



COMMITTEES OF THE GOVERNING BOARD THE TERMS OF REFERENCE

TITLE	THE FIRST COMMITTEE
PURPOSE	TO FULFIL THE GOVERNING BOARD'S STATUTORY RESPONSIBILITIES FOR STAFF AND PUPIL DISCIPLINE, EXCLUSIONS, STAFF DISMISSALS/REDUNDANCY, CAPABILITY AND FOR DEALING WITH COMPLAINTS.
MEMBERSHIP	<p>The Vice Chair of Governors and one or two *eligible governors, depending on availability on the day, drawn from a list of named governors.</p> <p>*A person employed at the school [including the Headteacher] is NOT eligible to serve on the First Committee.</p> <p>*A parent governor is not eligible to serve on the First Committee when meeting as the Pupil Disciplinary Committee or when dealing with a complaint from another parent.</p> <p>*A governor who has previous knowledge of the case cannot serve on the First Committee.</p>
QUORUM	The Vice Chair of Governors, plus two named Governors according to availability on the day.
CHAIR	The Vice Chair of Governors
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	The Committee would normally meet within ten working days of the decision to convene a meeting of the First Committee.
REPORTING PROCESS	It is essential that full notes are kept of the proceedings for production in the event of a challenge or allegation of unfair treatment by the person who is the subject of the

proceedings.

NB: **DELEGATED AUTHORITY.** The Headteacher has delegated power from the Governing Board to deal with minor disciplinary matters in relation to junior members of staff

NB: **COMPLAINTS AGAINST THE HEADTEACHER.** The Chair of Governors shall be the Nominated Governor to receive complaints against the Headteacher

TITLE	THE SECOND COMMITTEE
PURPOSE	TO FULFIL THE GOVERNING BOARD'S STATUTORY RESPONSIBILITY TO HEAR APPEALS AGAINST THE DECISIONS OF THE FIRST COMMITTEE, AND TO FORM A PAY APPEAL COMMITTEE.
MEMBERSHIP	<p>The Chair of Governors and an equal number of governors who formed the first committee, drawn from a list of named governors.</p> <p>* A person employed at the school [including the Headteacher] is NOT eligible to serve on the Second Committee.</p> <p>*A parent governor is not eligible to serve on the Second Committee when hearing an appeal against a decision of the Pupil Disciplinary Committee or when dealing with a complaint from another parent.</p> <p>*A governor who served on the First Committee, or who has previous knowledge of the case, cannot serve on the Second Committee.</p>
QUORUM	The Chair of Governors and the same number of governors as the First Committee
CHAIR	The Chair of Governors
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	As and when required
REPORTING PROCESS	It is essential that full notes are kept of the proceedings for production in the event of a challenge or allegation of unfair treatment by the person who is the subject of the proceedings.

TITLE	THE ASSETS COMMITTEE
PURPOSE	<p>WORKING IN PARTNERSHIP WITH THE HEADTEACHER TO BE RESPONSIBLE TO THE GOVERNING BOARD FOR –</p> <ul style="list-style-type: none"> ➤ THE SCHOOL’S ASSETS, viz, THE WHOLE SCHOOL STAFF, THE BUILDINGS AND GROUNDS, AND THE ALLOCATED BUDGET ➤ FORMING A SUB COMMITTEE TO DEAL WITH SPECIFIC ISSUES RELATING TO THE BUDGET, BUDGET SETTING, PAY AND THE HEADTEACHER’S PERFORMANCE APPRAISAL ➤ ENSURING THAT THE SCHOOL TAKES ALL REASONABLE STEPS TO MAINTAIN THE SCHOOL’S BUILDINGS, GROUNDS, EQUIPMENT AND MATERIALS IN A SAFE CONDITION AND DOES NOT CONTRAVENE HEALTH & SAFETY REGULATIONS.
MEMBERSHIP	<p>Not less than four named governors, elected annually by the Governing Board</p> <p>The Assets Committee shall select three Governors from within its membership to form a Pay Committee. The Headteacher shall attend the Pay Committee in an advisory role.</p> <p>The Assets Committee shall select two Governors from within its membership to work with the School Improvement Associate [SIA] in undertaking the Headteacher’s Annual Performance Appraisal.</p>
QUORUM	Three members, including the Headteacher
CHAIR	To be elected at the first meeting in the academic year
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	<p>The Assets Committee shall meet at least once per term.</p> <p>The Pay Committee shall meet as and when required by statute.</p> <p><u>NB:</u> The School Governance [England] Regulations 2013, allow for alternative arrangements to be made for Governors to participate in or vote at meetings, including by telephone or video-conferencing.</p>
REPORTING PROCESS	Written minutes to be produced and presented to the next meeting of the full Governing Board

