

**OUR LADY AND ST EDWARDS
CATHOLIC PRIMARY SCHOOL
GOVERNING BODY**

**TERMS OF REFERENCE
DOCUMENT
2016-2017**

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COMPOSITION OF THE LOCAL GOVERNING BODY

1. The name of the school is: **OUR LADY AND SAINT EDWARD'S CATHOLIC PRIMARY ACADEMY, NOTTINGHAM.**
2. The school was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic School in accordance with the canon law and teachings of the Roman Catholic Church and in accordance with the Trust Deed of the Diocese of Nottingham and in particular:
 - a) religious education is to be in accordance with the teachings, doctrines, disciplines and general and particular norms of the Catholic Church;
 - b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The name of the governing body is 'The governing body of Our Lady and Saint Edward's Catholic Voluntary Academy, part of the South Nottingham Catholic Academy Trust'.
4. The governing body shall consist of twelve governors of which there shall be:
 - a) **Seven** foundation governors;
 - b) **Two** parent governors;
 - c) **One** staff governor (in addition to the Headteacher); and
 - d) **One** co-opted governor.
6. The total number of governors shall be twelve.
7. The Bishop of Nottingham (or any other person exercising Ordinary jurisdiction on his behalf) shall have the right to appoint and to remove foundation governors.
8. The headteacher is an *ex officio governor*. The term of office for all other categories of governors is four years.

ELECTION OF CHAIR & VICE CHAIR

As set out in the Scheme of Delegation adopted by SNCAT, Our Lady and St Edwards Catholic Primary School Governing Body has agreed the following:

- The Chair and Vice Chair serve for a period of **one year**.
- That the candidates for Chair and Vice-Chair be nominated and then seconded at the meeting.
- Candidates will be asked to leave the room if an election is to take place.
- The Clerk to facilitate this process.

CHAIR OF GOVERNORS: Mr I Morris

Date Elected: Autumn 2016

Term End: Autumn 2017

VICE CHAIR OF GOVERNORS: Ms P Donlan

Date Elected: Autumn 2016

Term End: Autumn 2017

Pupil Discipline Committee:

CHAIR: Fr M Jakes

Date Elected: Autumn 2016

Term End: Autumn 2017

The decisions made by the governors at their meeting on 5th October 2016 regarding the review of membership and remits of committees:

1. Pupil Discipline Committee

This committee shall consist of the following members:

Fr M Jakes (Chair)
Ms P Donlan
Mrs C McMahon-Moughtin

In the event of unavailability of named members, eligible governors to be called upon by alphabetical order of surname.

2. Staffing and HR Processes Committee

This committee has the following members:

Mr I Morris (Chair)
Mr J Barfield
Mrs M LaFond.

In the event of unavailability of named members, eligible governors to be called upon by alphabetical order of surname.

3. Staffing and HR Processes Appeal Committee

Eligible governors to be called upon by alphabetical order of surname.

Performance Management Governors

Mr J Barfield and Ms P Donlan

Review Officer: Mr I Morris

1. Pupil Discipline Committee

The remit of the committee is to:

"consider the circumstances in which a pupil has been excluded and representations made by the parent and the LA as required by the School Standards and Framework Act 1998;

decide whether or not to uphold or reinstate any exclusion which exceeds five days in any one term."

2. Staffing and HR Processes Committee

The remit of the committee is to:

"determine personnel matters in accordance with the discipline procedures adopted by the governing body;

determine whether any person employed to work at the school should have their contract terminated or not renewed."

3. Staffing and HR Processes Appeal Committee

The remit of the committee is to:

"consider appeals against decisions of the Staff Dismissal Committee".

7. General

The governing body approved the following matters:-

- i) the chairman, vice-chairman of governors and head teacher may attend all committee meetings as ex-officio non-voting members, excepting the head teacher who may not be a member of the Pupil Discipline, Staff Dismissal or Staff Dismissal Appeals Committees;
- ii) when specifically named as members of a committee the Chairman, Vice-Chairman and head teacher will have full voting rights, except that the head teacher cannot be a member of the committees identified in i) above ;
- iii) the Pupil Discipline Committee shall meet initially to elect the Chairman of the committee, who may be called upon to consider a particular exclusion when it would not be possible to call a quorate meeting within the statutory timescale.

