

St Joseph's R C Primary Ramsbottom



Governing Body Committee Structure

and

Terms of Reference

Mission Statement

There are three things that last:

Faith Hope Love

“Love one another as I have loved you”

The school is proud to be part of the Roman Catholic community in the Parish of St Joseph's Ramsbottom. Our School has a distinctive character, because everything we do is based on the values of the Gospels. The purpose of our community is to recognise the worth and dignity of all and to fully develop the talents of each person.

December 2018/January 2019

Incorporating all changes suggested at the Full Governors Meeting on 25 February 2014
14/10/2014 Update for new members, Committee membership and Terms of Reference reviewed
18/11/2015 Updated for new members, Terms of Reference reviewed, Committee membership updated
21/03/2016 Attendance record updated and Deputy Chair Gov Dev Committee
13/06/2016 Attendance record updated. And 2016/17 meeting dates added
27/10/2016 Attendance record updated and 07/11/2016
Considered 07/11/2016 and status quo until new Governor appointed
New Governor appointed A Taylor 18/01/2017
Committees considered and updated 18/01/2017
Attendance record updated 13/02/2017
Head teacher E Moncado September 2017
New Parent Governor Kerry Moore 28/11/2017
New Foundation Governor Kerry Moore – document updated November 2018
New Parish Priest Father Frank Thorpe – October 2018

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Committee Membership Summary

The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal, Bury LEA and Salford Diocese delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Head teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head teacher and provides strategic direction
- ❖ To make decisions on behalf of the Governing Body and in conjunction with the Headteacher on urgent matters on which decisions need to be made immediately to ensure the efficient and safe running of the school and report such action to the Governing Body at the earliest opportunity

Disqualification – the Headteacher, Staff Governors, Staff Members

The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Head teacher to support the Governing Body
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Body
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Head teacher

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body and their terms of reference***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary***
- To ratify the first formal budget plan of the financial year already approved by the finance sub
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- To have an impact on Leadership and Management
- To ensure the school meets the needs of a diverse population
- To pursue excellence in everything we do
- To contribute to robust self-evaluation and improvement plans e.g. teaching; monitoring pupil progress related to the pupil premium;
- To set the vision and strategic direction
- To develop their own skills in the spirit of continual improvement
- To ensure financial probity and proper use of resources
- To engage with all appropriate stakeholders
- To ensure that the school meets all statutory requirements

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference originally agreed by the Governing Body		22 / 06 / 2006
These terms of reference last reviewed by the governing body on 07/11/2018		
Name of Governor	Appointed	End of term of Office
W McSorley Foundation Chair	01/09/2016	31/08/2020
J Winstanley Foundation Vice Chair	01/09/2016	31/08/2020
Father F Thorpe Foundation	Ex officio	
E Moncado Head teacher	Ex officio	
E Bolton Staff Governor	01/09/2018	01/09/2022
B Parker Foundation	29/06/2013	28/06/2021
A Matthews Parent Governor	05/12/2018	04/12/2022
K Moore Foundation	28/11/2017	27/11/2021
L Eaton Parent	01/11/2015	31/10/2019
K White Foundation	29/06/2013	28/06/2021
A Taylor Foundation	18/01/2017	17/01/2021
R Shaw LEA Governor	01/09/2015	31/08/2019

Foundation Governors appointed by Diocese of Salford

Ex officio – by virtue of role

Governor resigned during last twelve months. Simon Morris Parent 01 11 2015 Ex

Resources Committee and Governor Development Committee

Helen Stainton Foundation also Governor at Holy Cross College

Lisa Lilley Foundation resigned October 2016

Claire Hodcroft Parent not re-elected Nov 2017

Helen Stainton Foundation resigned July 2018

Father John Sullivan – retired as Parish Priest St Joseph's RC Church - Oct 2018

Father Frank Thorpe – Ex Officio – New Parish Priest St. Joseph's RC Church - Oct 2018

Parent Governor elected December 2018 – Andy Matthews

NB No business or pecuniary interests declared over last twelve months

Chair of the Governing Body	W McSorley
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The Chair may be contacted via the School in the Contact Us page or in writing to the School

Vice-Chair of the Governing Body	J Winstanley
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Clerk (s) to the Governing Body	Revolving as supplied
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Quorum:	One half of the number of Governors in post
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Steering Committee

Chair, Deputy Chair, and certain members of senior management who have a strategic and co-ordinating role, who can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective.

