



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Governors' Committees and Terms of Reference

Introduction

1. The Education Reform Act 1988 required the delegation of many aspects of the management of our schools to the Governing Body.
2. In outline, the Governors are responsible for:
 - Ensuring the Catholicity of the school in all its aspects.
 - The conduct of the school with a view to promoting high standards of educational achievement.
 - Setting the broad strategy of the school's development.
 - The direction of the school's policies on organisation and the curriculum. In particular, they need to be involved in the planning of any new developments.
 - To receive regular reports from the Headteacher and the Senior Leadership Team Groups.
 - Keeping under review the needs of the school and taking financial and other measures to meet those needs.
 - Ensuring that school premises are kept in a safe condition and state of repair.
 - The appointment of teachers and non-teaching staff. There is also a need to establish appropriate disciplinary and grievance procedures.
 - To determine the school's policy for admission and exclusion of pupils. Governors are also responsible for pupil admissions and for receiving representations about pupil exclusions.

Within this broad framework, the Governing Body must act in accordance with requirements laid down in Acts of Parliament, statutory regulations and the school's Instrument of Government. It must at all times also act fairly and without prejudice.

3. Governors are part of a corporate body and it is the Governing Body as a whole which has the power to take decisions and to take action. However, the range and nature of the responsibilities placed upon a Governing Body by the 1988 Act are such that it is quite legitimate - and accepted practice - for the Governors to delegate certain functions to the Headteacher and a system of governors' committees.
4. **Governors' Committees:** The Governors of Cardinal Allen School have decided to establish the following committees:
 - a) Standards and Effectiveness;
 - b) Resources;
 - c) Pupil Welfare and Community;
 - d) Policies.
5. **Responsibility**
 - The responsibilities of each committee and the decisions it is empowered to take are detailed in the Terms of Reference for that committee.
 - The Terms of Reference should be reviewed periodically and preferably once a year.

- Changes in Terms of Reference must be approved by the Governing Body.

6. Membership

- The following criteria apply to each committee:
- The minimum membership required is three governors and the maximum is eight.
- The Chairman of Governors and Headteacher are ex-officio members of each committee.
- There shall always be a majority of Foundation Governors on any committee.
- The quorum of any meeting shall be three governors.
- Each Committee will appoint a Chairman annually at its first meeting after the Full Autumn Term meeting.
- The Deputy Headteacher, Assistant Headteachers and Business Manager are invited to serve in an advisory capacity on those Committees relevant to their management responsibilities.

7. Decisions and Voting

- The Governors on a Committee can decide any question before them by a vote of the majority of those present. This is not always necessary and more often than not the will of the committee can be expressed by general agreement. Consensus, however, is always preferred.
- If the votes “for” and “against” a proposal are equal, then the Chairman of the committee has a second casting vote.

8. Minutes

The minutes of all Committee meetings will be made available to the full Governing Body at the next termly meeting. It should be remembered that:

- a) The minutes only become a correct record after approval at the Governors’ termly meeting.
- b) Approved minutes have to be available for inspection in schools as soon as possible thereafter. The minutes will be available from the Governors Committee Secretary.
- c) Confidential items should not be included in the public record of a meeting. Any such items will form a separate and exclusive part of the Agenda. (Part 2).

9. Limits of Delegation

The Education (School Government) Regulations 1989 state what functions and decisions must not be delegated to a committee. These are indicated where appropriate. This does not however prevent a committee preparing a discussion paper on such an issue for consideration by the full Governing Body.

There are certain staffing appointments which cannot be delegated to the Resources Committee.

Standards and Effectiveness Committee Terms of Reference

FUNCTION

The Committee will support and when necessary advise the Headteacher and the Governing Body on all matters relating to:

- school improvement
- the school curriculum
- teaching and learning
- standards of attainment and achievement

The Committee may also hear any appeals against the outcomes or the decisions of other governors' Committees.

It will function as a Briefing Group meeting in school at the end of a school day. This is designed to allow Governors improved access to teaching staff so that curriculum as well as teaching and learning matters can be followed more closely.

MEMBERSHIP

The membership of the Committee will be a minimum of **5** governors.

The Chairman of Governors and the Headteacher will be ex-officio members.

The Deputy and Assistant Headteachers will, when required, attend in an advisory capacity as non-voting Associate Members.

The quorum will be a ***minimum of 3 governors***.

PROCEDURES

The Committee will appoint a Chairman annually at its first meeting after the Full Autumn Term meeting.

The Committee will ***agree its own procedures*** for:

- convening meetings/briefings
- distributing the agenda and any supporting papers 7 days prior to the date of the meeting
- producing minutes for each meeting/briefing

Meeting dates for the year will be agreed at the Annual SLT planning day.