8. Finance Sub-Committee:

The remit of the committee is to:

"Consider proposal for the annual budget to be subsequently recommended to the FGB for approval".

- Mr I Morris (Chair)
- Fr M Jakes
- Mrs C Spencer

9. Admissions Committee:

The remit of the committee is to:

"Consider the proposals for new applicants for Reception and make a decision to allocate places through the admissions criteria. A list is then forwarded to the Local Authority".

- Fr M Jakes (Chair)
- Ms P Donlan
- Mrs C McMahon-Moughtin/Mrs C Spencer

10. Process for In-Year Admissions;

- Senior Management team look at the weekly round of admissions at SLT meetings and make recommendations for accepting or refusing places.
- The list and recommendations for the week is then emailed to the Chair of the Admissions Committee and the Chair of Governors; the Chair of Governors makes a final decision via email to the school accepting/rejecting the recommendations for that week.
- Once the above process is complete, the Local Authority are made aware of the decisions via email.
- To be reviewed annually by the FGB.

Reviewed and agreed on 30th November 2016.

GOVERNOR(S) RESPONSIBILITY

These governors have been delegated the initial responsibility for the following categories. These responsibilities are reviewed annually by the full governing body.

	Governor Name
CHAIR:	Mr I Morris
VICE CHAIR:	Ms P Donlan
CHILD PROTECTION GOVERNOR:	Ms P Donlan
EQUAL OPPORTUNITIES/EQUALITIES GOVERNOR:	Mrs C McMahon-Moughtin
HEALTH & SAFETY GOVERNOR: (links to healthy and safe educational visits)	Mr J Barfield
SPECIAL EDUCATIONAL NEEDS GOVERNOR: (inclusion / link to behaviour management)	Miss J Greenwood
R.E & SEX AND DRUGS EDUCATION GOVERNOR:	Fr M Jakes
PERFORMANCE MANAGEMENT GOVERNORS:	Mr J Barfield Ms P Donlan
SCHOOL'S COUNCIL LIAISON GOVERNOR:	Miss J Greenwood
SPORTS PREMIUM GOVERNOR:	Mrs R Ojo
PUPIL PREMIUM GOVERNOR:	Mrs M LaFond
LOOKED AFTER CHILDREN GOVERNOR:	Fr M Jakes

DELEGATION OF FUNCTIONS

A governing body can delegate any of its statutory functions to a committee, a governor or the Head Teacher, subject to prescribed restrictions. The governing body must review the delegation of functions annually. Each governing body will remain accountable for any decisions taken including those relating to functions delegated to a committee or individual.

Functions that can be delegated to a committee but not to an individual:

- The alteration, discontinuance or change of category of maintained schools;
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

The governing body cannot delegate any functions relating to:

- The constitution of the governing body (unless otherwise provided by the constitution regulations)
- The appointment or removal of the Chair and Vice-Chair

- The appointment of the Clerk
- The suspension of governors
- The delegation of functions
- The establishment of committees

Any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action taken or decision made. The governing body can still perform functions it has delegated this enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.

The use of the chart below is to record decisions delegated by the governing body for continued development and effectiveness. Please indicate responsibilities delegated to the Head Teacher, Committee and / or an individual.

KEY FUNCTIONS	No	ACTION	RESPONSIBILITY
BUDGET	1	To approve the first formal budget plan each financial year	GB
	2	To monitor monthly expenditure	HT/ BUSINESS MANAGER
	3	Miscellaneous financial irregularities (write-offs)	HT
	4	To investigate financial irregularities	GB
	5	To investigate financial irregularities (person other than Head Teacher)	GB
	6	To enter into contracts (above set financial limit)	GB
	7	To enter into contracts (below set financial limit)	HT
STAFFING	8	Head Teacher appointments	GB
	9	Deputy Head Teacher appointments	GB
	10	Appoint other teachers (GB may if they wish to be involved in the selection panel)	HT+ GB
	11	Appoint other teaching staff (GB may if they wish to be involved in the selection panel)	HT+ GB
	12	Pay discretions (the Head Should not advise on his/her own pay)	GB
	13	Establish disciplinary / capability procedures	SNCAT
	14	Dismissal (Head Teacher) GB must act through Dismissal Committee	SNCAT
	15	Dismissal (other staff) GB must act through Dismissal Committee	SNCAT