Terms of reference:

- To meet soon after the LEA's termly briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body
- To have an impact on Leadership and Management
- To pursue excellence in everything we do
- To contribute to robust self-evaluation and improvement plans e.g. teaching; monitoring pupil progress related to the pupil premium;
- To help set the vision and strategic direction
- To engage with all appropriate stakeholders

These terms of reference originally agreed by the Governing Body

22/06/2006

Name of Governor	Date Appointed to the Committee
W McSorley Chair	Pre 2006
J Winstanley Deputy Chair	Pre 2006
C Raftery Deputy Head teacher	01/09/2018
E Moncado Head teacher	01/09/2017

Chair of the Committee

W McSorley

Deputy Chair

J Winstanley

Quorum (minimum of 3, committee can determine higher number)

3

Date Committee established

Pre 2006

reviewed	11/2009	11/2011	11/2012	11/2013	10/2014	11/2015	11/2016	11/2017 11/2018
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Staff Discipline and Dismissals Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference originally agreed by the Governing Body	22/06/06
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Name of Governor	Date Appointed to the Committee
R Shaw LEA Governor	18/11/2015
A Matthews Parent Governor	07/01/2019
B Parker Foundation	01/01/2012

Chair of the Committee	B Parker
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Deputy Chair *	R Shaw
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*May be provided by LEA when Area Insurance purchased

Quorum (minimum of 2, committee can determine higher number)	2
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Date Committee established	Pre 2006
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reviewed	11/2009	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	11/2016 11/2017
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Staff Discipline and Dismissals Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

*cannot be delegated to an individual

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(It is suggested that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference originally agreed by the Governing Body	22/06/2006
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Name of Governor	Date Appointed to the Committee
J Winstanley Deputy Chair Foundation	Pre 2006
K White Foundation	07/03/2012
A Taylor Foundation	16/01/2017
TBA	TBA

Chair of the Committee	J Winstanley
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Deputy Chair	K White
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	Pre 2006
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reviewed	11/09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	11/2016 11/2017
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Admissions Committee

Terms of reference Admissions Committee:

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school*
- To review admissions arrangements and to make recommendations for changes to the governing body

*cannot be delegated to an individual

Membership – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

These terms of reference originally agreed by the Governing Body	22/06/2006
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Name of Governor	Date Appointed to the Committee
B Parker Foundation	01/01/2012
E Bolton Staff Governor	01/09/2018
J Winstanley Foundation	Pre June 2009
E Moncado Head teacher	01/09/2017
K Moore Foundation	28/11/2017
L Eaton Parent	18/11/2015
A Taylor Foundation	16/01/2017

Chair of the Committee	B Parker
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Deputy Chair	J Winstanley
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	Pre 2006
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reviewed	11/09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	1/2017 11/2017
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Curriculum and Catholic Education Committee

Terms of reference of Curriculum and Catholic Education Committee:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy and in the light of the Mission Statement
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LEA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To ensure that teaching and learning in the school truly reflects the vision and breadth of the teaching of the church as outlined in the Catechism
- To ensure that we pass on the Deposit of Faith in its fullness to each generation of our young people so that they are able to understand the richness of the Catholic Faith
- To ensure that religious education is at the very heart of the curriculum
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.
- To have an impact on Leadership and Management
- To ensure the school meets the needs of a diverse population
- To pursue excellence in everything we do
- To contribute to robust self-evaluation and improvement plans e.g. teaching; monitoring pupil progress related to the pupil premium;
- To set the vision and strategic direction
- To develop their own skills in the spirit of continual improvement
- To ensure financial probity and proper use of resources
- To engage with all appropriate stakeholders
- To ensure that the school meets all statutory requirements

These terms of reference originally agreed But additional responsibility delegated on 08/11/2012 and committee re established

22 / 06 / 2006

Name of Governor	Date Appointed to the Committee
W McSorley Foundation	08/11/2012
J Winstanley Foundation	08/11/2012
E Bolton Staff Governor	01/09/2018
E Moncado Head teacher	01/09/2017
K Moore Foundation	28/11/2017
K White Foundation	08/11/2012
A Taylor Foundation	16/01/2017
L Eaton Parent Governor	07/01/2018

