

ST MARYS CATHOLIC PRIMARY SCHOOL, ASTON LE WALLS.

The Governors of St Marys Catholic Primary School will support all parents/carers of whatever denomination in their responsibility for the academic, physical, spiritual, moral and religious education of their children in accordance with the teachings of the Catholic Church. Governors will endeavour to make the person of Jesus Christ known and loved and to place him and the teachings of the Catholic Church at the centre of the educational experience offered at St Marys.

The Governing Body takes a strategic role within school, acts as a critical friend and should be accountable for its decisions. It will set aims and objectives and will agree, monitor and review policies, targets and priorities. It will do this by focusing on three strategic core functions.

- 1. To set the vision, ethos and strategic direction of the school*
- 2. To hold the Headteacher and staff to account for the educational performance of the school and its pupils*
- 3. To oversee the financial performance of the school and to ensure money is spent wisely to ensure "Best Value" for the school*

GOVERNING BODY & COMMITTEE STRUCTURE

TERMS OF REFERENCE:

Terms of Reference for Committees 2021-2022

Membership

The Committees shall consist a minimum of 4 members including the Headteacher and Chair. The Headteacher's Performance Management Committee shall consist of 3 members (none of which will be staff members).

The membership of a committee may include associate members, provided that a majority of members of the committee are governors. The Committee may make recommendations for these appointments.

Each committee must have a chair and a clerk – the Committee will elect a Chair from within its own membership.

The membership of the Committee shall be reviewed and determined annually.

Quorum

The quorum shall be 3 members, one of which must be the Headteacher.

Meetings

The Chair shall be responsible for convening meetings of Committees.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full academy council and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

General Terms

- To act on matters delegated by the Diocese.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

NB: The Safeguarding/Child Protection Policy and procedures will be reviewed annually by the Full Governors.

Resources Committee:

- To ensure parents can access an annual report on the effectiveness of the school's use of the Pupil Premium
- To review major contracts and services due for renewal (including insurance) and ensure that they adhere to best value
- To review suggestions for income generation
- To receive report from Business Manager/Bursar and analyse outcomes from financial benchmarking
- To agree end of year surplus/deficit
- To review skills audit
- To ensure the budget has allocated funds to support the School Development Plan and any proposed changes in staffing structure
- To agree annual financial statement of accounts

Premises and Insurance

- To prepare a statement of costed priorities for maintenance and development for the approval of the Diocese
- To seek advice from diocese or trustees in relation to buildings insurance and personal liability
- To develop school buildings strategy or master plan and contribute to Asset Management Planning arrangements
- To procure and maintain buildings, including developing a properly funded maintenance plan
- To apply for capital funding and grants in association with the Diocese where appropriate to maximise development of the premises
- To monitor the implementation of capital works programmes
- To assess the impact of the Disability Equality Scheme/ SEN and contribute to an annual report to parents
- To ensure that the school is compliant with guidance on asset management and premises alterations

-

Health and Safety

- To monitor fire prevention procedures

- To monitor reports of incidents
- To ensure effective records are kept with respect to health and safety and safeguarding
- To monitor that an inventory of sources of hazards has been produced for which appropriate risk assessment is needed

Personnel

- To review staffing to ensure the number of posts and structure are reasonable
- To provide support, guidance and accountability for the headteacher on personnel matters
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider requests for exceptional leave outside of locally agreements

-

Pay and Performance Management:

- To monitor the implementation of the performance management policy.
- To consider Headteacher's recommendations on staff pay
- To approve salary increases
- To consider recommendations from the Headteacher's Performance Management

Safeguarding:

- To advise the Governing Body on all its statutory obligations with regard to Child Protection & Safeguarding.
- To monitor and review changes to Safeguarding regulations by Government, Local Authority, Diocese and Trust Board.
- To regularly review safeguarding policy and procedure.
- To review the policy and provision of a Sex & Relationships Education policy.

Mission/ Catholic Ethos:

RE & Collective Worship

- To review the policy and the provision for Collective Worship and Religious Education.

Wider Community

- To explore and investigate links with the wider community.