	16	Suspending Head Teacher	SNCAT
	17	Suspending staff (except Head)	COMMITTEE
	18	Ending suspension (Head)	SNCAT
	19	Ending a suspension (except Head)	COMMITTEE
	20	Determining dismissal payments / early retirements	COMMITTEE
	21	Determining staff complement	HT
	22	In VA and Foundation schools, to agree whether or not the Chief Officer / diocesan authority should have advisory rights	N/A
CURRICULUM			
	23	Ensure National Curriculum is taught to all pupils and to consider any misapplication for pupils	GB
	24	To draft curriculum policy	HT
	25	To implement curriculum policy	HT
	26	To agree or reject and review curriculum policy	GB
	27	Responsibility for standards of teaching	HT
	28	To decided which subject options should be taught, having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)	HT
	29	Responsibility for individual child's education	HT
	30	Provision of sex education – prepare and keep up to date a written policy	GB
	31	Prohibit political indoctrination and ensure the balance treatment of political issues	HT
	32	To draw up a charging and remissions policy for activities (non NC based) in consultation with the LA	GB
PERFORMANCE MANAGEMENT			
	33	To establish a performance management policy	SNCAT
	34	To implement the performance management policy	PERF.MAN GOVS
	35	To review annually the performance management policy	SNCAT
	36	To set and publish targets for pupil achievement	GB

TARGET SETTING	37	To decide a discipline policy	GB
	38	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	HT
	39	To review the use of exclusion and to decide whether or not to confirm all permanent exclusion and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination. The GB must act through their pupil discipline committee.	COMMITTEE
	40	To direct reinstatement of exclude pupils	COMMITTEE
ADMISSIONS	41	To consult annually before setting an admissions policy (but in community controlled school only where the LA had delegated this power to the governing body.	GB
	42	To consult annually before setting an admissions policy (VA and Foundation Schools)	GB
	43	To set an admissions policy (special schools where pupils do not have a statement) acting with LA	GB
	44	To set an admission policy (special schools where pupils have statements) for LA after consulting with the governing body	GB
	45	Admissions application decisions (but in community & controlled schools only where the LA has delegated this power to the governing body)	GB
	46	Admissions application decision (VA, Foundation and Special schools)	GB
	47	To appeal against LA directions to admit pupil(s) (Voluntary, foundation and special schools also community and VC schools where LA is the admissions authority)	GB
RELIGIOUS EDUCATION	48	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)	GB

	50	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation & VC schools of religious character at request of parents)	GB
	55	Arrangements for collective worship (foundation schools with religious character. VC or VA schools)	HT
PREMISES	56	Buildings Insurance – GB to seek advice from LA, diocese or trustees where appropriate	GB
	57	Strategy (including budgeting for repairs etc) and asset Management plans	GB
	58	To ensure Health & Safety issues are met	GB
	59	To set a charging and remissions policy	GB
	60	To draw up instrument of Government and any amendment thereafter	GB
	61	To publish proposals to charge category of school	GB
	62	To set the times of school sessions and dates of school terms and holidays except in community and VC schools, where it is the responsibility of the LA	GB
	63	To provide information to be published by governing bodies(in so far as approval of the prospectus)	GB
	64	To ensure provision of free school meals to those pupils meeting the criteria	HT
	65	Adoption and review of home-school agreement	GB
	66	To appoint (and remove) the Chair and Vice – Chair of a permanent or temporary governing body	GB
	67	To appoint and dismiss the clerk to the governors	GB
	68	To hold a governing body meeting three times a year, or a meeting of the temporary governing body as often as occasion may require	GB
	69	To appoint and remove co-opted governors	GB

	70	To approve and set up an expenses scheme	GB
	71	To discharge duties in respect of pupils with special needs by appointing a responsible person in community, voluntary and foundation schools	GB
	72	To consider whether or not to exercise delegation of functions to individuals or committees	GB
	73	To regulate the GB's procedures (where not set in law)	GB
	74	To review at least once a year the establishment, terms of reference and membership of committees including selection panels	GB

KEY:

HT – *Head Teacher*

GB – *Governing Body*

CTTEE – *Committee*

SNCAT – *Executive Committee of South Nottingham Catholic Academy Trust*

GOV – *Governor*