Chair of the Committee

W McSorley

Deputy Chair	K White
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Quorum (minimum of 3, committee can determine higher number)	5
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Date Committee established	08/11/2012
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reviewed	11/2009	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	1/2017 11/2017
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Pupil Discipline/ Exclusions Committee

Terms of reference of Pupil Discipline/ Exclusions Committee:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Head teacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference originally agreed	22 / 06 / 2006
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Name of Governor	Date Appointed to the Committee
J Winstanley Foundation	Pre 2006
A Taylor Foundation	16/01/2017
R Shaw LEA Governor	03/11/2011
B Parker Foundation	01/01/2012

Chair of the Committee	J Winstanley
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Deputy Chair	B Parker
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Quorum:	3
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Date Committee established	Pre 2006
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reviewed	11/09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	1/2017 11/2017
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Pupil Discipline/ Exclusions Appeals Committee

Terms of reference of Pupil Discipline/Exclusions Committee:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- *To consider decisions made by the Pupil Discipline and Exclusions Committee under the above Terms of Reference*

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Head teacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference originally agreed	22 / 06 / 2006
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Name of Governor	Date Appointed to the Committee
K Moore Foundation	07/01/2019
L Eaton Parent	18/11/2015
K White Foundation	07/03/2012

Chair of the Committee	K Moore
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Deputy Chair	K White
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Quorum:	3
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Date Committee established	Pre 2006
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reviewed	11/09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	11/2016 11/2017
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Resources Committee (incorporating Finance, Premises/Health and Safety and Staffing)

Terms of reference:

Finance

- In consultation with the Head teacher, to draft the first formal budget plan of the financial year and approve budget
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the LEA
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To prepare financial statements for inclusion in the governing body report to parents
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To complete the mandatory annual self assessment required under the Schools Financial Value Standard (SFVS) for approval by the Full Governing Body and signature by Chair of Governors
- To ensure that the school's budget is driven by the pupils and their needs in school rather than any other factors
- To delegate to B and A School Committee financial decisions which largely fall within Scheme of Financial Delegation.
- To have an impact on Leadership and Management
- To ensure the school meets the needs of a diverse population
- To pursue excellence in everything we do
- To contribute to robust self-evaluation and improvement plans e.g. teaching; monitoring pupil progress related to the pupil premium;
- To set the vision and strategic direction
- To ensure financial probity and proper use of resources
- To engage with all appropriate stakeholders
- To ensure that the school meets all statutory requirements

Premises/Health and Safety

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy

- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

Staffing

- To advise the headteacher on the appointment of staff, ensuring adherence to legal requirements as laid down by the Local Authority and ensuring that a clear structure is in place for the appointment of staff
- To ensure that a balance staffing level is maintained
- To ensure that an equal opportunities policy is maintained
- To ensure that staff have access to continuing professional development
- To discuss personnel issues and policies and make recommendations to the Governing Body
- To delegate to the Headteacher any redeployment of staff
- To delegate to the Headteacher any appointment of supply teachers, temporary appointments of up to one year duration, together with the appointment of lunchtime supervisors and classroom assistants
- To participate fully in shortlisting and interviewing as necessary
- To review annually documents relating to personnel matters i.e. staff pay and conditions, disciplinary procedures, terms of reference etc. matters

Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference originally agreed	22 / 06 / 2006
Three committees amalgamated Finance/Premises/Staffing	08/11/2012

Name of Governor	Date Appointed to the Committee
W McSorley Foundation	08/11/2012
J Winstanley Foundation	08/11/2012
R Shaw LEA Governor	08/11/2012
E Moncado Head teacher	01/01/2018
A Matthews Parent Governor	05/12/2018
B Parker Foundation	08/11/2012

Chair of the Committee	W McSorley
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Deputy Chair	R Shaw
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Quorum (minimum of 3, committee can determine higher number)	5
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Date original Committees established	Pre 2006
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Reviewed	11/09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	11/2016 11/2017
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Head teacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set (N B restricted item since HT is on that committee)
- To ensure that the evaluation of the HT's performance is done in conjunction with a review of the School Improvement Plan outcomes through the year - to demonstrate that we are relating agreed targets to those set out in the Improvement Plan and we measure performance against those outcomes

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Head teacher and Staff Governors

These terms of reference agreed	22 /06/2006
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Name of Governor	Date Appointed
W McSorley Foundation	Pre 2006
K White Foundation	07/01/2019
R Shaw LEA Governor	03/11/2011