THE TERMS OF REFERENCE

A FINANCE

To –

Oversee, monitor and review the school's –

- **revenue and capital budget at periods 6, 9, and at year end, bringing any major variations/discrepancies to the immediate attention of the Governing Board, and routinely reporting to the next meeting of the Governing Board**
- **use of devolved formula capital funds**
- **adherence to financial policies and procedures, the scheme of financial delegation, and Wirral Council's Standing Orders**
- **income generated by the school, [including grants, voluntary and unofficial funds] ensuring that expenditure provides best value and is linked to the school's agreed priorities**
- **improvement plan [financial aspects].**

Determine the school's –

- **annual budget for ratification by the Governing Board and submission to the Local Authority in line with statutory guidance and timescales**
- **limits of authority for the Governing Board, the Assets Committee and the Headteacher, and for virement between budget headings**
- **limit for the petty cash account and levels of expenditure for transactions**

Make recommendations to the Governing Board on the revenue and capital expenditure based on best value principles.

Consider submissions by the Standards Committee for the allocation of resources.

Make adequate financial provision to –

- **to meet the needs of children with special educational needs and disabilities [SEND], for children looked after and for disadvantaged children**
- **maintain the school premises, grounds, equipment and materials to a safe standard.**
- **monitor expenditure on ongoing maintenance, repair and improvement work and assess value for money**
- **ensure the school obtains value for money for all environmental contracts, [including those awarded on its behalf by the Diocese and/or Wirral Local Authority.**
- **advise the Governing Board on support services and contracts, including service level agreements, curriculum support, supply insurance, staff development and absence insurance cover, based on good value for money and fitness for purpose**
- **approve and monitor the effectiveness and value for money for all**

service level agreements/contractual arrangements with Wirral and Cheshire West & Chester local authorities via Edsential and other external organisations ensuring good value for money and fitness for purpose

- **review and oversee the Lettings Policy, approve the lettings and use of the premises by external organisations, monitor income received, and ensure the facilities are appropriately resourced.**
- **receive an annual report and audit certificate for the School Fund account from the independent auditor appointed for the purpose and submit the report and certificate to Wirral Local Authority**
- **ensure that all recommendations arising from the Local Authority's audit of the effectiveness of the school's financial procedures and controls are addressed promptly.**
- **respond to the SFVS questionnaire and submit to the Local Authority by 31 March each year.**
- **receive regular reports from the Headteacher on the use of the Pupil Premium and the PE/Sports Grant.**

B PERSONNEL

To –

- **ensure that all personnel matters are dealt with in accordance with employment law, equal opportunities and agreed procedures and that no member of staff or job application encounters direct or indirect discrimination or receives less favourable treatment because of his/her sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sexual orientation, race, age, disability, trade union affiliation or politically related activities**
- **receive recommendations from the Headteacher on a staffing structure that meets the needs and aims of the curriculum and is within the school's budgetary allocation**
- **ensure that the costs of new appointments and awards remain within the school's budgetary allocation**
- **review the staffing establishment in conjunction with the period 3, 6 and year end budget reports, and make timely adjustments to avoid a potential deficit arising**
- **form a Pay Committee from within the membership to receive the Headteacher's report on the outcome of performance appraisal for each member of staff with recommendations for pay progression;**
- **submit an anonymised Summary of Performance to the next meeting of the Governing Board.**
- **ensure clear job descriptions exist and are issued to all members of staff**
- **ensure that staff selection procedures conform to safeguarding and safer recruitment practices and that at least one member of a recruitment panel has successfully completed Safer Recruitment training.**