Head teacher Teacher's Performance:

- To ensure that at every stage the appraisal is firmly linked to school improvement and the agreed criteria identified in the performance objectives.
- To prepare for the appraisal meeting with advice from the external advisor by reviewing the objectives set for the previous year along with the Headteacher's overall performance and any challenges faced.
- To agree a set of objectives by December each year with the support of an external advisor.
- To consider the Headteacher's learning, development & support needs and how these will be addressed.
- To monitor progress with the objectives set by holding two further review meetings (end of spring and summer term)
- To agree with the advisor a written report of the appraisal process for the Headteachers as soon as is practicable.

Standards in Learning and Teaching:

Curriculum

- To have an overview ensuring that a broad and balanced curriculum is taught to all pupils.
- To be responsible for standards of teaching

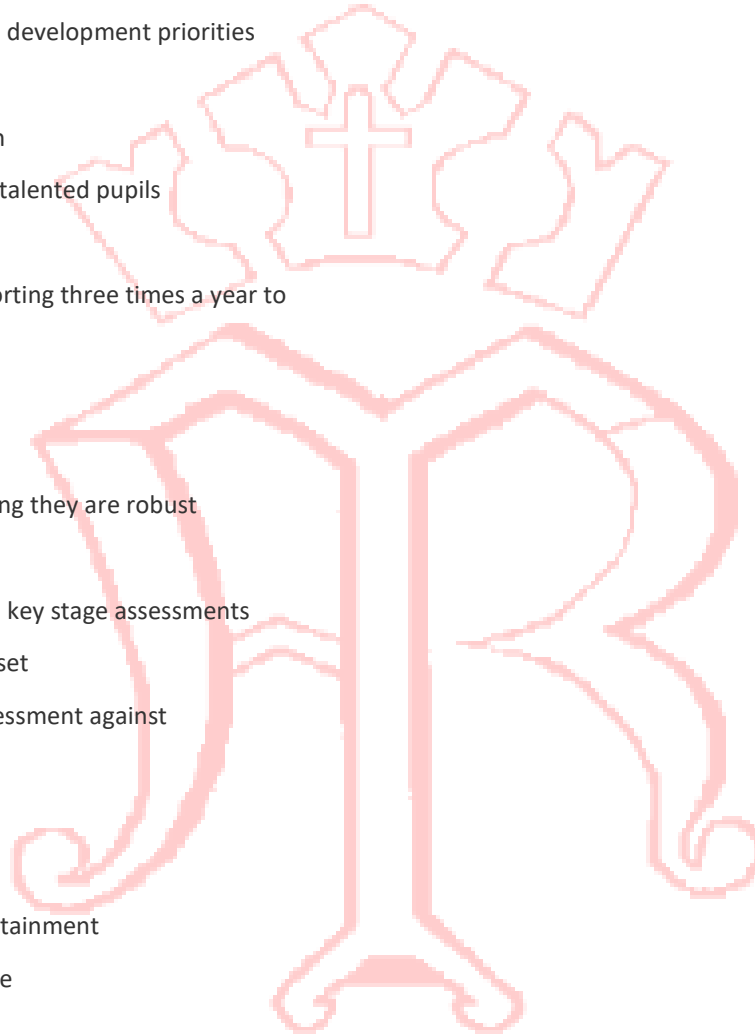
- To receive reports from curriculum leaders
- To receive an update from the Head-teacher on the impact of curriculum development and review curriculum development priorities
- To review home-school agreements
- To review Special Educational Needs provision
- To review provision for gifted, more able and talented pupils
- To set pupil progress targets
- To review pupil progress towards targets reporting three times a year to Trust Standards Committee

Data Analysis and Target Setting

- To agree targets for pupil achievement ensuring they are robust and challenging
- To receive analysis of examination results and key stage assessments and consider implications in relation to targets set
- To review un-validated data on Key Stage assessment against expected outcomes

Standards

- To monitor standards of pupil progress and attainment
- To celebrate when standards are high/improve



Complaints/ Appeals:

- To consider and respond to complaints from staff, parents and the public

Signed:

Laura Concannon

Head Teacher

Rebecca Iley

Chair 2022