Minutes of its meetings and briefings will be made available at the next meeting of the full Governing Body. The Committee Chairman may be asked to comment its actions, decisions and recommendations.

No member of staff, including the Headteacher, will attend as a member of any meetings of the Committee convened to consider a complaint. When considering complaints, the Committee will co-opt other governors as necessary if any member of the Committee is potentially compromised by personal interest or prior knowledge of a case.

DELEGATED POWERS

- The Committee has been delegated powers by the Governing Body in respect of its functions and its specific responsibilities which will include to: Receive regular reports

from the Headteacher, Deputy Headteacher and Assistant Headteachers on monitoring the delivery and development of the curriculum

- Ensure that the Religious Education curriculum complies with the Bishop's requirements
- Ensure that the school offers a broad and balanced curriculum in line with national priorities and pupils' needs
- Support and monitor the delivery of the agreed Special Needs policy.

Curriculum

Teaching and Learning

- Monitor standards of teaching and learning, including the progress and achievements of all pupils.

Standards and Quality of Education

- Receive the annual RAISEonline report on the school's standards of achievement at Key Stages 3 and 4
- Receive the termly School Advisor report
- Review "dashboard" analyses from DfE
- Review targets and other analyses from Fischer Family Trust (FFT)
- Agree statutory and other pupil attainment targets, ensuring they are suitably challenging and appropriate to pupils' prior attainment.

Planning

- Propose priorities related to curriculum development and 'teaching and learning' for inclusion in the School Development Plan
- Monitor and evaluate progress towards such priorities within the SDP
- Advise the Resources Committee in respect of any changes in staffing or resources necessary to secure delivery of the Curriculum.

Other Duties

- Review and approve school visits/trips in line with school policy
- Receive and consider complaints about the curriculum
- Undertake any other responsibility or task delegated to the Committee by the Governing Body.

LIMITS OF DELEGATION

The following functions and decisions remain ***the responsibility of the full Governing Body***:

- a) considering the school Curriculum policy
- b) ensuring that the school Curriculum policy is implemented
- c) deciding what Sex Education is to be implemented
- d) ensuring that RE and daily collective worship are implemented
- e) deciding the policy on Charging and Remissions
- f) deciding any changes in the times of school sessions

However the Standards and Effectiveness Committee is able to consider these areas and prepare recommendations for consideration by the Governing Body.

Resources Committee Terms of Reference

FUNCTION

The Committee will advise the Governing Body and the Headteacher on all matters relating to:

- Finance
- Staffing
- The provision of accommodation and resources for teaching and learning
- The maintenance of a safe, clean and attractive environment for pupils and staff which supports and incorporates ecological principles.

The Committee will also hear any appeals against the outcomes or the decisions of other governors' Committees.

MEMBERSHIP

The membership of the Committee will be a minimum of 5 governors.

The Chairman of Governors and the Headteacher will be ex-officio members.

The Deputy Headteacher, Assistant Headteachers and School Business Manager will, when required, attend in an advisory capacity as non-voting Associate Members.

The quorum will be a minimum of 3 governors.

PROCEDURES

The Committee will appoint a Chairman annually at its first meeting after the Full Autumn Term meeting.

The Committee will *agree its own procedures* for:

- convening meetings
- distributing the agenda and any supporting papers 7 days prior to the date of the meeting
- producing minutes for each meeting

Meeting dates for the year will be agreed at the Annual SLT planning day.

Minutes of its meetings and briefings will be made available at the next meeting of the full Governing Body. The Committee Chairman may be asked to comment its actions, decisions and recommendations.

No member of staff, including the Headteacher, will attend any meetings of the Committee convened to consider:

- a) The Headteacher's pay
- b) An appeal against decisions of the Standards and Effectiveness and the Pupil Welfare and Community Committees and the Policies Committee

No member of staff, including the Headteacher, will attend as a member of any meetings of the Committee convened to consider a complaint. When considering complaints, the Committee will co-opt other governors as necessary if any member of the Committee is potentially compromised by personal interest or prior knowledge of a case.

DELEGATED POWERS

The Committee has been delegated powers by the Governing Body in respect of its functions and its specific responsibilities which will include to:

Finance:

- Receive regular reports from the Headteacher and School Business Manager
- Plan the annual budget, taking account of governors' strategic priorities as identified in the School Development Plan
- Prepare a provisional budget plan for entry onto the school's financial information system (SIMS) for operational reasons early in the new financial year
- Submit and recommend the budget plan for approval by the Governing Body at its summer term meeting prior to it being forwarded to the LEA
- Approve and keep under annual review financial procedures to allow the Headteacher and the Business Manager to manage the budget
- Approve expenditure within the limits of its delegated powers and with a regard for best value
- Monitor expenditure, taking corrective action as necessary within the limits of its delegated powers
- Review the Schools Financial Value Standard (SFVS) annually, monitor progress on any action plan and report thereon to the Governing Body.
- Receive and consider recommendations from auditor reports.
- Appoint auditors to audit annually the school's Non-Public Funds.
- Receive the audit of the Non-Public Funds and present them to the Governing Body.