- support the Headteacher as necessary in the recruitment and appointment of staff
- ensure that continuing staff development is linked to the school's agreed priorities
- monitor staff absences and consider requests for leave of absence that do not fall within the remit of the Headteacher
- monitor and support the Headteacher's work/life balance and wellbeing.

C PAY

To adhere to Wirral's guidelines on the Whole School Pay Policy and Appendices agreed with the Teachers' Professional Associations and Support Staff Trade Unions as adopted by the Governing Board.

D HEALTH AND SAFETY

To -

- review and monitor the school's service level agreements/contractual arrangements with the LA and its trading partners and other external organisations in relating to insurance cover and the maintenance of the building, grounds and equipment, ensuring they are fit for purpose and deliver good value for money
- make recommendations to the governing board for revenue budget and capital expenditure based on best value principles
- monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money
- ensure that the school obtains value for money in relation to all environmental contracts [including those awarded on its behalf by the Diocese and the LA. Liaise with contractors, the Diocese and the LA as necessary.
- oversee the school's Lettings Policy and inspect the premises/facilities regularly to ensure they are used appropriately, are properly resourced and comply fully with Health & Safety legislation.
- nominate from within its membership a Governor with the required expertise or interest to be the Health & Safety Governor.
- elect a Health & Safety Governor from within its membership to carry out regular Health & Safety inspections of the premises, identify potential issues before they become a major cause of concern, and report back regularly to the Assets Committee.

E GENERAL

To -

- have a strong baseline knowledge of the school's data protection duties
- ensure that the school's data processing complies with the General Data Protection Regulation [GDPR]

TITLE	THE STANDARDS COMMITTEE
PURPOSE	<p>WORKING IN PARTNERSHIP WITH THE HEADTEACHER TO BE RESPONSIBLE TO THE GOVERNING BOARD FOR -</p> <ul style="list-style-type: none"> ➤ ENSURING THAT PUPILS' LEARNING, PROGRESS, ENJOYMENT AND WELLBEING IS AT THE HEART OF THE SCHOOL'S PRIORITIES ➤ REVIEWING THE ARRANGEMENTS TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN ➤ OVERSEEING THE SCHOOL'S ARRANGEMENTS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES [SEND] ➤ REVIEWING THE PROVISION MADE AND THE PROGRESS AND ATTAINMENT OF CHILDREN LOOKED AFTER AND DISADVANTAGED CHILDREN ➤ FORMING A SUB-COMMITTEE FROM WITHIN ITS MEMBERSHIP TO REVIEW THE HEADTEACHER'S DECISIONS ON EXCLUSIONS ➤ REVIEWING THE SCHOOL'S ADMISSION POLICY ➤ OVERSEEING, MONITORING AND REVIEWING THE ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO THE SCHOOL ➤ FORMING A SUB-COMMITTEE FROM WITHIN ITS MEMBERSHIP TO DEAL WITH THE ALLOCATION OF SCHOOL PLACES IN ACCORDANCE WITH THE ADMISSION POLICY AND TO MONITOR PUPIL NUMBERS ON ROLL
MEMBERSHIP	<p>Not less than four named governors, elected annually by the governing body.</p> <p>An invitation to be extended to all members of the Governing Board to attend meetings as their interests determine.</p>
CHAIR	To be elected at the first meeting in the academic year.
QUORUM	Three Governors, including the Headteacher.
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	<p>A minimum of one meeting per term.</p> <p>NB: The School Governance [England] Regulations 2013, allow for alternative arrangements to be made for Governors to participate in or vote at meetings, including by telephone or video-conferencing.</p>
REPORTING PROCESS	Written minutes to be produced and presented by the Chair to the next meeting of the full governing body.