Chair/Deputy Chair of the Group	W McSorley / Deputy K White
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Review Officer	J Winstanley Foundation
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Quorum (minimum of 2 suggested)	2
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Date Group established	Pre 2006
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Reviewed	11/09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	11/2016 11/2017
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Before and After School Committee

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Head teacher and club manager
- To establish a wages structure all categories of staff and to be responsible for its administration and review
- To establish with club manager staffing levels and ensure adhered to
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations/agree on behalf of Finance Committee expenditure in the day to day running of the club

Disqualification –

None

These terms of reference originally agreed

22 /06 / 2006

Name of Governor	Date Appointed to the Committee
W McSorley Foundation	Pre 2006
E Bolton Staff Governor	01/09/2018
K Cooke Manager	2011
E Moncado Head teacher	01/09/2017
K White Foundation	07/03/2012
J Winstanley Foundation	Pre 2006

Chair/Deputy of the Committee

Chair K White/Deputy J Winstanley

Quorum (minimum of 3, committee can determine higher number)

Date Committee established

Pre 2006

Reviewed	11/ 09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	11/2016 11/2017
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

Complaints Committee

Terms of reference:

To review any complaints which have already gone through the first stages of the school complaints procedure and remain unresolved, apart from the following issues which are not dealt with as part of these general complaint procedures and for which there are separate protocols

- Refusals to admit a pupil to our school
- Exclusions of pupils from our school
- Staff discipline and grievance
- Child protection
- Complaints about the curriculum
- Complaints about religious education or collective worship
- Provision for pupils' Special Educational Needs
- Any item which the Governing Body may wish to include

Disqualification –

None

These terms of reference agreed by the Governing Body	22 /06 / 2006
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Name of Governor	Date Appointed to the Committee
B Parker Foundation	16/09/2013
K White Foundation	16/09/2013
J Winstanley Foundation	Pre 2006
A Taylor Foundation	16/01/2017

Chair/Deputy of the Committee	J Winstanley/ Deputy K White
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	Pre 2006	
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reviewed	11/ 09	11/2011	11/2012	11/2013	10/2014	11/2015 11/2018	01/2017 11/2017
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SEND and Mental Health and Wellbeing Committee

Terms of reference:

1. To ensure that the necessary provision is made for any pupil who has SEN and to identify any problems as soon as possible
2. To have regard to the SEN Code of Practice when carrying out its duties towards all pupils with SEN.
3. To review the Child Protection Policy annually with regard to children who have SEN
4. To ensure that the school responds to the Every Child Matters agenda especially the plus 2 factors of vulnerable and looked after children and children with disabilities.
5. To review the school's SEN policy annually and make recommendations to the Governing Body for change.
6. To ensure that where the "responsible person" has been informed by the LEA that the pupil has SEN, those needs are made known to all that are likely to teach the pupil.
7. To ensure that teachers in the school are aware of the importance of identifying and providing for pupils with SEN.
8. To ensure that all pupils with SEN are included in all school activities with teaching assistant support if necessary.
9. To ensure that the school's commitment to inclusion continues.
10. To report to parents/guardians on the implementation of the school's policy for pupils with SEN.
11. To ensure that parents/guardians are notified of a decision by the school that SEN provision is being made for their child and of any changes in such provision.
12. To ensure the full involvement of parents and pupils in the above provision.
13. To ensure that all pupils with SEN make good progress in relation to individual needs and abilities through flexible and effective use of resources available to the school. Expectations for learning for pupils with SEN are high and pupils participate fully in all aspects of school life.
14. To ensure the involvement of both parents/guardians and pupils in target setting and progress reviews and to produce written reports on progress.
15. To consider and give advice on any matter involving SEN referred to it by the Governing Body
16. To meet with the SENCO each term

The terms of reference originally agreed by Governing Body	27/03/2014
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Name of Governor	Date appointed to committee
L Eaton Parent Chair	18/11/2015
A Taylor Foundation D Chair	18/01/2017
K Moore Foundation	28/11/2017
E Moncado Head teacher	01/09/2014

Quorum Minimum of 2 Governors

Date established	Date of Review			
27/03/2014	14/10/2014	18/11/2015	07/11/2016	28/11/2017 01/11/2018

Governor Development and Effectiveness Sub-Committee

Terms of Reference

The sub-committee was established at the Full Governing Body meeting on 28 November 2013 with the task of presenting to the Full Governing Body Meeting on 27 March 2014 a written Governor Development Policy/Plan.

