

## St. Bede's Catholic Infant School Governing Body

Chair and Vice Chair of the Full Governing Body and Committee Membership and Terms of Reference and Chair and Vice Chair of Committees are reviewed annually in the Autumn Term.

### The purpose of governance

As the Governing Body of a Catholic school, our overarching responsibility is to ensure the school is conducted in accordance with its Catholic character at all times. This overriding duty permeates everything that we do. Canon Law also requires all Catholic schools to strive for academic excellence and we are equally committed to this.

Beyond this our purpose is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. We believe that the most effective way to do this is through a strong partnership between the governing body and the headteacher, with governance at a strategic level and the headteacher and senior school leaders responsible and accountable to us for the operational day-to-day running of the school.

The core functions of the governing body are set out in (regulation 6) and include but are not limited to ensuring:

- that the vision, ethos and direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

(DfE Maintained schools governance guide March 2024)

These functions are reflected in the School Governance Regulations and in Ofsted criteria to judge the effectiveness of Governance.

A governing board and its governors **must**, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2)

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

As a Voluntary Aided School Governors have responsibility as an Admission Authority and Employer of Staff.

St. Bede's Catholic Infant School Governing Body Current Membership							
Name	Start Date	End date	Governor type/ Appointed By	Responsibilities	Attendance Record 1.9.2023-31.8.2024 (apologies for absence received and accepted)	Relevant Business and Pecuniary Interests	Governance Roles In other Schools
Ms Sue Howard	15.05.2022 (Reappointment)	14.05.2026	Foundation	Chair Attendance	Full Governing Body (Termly Meetings) 3/4	None declared/ recorded	N/A
Dr Frances Atherton	05.11.2020	04.11.2024	Foundation	Vice-chair Early Years Pupil Premium	Full Governing Body (Termly Meetings) 4/4	None declared/ recorded	N/A
Mrs. Helen Lane	01.09.2024 (Reappointment)	31.08.2028	Foundation		Full Governing Body (Termly Meetings) 2/4	None declared/ recorded	N/A
Mrs Marie Wells	23.01.2024 (Reappointment)	22.01.2028	Foundation		Full Governing Body (Termly Meetings) 2/4	None declared/ recorded	N/A
Mr Stephen Hare	24.10.2022	23.10.2026	Foundation	Maths Science	Full Governing Body (Termly Meetings) 1/4	None declared/ recorded	N/A
Mrs Theresa Pye	02.12.2022	1.12.26	Foundation		Full Governing Body (Termly Meetings) 1/4	None declared/ recorded	N/A
Miss S Cowley	28.11.2023	27.11.2027	Foundation	PE	Full Governing Body (Termly Meetings) 1/2	None Declared/ recorded	N/A
Mrs Amanda Conlon	1.04.2023	31.03.2027	Parent	Music Arts	Full Governing Body (Termly Meetings) 4/4	None Declared/ recorded	N/A
Mrs Emma Baker	01.12.2021	30.11.2025	Parent	Safeguarding Health & safety/ Outdoor Learning	Full Governing Body (Termly Meetings) 4/4	None declared/ recorded	N/A
Mrs Andrea Wall	20.09.2023	19.9.2027	Local Authority		Full Governing Body (Termly Meetings) 1/4	None declared/ recorded	N/A
Miss Victoria Jane Scragg	01.01.2022	31.12.2025	Staff	Governor Training SEND Mathematics Safer Recruitment Trained	Full Governing Body (Termly Meetings) 4/4	None Declared/ recorded	N/A
Miss Jackie Coughlan	01.09.1997		Headteacher	Safer Recruitment Trained	Full Governing Body (Termly Meetings) 4/4	None Declared/ recorded	N/A
Mrs Margaret Rowlands	24.11.2020	23.11.2024	Associate Member	N/A	Full Governing Body (Termly Meetings) 0/4	None Declared/ recorded	N/A
Mrs Rose Swain	05.01.2021	04.01.2025	Associate Member	N/A	Full Governing Body (Termly Meetings) 0/4	None Declared/ recorded	N/A

Mrs Christine Towell	01.01.2022	31.12.2025	Associate Member	Advisory English Assessment RE Joint PSHCE including statutory elements of Relationships and Health Education (RSHE) Relationships and Sex Education (RSE Journey in Love) Catholic Life	Full Governing Body (Termly Meetings) 3/4	None Declared/ recorded	N/A
Dr Nina Wylie	01.04.2023	31.03.2027	Associate Member	Advisory Computing Safer Recruitment Trained	Full Governing Body (Termly Meetings) 3/4	None Declared/ recorded	N/A

The number and type of committees is not set in statute but each school's Governing Body is free to determine how many Committees and Governor Panels it should have and the terms of reference of these Committees/Panels. The following details St. Bede's Catholic Infant School Current Governing Body Committees/Panels Structure and Membership and attendance at meetings for the previous academic year.