Staffing:

- Receive reports from the Headteacher, other staff and nominated governors.
- Review and determine the school's staffing establishment.
- To ensure that the School Performance Development (Appraisal) policy is robust and in line with DfE and LEA guidelines.
- Receive reports from the Headteacher on pay decisions for staff arising from the School Performance Development (Appraisal) system.
- Receive an annual report from the Pay Committee on pay decisions made by the Headteacher following Performance Development (Appraisal) Reviews.
- Monitor, evaluate, review and revise as necessary all personnel policies and procedures.
- Ensure that appropriate arrangements are in place for the Continued Professional Development (CPD) of all staff and monitor the effectiveness of these arrangements
- Make recommendations and advise the Committee on the annual staff CPD budget.
- In consultation with the Headteacher, determine and implement arrangements for appointment of staff, with the exception of Headteacher or Deputy Headteacher posts which are the responsibility of the whole Governing Body; this to include pay, job description, person specification, short list and interview procedures.
- To oversee the appointment of all staff for all posts up to Leadership level.
- Hear grievances and any disciplinary cases referred to them in line with the Governing Body's adopted procedures.
- Propose priorities relating to staff and staffing for inclusion in the School Development Plan.
- Monitor and evaluate progress towards any staff or staffing related objectives within the School Development Plan.
- Undertake any other responsibilities or task delegated to the Committee by the Governing Body.

Accommodation and Resources:

- Discharge the Governing Body's responsibilities for health and safety.
- Ensure the maintenance and regular review of an Asset Management Plan and an Accessibility Plan.

- Establish and implement a plan for the maintenance and improvement of the school's buildings and grounds which takes account of priorities identified in the Asset Management Plan and the Accessibility Plan.
- Appoint and monitor the work of the school's building consultants and providers of premises related services.
- Plan and monitor expenditure of the school's devolved formula capital allocation.
- Arrange for payment of the school's contribution to the Diocesan School Building Fund if agreed.
- Ensure that submissions and other documents relating to capital work are submitted to the appropriate authority (Diocese/LEA/DfE) to enable planned work to be undertaken.

The powers delegated to the Headteacher are:

- To award an acting post of responsibility during the prolonged absence of a member of staff.
- To make temporary appointments.

LIMITS OF DELEGATION

- The appointment of a Headteacher or Deputy Headteacher is the responsibility of the full Governing Body. A representative from the Local Authority should be invited to all stages of such an appointment. Similarly, the Diocese should be represented in all stages of the appointment of a Headteacher, Deputy Headteacher, Curriculum Leader for RE or Chaplain.

Policies:

- Ensure that the Governing Body has in place the following statutory policies. The work for reviewing these policies is completed by the Policies Committee:
Accessibility Plan; Admissions Arrangements; Behaviour; Capability of Staff; Central Record of Recruitment/Vetting checks; Charging and Remissions; Child Protection Policy; Complaints Procedures; Data Protection; Equalities Information and Objectives; Freedom of Information; Governors Allowance (schemes for paying); Health and Safety; Home School Partnership Agreement; Instrument of Government; Governors Minutes; Premises Management (***Fire risk assessment; Emergency/Incident Action Plan; Fire evacuation; Record of Keyholders; PAT; Legionnaires testing record***); Procedures for dealing with allegations of abuse against staff; Register of Pupil Admissions; Register of Attendance; Register of Business Interests; SEND; Staff Discipline, Conduct and Grievance; Sex and Relationships Education Policy; Supporting Pupils with Medical Conditions; Teacher Appraisal; Teacher Pay Policy

Planning:

- Receive and consider recommendations from other governors' committees
- Propose priorities relating to Finance, Accommodation, Resources and Health and Safety for inclusion in the School Development Plan
- Monitor and evaluate progress towards any such objectives within the SDP

Other Duties:

- Hear any appeals against decisions of the:
Pupil Welfare and Community Committee in relation to complaints about the management of pupil welfare or issues relating to our community work.
Standards and Effectiveness Committee in relation to complaints about the curriculum.
Policies Committee in relation to complaints about any aspect of school policies or policy making.
- Undertake any other responsibility or task delegated to the Committee by the Governing Body

Pupil Welfare and Community Committee Terms of Reference

FUNCTION

The Committee will advise the Headteacher and the Governing Body on all matters relating to:

- Pupil welfare including behaviour and attendance
- Child Protection
- Safeguarding
- The school community
- The parishes
- The wider community including public relations
- Cross-phase Activities

MEMBERSHIP

The membership of the Committee will be a minimum of **5** governors.