Specific considerations for this sub-committee are to:

- Initial-
 - Research and create a policy under which we can evaluate the strategic effectiveness of the Governing Body
 - To establish and record a strategy/ policy for governor development by building on the results of the Governing Body Skills Audit conducted in October 2013
- Future-
 - To monitor, evaluate and amend, when required the strategic effectiveness policy
 - To monitor, evaluate and amend, when required the governor development policy

These considerations will include the following actions and initiatives:

- To audit Governing Body Minutes to ensure they provide evidence of its support for school improvement and comply with the strategic effectiveness policy
- To consider succession planning and the arrangements for chairing sub-committee meetings
- To explore with the Head teacher and Governing Body any opportunities to share and gain knowledge within the school environment
- To explore ways of recording governor development
- To consider the need for a Governor Development Officer
- To develop a Governor Induction Policy
- To review Governor development on a termly basis to ensure compliance with the Governor development policy

Quorum – Minimum 3 Governors

Date terms of ref agreed by Governing Body and Committee established	Established 28/11/2013 Terms of Reference agreed 27/03/2014
Date reviewed	14/10/2014 18/11/2015 07/11/2016 14/11/2017 01/11/2018

Members

Name	Governor*	
J Winstanley	Foundation	
Roy Shaw	LA Governor	D Chair
A Matthews	Parent	
K. White	Foundation	Chair

Governor individual area of responsibility

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection/Safeguarding	L Eaton	Child Protection Co-ordinator	Governing Body
SEN	L Eaton	SENCO/Headteacher	Curriculum/Gov.Body
Link Governor	E Moncado	LA Governor Support	Governing Body
Gifted and Talented	K Moore	Gifted & Talented Co-ordinator	Curriculum/Gov.Body
Literacy	B Parker	Literacy Co-ordinator	Curriculum/Gov.Body
Numeracy	K Moore	Numeracy Co-ordinator	Curriculum/Gov.Body
Target Setting	All governors	Headteacher/Link Adviser	Curriculum/Gov.Body
ICT	K White	ICT Co-ordinator	Curriculum/Gov.Body
Science	R Shaw	Science Co-ordinator	Curriculum/Gov.Body
Religious Education	A Taylor	RE Co-Ordinator	Curriculum/Gov.Body
LAC	R Shaw	Head teacher	Governing Body
Racial Harassment	R Shaw	Head teacher	Governing Body
Health and Safety	W McSorley	Head teacher	Governing Body
PSHE/British Values	B Parker	Head teacher	Governing Body
Work Life Balance	W McSorley	Head teacher	Governing Body
Data Link	K White	Head teacher	Governing Body
EYFS	K White/L Eaton	Head teacher	Governing Body

Committee Chair and Deputy Chair

Committee	Chair	Deputy
Governing Body	W McSorley	J Winstanley
Steering Committee	W McSorley	J Winstanley
Curriculum and Catholic Education	W McSorley	K White
Resources	W McSorley	R Shaw
Governing Body Development and Effectiveness Committee	K White	R Shaw
Staff Discipline and Dismissals	B Parker	
Staff Discipline and Dismissals Appeals	J Winstanley	K White
Pupil Discipline and Exclusions	J Winstanley	B Parker
Pupil Discipline and Exclusions Appeals		K White
Head teacher Performance Review	W McSorley	K White
Before and After School Committee	K White	J Winstanley
Complaints	J Winstanley	K White
Admissions	B Parker	R Shaw
SEND and Mental Health and Wellbeing	L Eaton	A Taylor

Committee Meeting Minutes Template

Saint Joseph's R C Primary Ramsbottom

Committee

Terms of Reference

Quorum Chair

Clerk

Date of Meeting Duration of Meeting

Attendance

Name	Governor*	Associate Member*	Present/Apologies/Absent

*tick box where appropriate

Issues discussed

❖

Decisions and recommendations made

❖
❖

Date and Time of Next Meeting

Meeting Dates for the Academic Year 2017 - 18

Meeting	Autumn term	Spring term	Summer term
Briefing of Chair of Governors by the LEA	Sept 2017	Jan 2018	May 2018
Steering/Chairs' Committee	tba	tba	tba
Curriculum/Catholic Education Committee	09/10/2017 5.00pm	12/02/2018 5.00pm	14/05/2018 5.00pm
Resources(incl Finance)/Premises/Health and Safety Committee	03/10/2017 5.00 pm	06/02/2018 5.00pm	08/05/2018 5.00pm
Headteacher's Performance Review Group			June 2018
Before and After	14/11/2017 5.00pm	13/03/2018 5.00pm	19/06/2018 5.00pm
Full Gov	14/11/2017 5.30pm	13/03/2018 5.30pm	19/06/2018 5.30pm

