St Matthew's Catholic Primary School

Full Governing Body

Terms of Reference

The Full Governing Body of St Matthew's Catholic Primary School decides all policy matters concerning the management of the school, taking into account the requirements of legislation. The Governing Body may delegate any of its statutory functions to a committee, a Governor or to the Head Teacher, subject to prescribed restrictions.

Meetings: The board will meet at least six times a year. Minutes of the meetings will be shared with the board and made available to the public.

The governing body has the following core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Ensure the Catholic ethos & mission of the school
- To ensure policies on Child Protection and Safeguarding are followed
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Performance managing the headteacher
- Overseeing the financial performance of the school and making sure its money is well spent
- Ensuring risks to the organisation are managed

The Governing Body will undertake these functions by:

Planning, review and monitoring

• Review, approve and monitor the School Improvement Plan
• Review, approve and monitor the School Evaluation Form (SEF & SED)
•Ensure compliance for policies
•Ensuring that health and safety regulations are followed
• Establish, approve and adhere to the school monitoring (school visits) policy, process and feedback procedure
• Set dates of meetings for the year ahead
• Agree curriculum plans
• Receive regular updates on pupil progress and attainment

• Receive the Head Teachers' report
•Monitor pupil premium & Sports Premium spending
•Monitor collective worship and RE.
• Receive committee reports
• Review Admissions
•Review behaviour
• Receive and consider proposals for change of status
• Note term dates for the academic year
• Review, monitor and evaluate examination/national test results
• Review and evaluate the level of exclusions and attendance
• Review, adopt and monitor the procedures for dealing with complaints from parents/carers
• Monitor and evaluate attendance of pupils/staff/governors
• Involve all stakeholders in review of values and vision for the school

Structure and Training

• Establish and review an Instrument of Governance
• Establish and review a Governor's Code of Conduct
• Elect or remove Chair or Vice-Chair
• Appoint or remove Clerk
• Recruit new governors and co-opt associate members according to their skills.
• Hold Governor elections in accordance with statutory guidance
• Provide induction of new governors
• Organise support and training for governors, including online CPD
• Review the effectiveness of the governing body Committees
• Establish committees, including the number of committees, terms of reference and schedule of work
• Review annually the delegation of functions, committee structure and terms of reference
• Delegate functions to committees
• Ensure that each committee consists of a minimum of three Governors
• Ensure membership of the committee is appointed by the Governing Body
• Ensure that the members of each committee elect the Chair and Vice Chair of each committee.
• Appoint governor links
• Maintain and update annually a file of pecuniary interest declarations

Headteacher Performance Management

• Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
• To arrange the appointment of an External Adviser to review the HT Performance and give guidance on key objectives for the year
• Meet with the HT to outline/set the HT's key objectives
• Meet at least twice a year with HT to discuss objectives/progress
• Measure the results of the previous year in October of the following academic year.
• Ensure the school's website fulfils the statutory requirements
• Engage with parents and other stakeholders
• Ensure all stakeholders understand the role, structure and objectives of the governing body
• Ensure that the attendance of meetings

Financial planning

- To establish a three-year budget plan and recommend this to the full governing board.
- To draft and adopt a detailed annual budget plan which includes revenue and capital expenditure.
- To make decisions in respect of service level agreements.
- To determine whether sufficient funds are available for pay increments as recommended by the remuneration committee.
- To consider and approve recommendations made by the premises committee on all aspects relating to the school premises.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To recommend and evaluate the allocation of pupil premium funding within the annual budget.
- To hold the school to account for the spending of pupil premium funding and associated outcomes.
- To establish and review a Charging and Remissions Policy.
- To review, on an annual basis, the school's financial procedures relating to assets and disposals.
- To review and maintain the school's policies for budget management, procurement, and assets and disposals.
- To approve expenditure requests as necessary.
- To approve the allocation of capital funds for capital projects, if delegated by the governing board.
- To approve action where expenditure varies from the annual budget by +/- 10 percent.

Financial reporting

- To review reports from the SBM regarding the spending of the school's budget throughout the academic year and report the findings to the full governing board.
- To report any significant anomalies in the performance of the school against the annual budget to the full governing board.
- To receive and respond to audit reports on the delegated and devolved funds, and non-public funds.

Staffing

- To ensure responsibility for safe recruitment policy and practice.
- Approve the staffing structure for the whole school.
- Appoint HT, DH and SLT members.
- To produce and maintain a central record of recruitment and vetting.
- Agree procedures for staff conduct, discipline and grievance.
- To ensure the single central record complies with statutory requirements.
- To be responsible for the well-being of all staff

Buildings/Premises

- To establish and review a Building Development Plan.
- To advise the governing body on matters relating to building modification and construction.
- To establish and review an Accessibility Plan.
- To monitor and review maintenance and improvement or repair to the buildings and grounds.
- To take responsibility for health and safety in regards to the buildings and grounds.
- To alert the LA to health and safety issues relating to maintenance of the buildings and grounds.
- To advise the governing body on statutory health and safety matters.
- To process applications for the hire of school premises.
- To contact and liaise with the LA in matters relating to building work.
- To oversee the internal decoration of the school
- To approve maintenance contracts for all site electrical and mechanical work.
- To arrange competitive pricing for the day-to-day maintenance of the buildings and grounds.
- To approve site contracts for cleaning and ground maintenance.
- To review the security of the buildings and grounds.
- To prepare and review a lettings policy if required.
- To advise the governing body on matters relating to community use.
- To prepare and review an Emergency Response Plan in line with LA regulations.
- To oversee premises related funding bids.
- To hire builders, surveyors, architects and ground maintenance workers, and monitor their standards.

Curriculum

- Ensure NC taught to all pupils.
- Ensuring the school's curriculum is balanced, broadly based and effective, using a variety of different sources, e.g. curriculum mapping, attainment data and information from other schools regarding the effectiveness of the curriculum, in order to improve the curriculum
- Monitoring the standards and progress of pupils attending the school.
- Using attainment and achievement data provided by subject leaders to evaluate the impact of teaching and learning on attainment.
- Monitoring the progress of pupils in the school
- Analysing performance trends against LA and national trends.
- Mapping performance and progress data against set national standards. Ensuring the highest possible standards are set, achieved and maintained across the school.
- Identifying areas of concern and strength regarding performance and standards within the school, monitoring agreed action plans, and reporting progress to the governing board, where necessary.
- Having knowledge of the educational needs of pupils within the school and monitoring pupil performance data of specific groups of pupils, e.g. pupils with SEND.
- Understanding the targets that have been set within the school and challenging any areas for concern or underperformance against these targets and any other expectations, e.g. set by the LA.
- Reviewing relevant school policies relating to standards e.g. behaviour, assessment and attendance policies, and recommending amendments to the governing board.
- To establish and approve a SEND policy
- To agree and publish a SEND information report.

- To ensure the school promotes equality and tackles discrimination.
- Ensuring that there are effective procedures in place across the school in relation to pupil support, attendance and behaviour management and rewards.
- Stay informed on the attendance rate of the school and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding pupils missing education, e.g. through persistent absenteeism.
- Ensuring that there are effective procedures in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the school and LA.
- Reviewing its own progress on a regular basis, taking into account its own performance, constitution and these terms of reference to make sure that the committee is operating at its full potential.