THE TERMS OF REFERENCE

A THE CURRICULUM

To –

- **monitor pupil attainment and receive regular reports on the analysis of test and assessment results**
- **contribute to, and monitor, the School's Improvement Plan.**
- **be familiar with the school's Self-Evaluation Form (SEF)**
- **monitor the provision for, and attainment and achievement of, children with Special Educational Needs and the SEND policy**
- **monitor the progress of pupils from vulnerable groups and evaluate the impact of strategies in place to support those pupils**
- **monitor, and keep under review, the provision for RE/Relationships and Sex Education**
- **monitor the provision of enrichment and extension activities and the broader curriculum**
- **receive and review Ofsted's Primary Inspection Data Summary Report**
- **review the impact of the Pupil Premium and Sports Grant (any other grants distributed by central/local Government)**
- **review information and data regarding school performance, including Key Stage 2 results.**

B SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

To –

- **ensure that mechanisms are in place to engage meaningfully with all parents/carers and to promote parents/carers' positive participation at key points in their child's education**
- **promote the spiritual, moral, social and cultural development of the children**
- **monitor children's behaviour, attendance, punctuality and exclusions**
- **comply with the Local Authority's policy and procedures for exclusions**
- **ensure that the PE/Sports Grant is used to take a co-ordinated whole-school approach to health and wellbeing, leading to improved attainment and achievement as well as the development of the social, mental, emotional and physical wellbeing of the school community**
- **promote and support the pupil School Council**
- **review the school's Safeguarding Children Policy and Practice and Prevent duty, ensuring that identified safeguarding issues and concerns are addressed in accordance with Government and Local Authority recommended policies and procedures.**

C ADMISSIONS

To –

- **determine the school's admission policy and the criteria for admissions,**

ensuring compliance with admissions legislation and the admissions code

- **review the Admissions Policy and criteria for admissions annually and consult with the Shrewsbury Diocese, Wirral Local Authority and other schools**
- **receive from the Local Authority the applications for entry into Foundation 2 in which parents have selected the school as one of their preferences for the following academic year**
- **scrutinise each application received against the criteria laid down in the school's Admission Policy and rank each one under one of the eight criteria**
- **consider the applications received on Faith grounds, noting the additional information on the school's supplementary form signed by the clergy within the respective parish**
- **place the applications received in order in relation to distance from school using the guidance provided by the Local Authority**
- **place all the applications in ranked order according to the criteria**
- **upload the outcomes on to Wirral Local Authority's database by the due date.**

D GENERAL

To -

- **have a strong baseline knowledge of the school's data protection duties**
- **ensure that the school's data processing complies with the General Data Protection Regulation [GDPR] and with recommendations from the school's designated DPO.**

TITLE	THE PARISH/COMMUNITY/PARENTS/PUPIL COMMITTEE
PURPOSE	WORKING IN PARTNERSHIP WITH THE HEADTEACHER TO BE THE CONDUIT BETWEEN THE SCHOOL, THE PARENTS, THE PUPILS, THE PARISH AND THE COMMUNITY.
MEMBERSHIP	<p>Not less than four named governors, including the two Parent Governors, up to three members of staff, elected annually by the governing body.</p> <p>An invitation to be extended to all members of the Governing Board to attend meetings of the Committee.</p>
QUORUM	Three Governors, including the Headteacher.
CHAIR	To be elected at the first meeting in the academic year.
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	<p>Meetings to be held at least once a term.</p> <p><u>NB:</u> The School Governance [England] Regulations 2013, allow for alternative arrangements to be made for Governors to participate in or vote at meetings, including by telephone or video-conferencing.</p>
REPORTING PROCESS	Written minutes to be produced and presented at least seven days in advance of the next meeting of the full Governing Board.