Meeting Dates for the Academic Year 2018 - 19

Meeting	Autumn term	Spring term	Summer term
Briefing of Chair of Governors by the LEA	Sept 2018	Jan 2019	May 2019
Steering/Chairs' Committee	tba	tba	Tba
Curriculum/Catholic Education Committee	08/10/2017 5.00pm	05/02/2019 5.00pm	21/05/2019 5.00pm
Resources(incl Finance)/Premises/Health and Safety Committee	01/10/2017 5.00 pm	28/01/2019 5.00pm	13/05/2019 5.00pm
Headteacher's Performance Review Group			June 2019
Before and After	20/11/2017 5.00pm	11/03/2019 5.00pm	24/06/2019 5.00pm
Full Gov	20/11/2017 5.30pm	11/03/2019 5.30pm	24/06/2019 5.30pm

Governor Attendance Record November 2014 – March 2016

Governor	09/03/2016	18/11/2015	11/06/2015	26/03/2015	27/11/2014
W McSorley	Present	Present	Apologies	Present	Present
J Winstanley	Present	Present	Present	Present	Present
Father J Sullivan	Present	Present	Present	Present	Present
J Graves	Present	Present	Present	Present	Present
H Stainton	Apologies	Apologies	Present	Present	Present
L Lilley	Present	Apologies	Apologies	Present	Present
K White	Present	Apologies	Present	Present	Present
B Parker	Present	Present	Present	Present	Present
L Watson	Present	Apologies	Present	Present	Present
C Hodcroft	Present	Apologies	Present	Present	Present
L Eaton	Present	Present appointed 11/15	*****	*****	*****
R Shaw	Present	Present	Present	Present	Present
S Morris	Resigned	Resigned	Apologies	Present	Present

Curriculum

Governor	10/02/2016	4 /11/2015	18/05/2015	25/02/2015	04/11/2014
W McSorley	Present	Present	Present	Present	Present
J Winstanley	Present	Present	Present	Present	Present
J Graves	Present	Present	Present	Present	Present
L Lilley	Present	Apologies	Present	Present	Present
K White	Present	Apologies	Present	Present	Present
L Watson	Present	Apologies	Present	Present	Present
C Hodcroft	Present	Present	Present	Present	Present

Resources

Governor	03/02/2016	02/11/2015	06/05/2015	23/02/2015	21/10/2014
W McSorley	Present	Present	Present	Present	Present
J Winstanley	Present	Present	Present	Present	P Present
J Graves	Present	Present	Present	Present	Present
H Stainton	Present	Present	Present	Present	Present
B Parker	Present	Apologies	Present	Present	Present
L Watson	Present	Present	Present	Present	Present
L Eaton	Present	Appointed 01/11/2015			
R Shaw	Apologies	Present	Present	Present	Present
S Morris	Resigned	Resigned	Present	Apologies	Present

Governor Attendance Record June 2016 – June 2017

Governor	13/06/2016	07/11/2016	28/03/2017	20/06/2017	
W McSorley	Present	Present	Present	Present	
J Winstanley	Present	Present	Present	Present	
Father J Sullivan	Present	Present	Present	Present	
J Graves	Present	Present	Present	Present	
H Stainton	Present	Present	Present	Present	
L Lilley	Apologies	Resigned	Resigned	Resigned	
K White	Present	Present	Present	Present	
B Parker	Present	Present	Present	Present	
L Watson	Present	Present	Present	Present	
C Hodcroft	Present	Present	Present	Present	
L Eaton	Present	Present	Present	Present	
R Shaw	Present	Present	Present	Present	
A Taylor	*****	*****	Present	Present	