ST. BEDE'S CATHOLIC INFANT SCHOOL GOVERNING BODY COMMITTEE STRUCTURE AND MEMBERSHIP				ATTENDANCE 1.9.2023-31.8.2024 APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED	RELEVANT BUSINESS AND PECUNIARY INTERESTS
CURRICULUM & STANDARDS COMMITTEE					
Dr Frances Atherton	Foundation		Chair	2/3	None Declared/recorded
Mrs Marie Wells	Foundation		Vice Chair	0/3	None Declared/recorded
Mrs S Cowley	Foundation			N/A	None Declared/recorded
Mrs Emma Baker	Parent			3/3	None Declared/recorded
Mrs A Conlon	Parent			N/A	None Declared/recorded
Mrs Christine Towell	Associate Member Voting Rights			3/3	None Declared/recorded
Miss Jackie Coughlan	Governor	Headteacher		3/3	None Declared/recorded
Mrs Joanne Ward		Clerk to Committee			

ST. BEDE'S CATHOLIC INFANT SCHOOL GOVERNING BODY COMMITTEE STRUCTURE AND MEMBERSHIP				ATTENDANCE 1.9.2023-31.8.2024 APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED	RELEVANT BUSINESS AND PECUNIARY INTERESTS
FINANCE/RESOURCES COMMITTEE					
Ms Sue Howard	Foundation		Chair	4/4	None Declared/recorded
Dr Frances Atherton	Foundation		Vice Chair	2/4	None Declared/recorded
Mrs Emma Baker	Parent			3/4	None Declared/recorded
Mrs S Cowley	Foundation			N/A	None Declared/recorded
Mrs Christine Towell	Associate member Voting Rights			3/4	None Declared/recorded
Miss Victoria Jane Scragg	Staff			4/4	None Declared/recorded
Miss Jackie Coughlan	Governor	Headteacher		4/4	None Declared/recorded
Mrs Joanne Ward		Clerk to Committee			

Staffing Committee				ATTENDANCE 1.9.2023-31.8.2024 APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED	RELEVANT BUSINESS AND PECUNIARY INTERESTS
ST. BEDE'S CATHOLIC INFANT SCHOOL GOVERNING BODY COMMITTEE STRUCTURE AND MEMBERSHIP					
Dr Frances Atherton	Foundation		Chair	2/3	None Declared/recorded
Mrs Emma Baker	Parent		Vice-chair	3/3	None Declared/recorded
Mr Stephen Hare	Foundation			0/2	None Declared/recorded
Mrs Amanda Conlon	Parent			N/A	None Declared/recorded
Miss Victoria Jane Scragg	Staff			3/3	None Declared/recorded
Miss Jackie Coughlan	Governor	Headteacher		3/3	None Declared/recorded
Mrs Joanne Ward		Clerk to Committee			

ST. BEDE'S CATHOLIC INFANT SCHOOL GOVERNING BODY COMMITTEE STRUCTURE AND MEMBERSHIP				ATTENDANCE 1.9.2023-31.8.2024 APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED	RELEVANT BUSINESS AND PECUNIARY INTERESTS
Premises Committee					
Mrs Emma Baker	Parent		Chair	3/3	None Declared/recorded
Dr Frances Atherton	Foundation		Vice-chair	2/3	None Declared/recorded
Mrs Christine Towell	Associate member Voting Rights			3/3	None Declared/recorded
Miss Victoria Jane Scragg	Staff			1/3	None Declared/recorded
Miss Jackie Coughlan	Headteacher			3/3	None Declared/recorded
Mrs Joanne Ward		Clerk to Committee			

ST. BEDE'S CATHOLIC INFANT SCHOOL GOVERNING BODY COMMITTEE STRUCTURE AND MEMBERSHIP				ATTENDANCE 1.9.2023-31.8.2024 APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED	RELEVANT BUSINESS AND PECUNIARY INTERESTS
ADMISSIONS COMMITTEE					
Dr Frances Atherton	Foundation		Chair	1/1	None Declared/recorded
Mrs Emma Baker	Parent		Vice-Chair	1/1	None Declared/recorded
Mrs Christine Towell	Associate member Voting Rights			N/A	None Declared/recorded
Miss Jackie Coughlan	Governor	Headteacher		1/1	None Declared/recorded
Mrs. Joanne Ward		Clerk to Committee			
Headteacher's Performance Review Panel					
Dr Frances Atherton	Foundation		Chair	1/1	None Declared/recorded
Mrs Emma Baker	Parent		Vice-chair	1/1	None Declared/recorded
Mr Stephen Hare (Joined Committee 30.11.2022)	Foundation			1/1	None Declared/recorded
Mrs Rose Swain	Associate member Voting Rights			1/1	None Declared/recorded
Mrs. Joanne Ward		Clerk to Committee			

