Behaviour</b>	Drugs	
	Exclusions	
	Health and safety	
<b>Facilities</b>	Administering medicines	Review and Approve
	First aid in schools	
	Premises management documents	Review and Approve
	Equalities	
<b>Governance</b>	Governors' allowances	
	Register of business interests of head teachers and governors	
	Careers education	
<b>Careers guidance</b>	The Vision and Mission Statement	
<b>Overarching - the School</b>	School Improvement Plan	
	Assessment and reporting	Review and Approve

	Curriculum	
<b>Teaching and learning</b>	Remote learning	Review and Approve
	Provision for more able students	
	Assembly collective worship and religious education	
	Outdoor activities and educational visits	Review and Approve
<b>Other</b>	School uniform	