Curriculum

Governor	25/05/2016	11/10/2016	13/02/2017	15/05/2017	
W McSorley	Present	Present	Present	Present	
J Winstanley	Present	Present	Present	Present	
J Graves	Present	Present	Present	Present	
L Lilley	Apologies	Apologies	Resigned	Resigned	
K White	Apologies	Present	Present	Present	
L Watson	Present	Present	Present	Present	
C Hodcroft	Present	Present	Present	Present	
A Taylor	****	****	Present	Present	

Resources

Governor	16/05/2016	04/10/2016	07/02/2017	09/05/2017	
W McSorley	Present	Present	Present	Present	
J Winstanley	Present	Present	Present	Present	
J Graves	Present	Present	Present	Present	
H Stainton	Present	Present	Present	Present	
B Parker	Present	Present	Present	Present	
L Watson	Present	Present	Apologies	Present	
L Eaton	Present	Present	Present	Present	
R Shaw	Present	Present	Present	Present	

Governor Attendance Record June 2017 – June 2018

Governor	14/11/2017	12/03/2018	19/06/2018		
W McSorley	Present	Present	Present		
J Winstanley	Present	Present	Present		
Father J Sullivan	Present	Present	Present		
E Moncado	Present	Present	Present		
H Stainton	Present	Present	Apologies		
K White	Apologies	Present	Present		
B Parker	Present	Present	Present		
L Watson	Present	Present	Apologies		
C Hodcroft	Absent		
L Eaton	Present	Present	Present[
R Shaw	Present	Apologies	Present		
A Taylor	Present	Present	Apologies		
K Moore	Present	Apologies		

Curriculum

Governor	09/10/2017	26/02/2018	14/05/2018		
W McSorley	Present	Present	Present		
J Winstanley	Present	Present	Present		
E Moncado	Present	Present	Present		
K White	Apologies	Present	Present		
L Watson	Apologies	Present	Present		
C Hodcroft	Absent		
A Taylor	Present	Present	Present		

Resources

Governor	03/10/2017	06/02/2018	08/05/2018		
W McSorley	Present	Apologies	Present		
J Winstanley	Present	Present	Present		
E Moncado	Present	Present	Present		
H Stainton	Present	Present	Present		
B Parker	Present	Present	Present		
L Watson	Present	Present	Present		
L Eaton	Present	Present	Present		
R Shaw	Present	Present	Present		

Governor Attendance Record June 2018 – June 2019

Governor	20/11/2018	11/03/2019	24/06/2019		
W McSorley	Present	Present			
J Winstanley	Present	Present			
Father F Thorpe	Present	Present			
E Moncado	Present	Present			
A Matthews	*****	Present			
K White	Present	Present			
B Parker	Apologies	Apologies			
L Watson	Present	Aploogies			
E Bolton	Present	Present			
L Eaton	Present	Present			
R Shaw	Apologies	Apologies			
A Taylor	Present	Present			
K Moore	Present	Present			

Curriculum

Governor	08/10/2018	05/02/2019	21/05/2019		
W McSorley	Present	Present			
J Winstanley	Present	P			
E Moncado	Present	P			
K White	Present	P			
L Watson	Present	P			
K Moore	Present	Apologies			
A Taylor	Apologies	P			
E Bolton	*****				
L Eaton	*****	P			

Resources

Governor	01/10/2018	28/01/2019	13/05/2019		
W McSorley	Present	Present			
J Winstanley	Present	Present			
E Moncado	Present	Present			
A Matthews	*****	Present			
B Parker	Present	Apologies			
L Watson	Present	Present			
L Eaton	Present	*****	*****	*****	*****
R Shaw	Present	Present			

Committee Membership	WM	JW	EM	EB	KM	RS	AT	LE	BP	KW	AM
Steering	*	*	*								
Staff Disc						*			*		*
Staff Disc Appeals		*					*			*	
Admissions		*	*	*	*		*	*	*		
Curriculum	*	*	*	*	*		*			*	
Pupil D E		*				*	*		*		
Pupil D E Appeals	*							*		*	
Resources	*	*	*			*		*	*		*
HT Perf Man	*					*				*	
Before and After	*	*	*	*						*	
Complaints		*					*		*	*	
Governor Development		*				*				*	*
SEND					*		*	*			

WM W Mc|Sorley

JW J Winstanley

EM E Moncado

EB E Bolton

RS R Shaw

AT A Taylor

BP B Parker

KW K White

LE Lynsey Eaton

KM Kerry Moore

AM Andy Matthews