Committees/Panels Terms of Reference

Curriculum/Standards Committee

Review, Monitor and Evaluate Curriculum Offer

Recommend to the full Governing Body:-

- Self Evaluation Statement
- School Improvement Plan
- Targets for School Improvement Plan;

Monitor and Evaluate the Rates of Progress and Standards of Achievement of all pupils;

Monitor and Evaluate the impact of the quality of teaching on rates of pupil progress and standards of achievement;

Monitor and Evaluate provision for all groups of vulnerable children and ensure all their needs have been identified and addressed and to evaluate their progress and achievement;

Ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive:term reports from the Headteacher/SENCO and an annual report from the SEN Governor;

Monitor and evaluate the impact of CPD on improving staff performance;

Set priorities for improvement and monitor and evaluate the impact of improvement plans;

To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers;

Monitor and Evaluate the effectiveness of Leadership and Management;

Consider recommendations from external reviews of the school, (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan;

Ensure all children have equal opportunities;

Advise Finance/Resources Committee on the relative funding priorities necessary to deliver the curriculum;

Monitor the school's publicity, public presentation and relationships with the wider community;

Identify and celebrate pupil achievements;

Overseeing arrangements for educational visits, including the appointment of a named co-ordinator.

Admissions Committee

Decide requests for Admission in accordance with the criteria in the School's Admission Policy

## Committees/Panels Terms of Reference

### Finance/Resources Committee

Plan and prepare draft budget taking into account the priorities of the School Improvement Plan and ensure that the budget plan is agreed by the Governing Body and submitted to the Local Authority no later than 30<sup>th</sup> June each year;

To establish and maintain a 3 year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information;

To monitor the income & expenditure throughout the year of all delegated and devolved funds against the annual budget plan;

To review, adopt and monitor a Scheme of Delegation for spending and budgetary adjustments (virements) for the committee, HT and other nominated staff;

Take financial decisions in accordance with the scheme of delegation agreed at the meeting of the full Governing Body;

To review, adopt and monitor financial policies, including Charging & Remissions Policy;

Ensure that the requirement for non-public funds to be audited is carried out at least annually and a copy of the audited accounts is approved by the full governing body;

To make decisions in respect of Service Level Agreements;

To ensure that the school operates within the Financial Regulations of the LA;

To receive at least termly budget monitoring reports from the LA/HT;

To report back to each meeting of the full governing body and to alert them of any potential problems or significant anomalies at an early date;

To determine and monitor the use and impact of the Pupil Premium and PE and Sport Funding and report to the full governing body;

Meet with other committees and provide them with the information they need to perform their duties;

Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.;

To monitor expenditure of all voluntary funds kept on behalf of the governing body;

Review, complete and submit the School Financial Value Standard. (SFVS) and to undertake any remedial action identified as part of the SFVS.;

Receive and act upon any issues identified by a LA audit.



Committees/Panels Terms of Reference

Staffing Committee

Ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school

Establish the annual and longer-term salary budgets and other costs relating to personnel, e.g.: -Training;

Consider and recommend for adoption to the full governing body the school's Pay and Appraisal Policies, including the criteria for Pay Progression (including the operation of the school's appraisal procedures for the Headteacher);

Agree the extent to which specific functions relating the pay determination and appeals processes will be delegated to others eg HeadTeacher;

Ensure that appropriate arrangements for linking appraisal to pay are in place, and can be applied consistently and that pay decisions can be objectively justified;

Make recommendations to the Finance Committee on what provision should be made in the school's budget for pay progression and discretionary pay awards;

Monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check process operates fairly;

Ensure that staffing procedures (including recruitment procedures) follow current equalities legislation;

Annually review procedures for dealing with staff discipline, capability and grievances and make recommendations to the Governing Body for approval;

Monitor approved procedures for staff discipline, capability and grievance and ensure that staff are kept informed of these;

Recommend to the Governing Body Staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary;

In consultation with staff oversee any processes leading to staff reductions.

Committees/Panels Terms of Reference

Premises Committee

Provide support and guidance for the GB and the Headteacher on all matters relating to maintenance and development of premises and grounds, incl. Health and Safety;

Ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;

To inform the GB of the report and set out a proposed order of priorities for maintenance and development, for the approval of the GB;

To arrange professional surveys & emergency work as necessary.

- *The HT is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*

To create a project committee where necessary to oversee any major developments;

To establish and keep under review an Accessibility Plan and to establish and keep under review a Building Development Plan;

To review, adopt and monitor a Health & Safety Policy

Committees/Panels Terms of Reference

Headteacher's Performance Review Panel

To agree performance objectives for the headteacher with the support of an external adviser;

To decide with the support of the external adviser whether the targets have been met and to set new targets annually;

Monitor and evaluate the performance of the headteacher against the agreed objectives with the mandatory annual cycle;

Review the salary of the headteacher annually, in accordance with the most recent Teacher's Pay and Conditions Document;

Make recommendations to the Finance Committee in respect of award for the successful meeting of targets set.