TERMS OF REFERENCE
<p>To –</p> <ul style="list-style-type: none"> ➤ monitor progress on any issues in the School Development/Improvement Plan that fall within its remit. ➤ oversee the development and maintenance of relationships with parents and carers, the parish and community, to ensure these contribute to community cohesion ➤ monitor parental/parish/community involvement in the school, and to make recommendations about the development of future links ➤ review and monitor the home school agreement and related policies ➤ monitor pupil attendance targets and strategies to improve attendance and engagement ➤ engage with and receive reports from the School Council representing children in the school ➤ celebrate pupils engagement in the Holy Sacraments ➤ recognise and celebrate pupils' academic achievements and performing arts and sporting successes

- **receive termly reports on Behaviour and Discipline, including the number of bullying and racial incidents and the use and effectiveness of pupil exclusion**
- **monitor the effectiveness of the school's complaints policies and procedures**
- **ensure the school meets legal requirements to publish information, including details of the overall Governance arrangements, on the school's website in a readily accessible form**
- **monitor and respond to feedback received in Parents' and Pupils' questionnaires**
- **liaise with the Home School Association**
- **promote the school in the local community.**

TITLE	THE STRATEGY COMMITTEE
PURPOSE	<p>To -</p> <ul style="list-style-type: none"> ➤ set the strategic framework for the school and ensure that all its statutory duties are met ➤ ensure clarity of vision, ethos and strategic direction.
MEMBERSHIP	<p>The Chair of Governors, the Vice Chair of Governors, the Chairs of the Assets Committee, the Standards Committee, and the Parish/Community/Parents/Pupils Committee, the Headteacher and the Deputy Headteacher.</p> <p>*Advisory/Associate members as determined by the Governing Board.</p>
QUORUM	Three governors, including the Headteacher.
CHAIR	To be elected at the first meeting in the academic year
VOTING	<p>Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.</p> <p>*The voting rights of Associate members to be determined by the Governing Board on an individual basis.</p>
FREQUENCY	<p>Meetings to be held as and when required.</p> <p>NB: The School Governance [England] Regulations 2013, allow for alternative arrangements to be made for Governors to participate in or vote at meetings, including by telephone or video-conferencing.</p>
REPORTING PROCESS	Written minutes to be produced and presented at least seven days in advance of the next meeting of the full Governing Board.

THE STRATEGY COMMITTEE

SPECIAL NOTE

Decision making: As the accountable body, the governing board is the key decision maker. It may delegate operational matters to executive leaders and governance functions to committees or in some cases to individuals, but the board as a corporate entity remains accountable and responsible for all decisions made and executive leaders operate within the autonomy, powers and functions delegated to them by the board.

TERMS OF REFERENCE

To –

- ensure that the school has a clear vision for the future and that a robust strategy is in place to achieve this vision
- develop a long term strategic plan for consideration by the Governing Board
- ensure that the school's annual development plan complements the long term strategy
- identify the key priorities within the school development plan for consideration at meetings of the Governing Board and relevant committees
- ensure that governor consideration of the key priorities dovetails with the timescales in the strategic plan and the school development plan
- review the constitution of the Governing Board periodically and propose any changes to the Governing Board
- evaluate the effectiveness of the Governing Board processes, ensuring a fair and equitable distribution of the governance workload
- monitor the workload and the wellbeing of the Headteacher and the senior leadership team
- evaluate the effectiveness of the Governing Board in meeting the requirements of Ofsted to ensure effective leadership and management within the school
- have overall responsibility for ensuring that the recommendations in the Ofsted inspection report are met, to co-ordinate the actions needed to address any issues identified, and to evaluate the progress made on the implementation of the post-Ofsted action plan
- address any matters, issues or concerns brought to attention by the Governing Board.