The Chairman of Governors and the Headteacher will be ex-officio members.

The Deputy Headteacher and Assistant Headteachers will when required attend in an advisory capacity as non-voting Associate Members.

The quorum will be a *minimum of 3 governors*.

PROCEDURES

The Committee will appoint a Chairman annually at its first meeting after the Full Autumn Term meeting.

The Committee will *agree its own procedures* for:

- convening meetings
- distributing the agenda and any supporting papers 7 days prior to the date of the meeting
- producing minutes for each meeting

Meeting dates for the year will be agreed at the Annual SLT planning day.

Minutes of its meetings and briefings will be made available at the next meeting of the full Governing Body. The Committee Chairman may be asked to comment its actions, decisions and recommendations.

No member of staff, including the Headteacher, will attend as a member of any meetings of the Committee convened to consider a complaint. When considering complaints, the Committee will co-opt other governors as necessary if any member of the Committee is potentially compromised by personal interest or prior knowledge of a case.

DELEGATED POWERS

The Committee has been delegated powers by the Governing Body in respect of its functions and its specific responsibilities which will include to:

Pupil Welfare

- Ensure that appropriate Child Protection and Safeguarding procedures are in place including the appointment of a nominated governor for Child Protection/Safeguarding
- Determine, monitor, evaluate, review and revise as necessary all policies and procedures relating to: Pupil Welfare; Equalities including the monitoring of racist incidents reported by the Headteacher; the Home-School agreement; the school's relationship and communications with parents.
- Receive statistical reports and analyses on exclusions and attendance and make recommendations to the Senior Leadership Team

Community

- Reporting and Planning.
- Receive reports from the Headteacher, other staff and nominated governors.
- Propose priorities relating to community issues for inclusion in the School Development Plan (SDP)
- Monitor and evaluate progress towards such objectives within the SDP
- Advise the Resources Committee in respect of any planned developments that would require a change in resources.
- Determine and monitor implementation of the school's policy for Collective Worship.

Other Duties

- Receive and consider complaints about all other Committees.
- To consider adjustments to the School Prospectus.
- Promote effective and positive links with the parishes and the wider community
- Ensure arrangements are in place for seeking and considering the views of pupils, parents, staff, parishes and wider community, particularly in relation to any proposed change or development.
- Monitor the school's relationship with the press and other media.
- Undertake any other responsibility or task delegated to the Committee by the Governing Body.

Disadvantaged Pupils Committee Terms of Reference

FUNCTION

The Committee will support and when necessary advise the Headteacher and the Governing Body on all matters relating to Disadvantaged Pupils. The Committee is to 'champion' the needs of Disadvantaged Pupils and will support, challenge, monitor and evaluate the work of the school in improving achievement and wellbeing, including behaviour and attendance.

MEMBERSHIP

The membership of the Committee will be a minimum of **4** governors: the Chairmen of each of the three other main committees (Standards and Effectiveness, Resources, and Pupil Welfare and Community) and the School Business Manager

The Chairman of Governors and the Headteacher will be ex-officio members.

The Deputy Headteacher, Senior Assistant Headteacher and Assistant Disadvantaged Pupil Coordinators will, when required, attend in an advisory capacity as non-voting Associate Members.

The quorum will be a *minimum of 3 governors*.

PROCEDURES

The Committee will be chaired by the nominated Disadvantaged Pupil Governor.

The Committee will *agree its own procedures* for:

- convening meetings
- distributing the agenda and any supporting papers 7 days prior to the date of the meeting
- producing minutes for each meeting

Meeting dates for the year will be agreed at the Annual SLT planning day.

Minutes of its meetings will be made available at the next meeting of the full Governing Body. The Committee Chairman may be asked to comment on its actions, decisions and recommendations.

DELEGATED POWERS

The Committee has been delegated powers by the Governing Body in respect of its functions and its specific responsibilities which will include to:

- Receive regular reports from the Headteacher and other appropriate colleagues on the achievement and wellbeing of Disadvantaged Pupils.
- Ensure that funding received by the school for the benefit of Disadvantaged Pupils and the Year 7 Catch-up funding is spent appropriately and effectively.
- Evaluate the implementation and impact of the school's Disadvantaged Pupil Strategy and Year 7 Catch-up plan.
- Ensure that statutory website requirements are adhered to in terms of information pertaining to Disadvantaged Pupils and Year 7 Catch-up funding.

Other Duties

- Undertake any other responsibility or task delegated to the Committee by the Governing Body.