

# **THE FEDERATION OF ST JOSEPH'S R.C. JUNIOR, INFANT AND NURSERY SCHOOLS**



## **TERMS OF REFERENCE & COMMITTEE STRUCTURES OF THE GOVERNING BODY**

Approved by:	Full Governing Board
Last reviewed on:	September 2020
Next review due by:	September 2021



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## INTRODUCTION

This booklet contains the agreed Terms of Reference for the following committees of the Governing Board (GB) of the Federation of St Joseph's Catholic Junior, Infant and Nursery Schools (the School):

- Resources
- Curriculum
- Ethos
- Strategy
- Admissions\*
- Performance Management\*
- Exclusion\*
- Staff Review and Appeal\*
- Staff Grievance, Discipline & Competency & Appeal\*
- Pay Committee and Appeal\*

\* The committees will meet as necessary, but at least once a term, with the exception of the committees marked with \*. If required, any committee business may be carried out at Full Governing Body (FGB) meetings with the agreement of the Committee Chair, the Chair of Governors and the Headteacher.

The GB and the Committees of the Governing Body will adhere to the standing orders agreed at the first meeting of the academic year (first set out in September 2013 and revised in September 2020).

### **Members Interest**

Any member of a Committee who has direct or indirect pecuniary interest in any matter which is the subject of consideration by the Committee, shall disclose the fact and withdraw from the meeting at a point when the item is being discussed. The interest must be recorded.

In addition, the Headteacher must withdraw from the meeting which considers his / her pay.

### **Review**

The Terms of Reference will be reviewed annually at the Autumn FGB meeting. The GB can extend the powers of a committee at any time; however, powers can also be withdrawn at any time.

## STRATEGY

The GB delegates the following responsibilities to the Strategy Committee


1. To regularly review the whole School Development Plan (SDP) and keep track of how the school is progressing towards targets of attainment, attendance, leadership, and management including governance.
2. To evaluate the school's actions and impact of those actions. Governors to have a direct input into the school's self-evaluation form (SEF).
3. To review the school's position and relationships with all partners including Croydon Local Authority, the Diocese, Croydon Catholic Schools Umbrella Trust, our local parishes, parents of the school and the local community of the schools.
4. To forge strong working links with the school's senior leadership team and middle leaders. To ensure Governors are involved with the process of self-evaluation and next steps.

## RESOURCES

The GB delegates the following responsibilities to the Resources Committee

1. To consider any papers relating to finance, personnel or premises matters referred to the committee by DfE, Croydon Council, the Diocese, the Governing Body (Full or Committee or delegated individual), the School Business Manager or the Headteacher.
2. To draft, review, revise where necessary, monitor and implement the following policies
  - a. Staffing Structure
  - b. Discipline
  - c. Grievance
  - d. Conduct
  - e. Performance Management
  - f. Register of Business Interests
  - g. Charging
  - h. Finance manual
  - i. Pay
  - j. Disaster Recovery / Business Continuity
  - k. Critical Incident
  - l. Health & Safety
  - m. Accessibility
  - n. Restructuring
  - o. Data Protection
  - p. Lettings
  - q. Sustainability
  - r. Any other relevant policies
3. To review the working conditions of staff so that, as far as possible, staff are content at work. To ensure compliance with any statutory direction given by the LA in relation to health and safety. To ensure compliance with the GB's Health and Safety policy.
4. To ensure a performance management policy is in place, and reviewed regularly, for all staff. To ensure that outcomes of performance review are suitably acted upon with regards to training and changes in pay, competency etc.
5. To ensure that Headteacher's performance management is carried out by two Governors and an external adviser.
6. To ensure staff are informed of any changes in personnel policies.
7. To ensure that all policies, codes of practice, guidance and guidelines relating to staff security and safety comply with health and safety legislation and regulations.
8. To annually review the choice of HR & payroll provider, financial support, and all SLA's.
9. Together with the Headteacher and School Business Manager prepare an annual school budget for approval by the Governing Body, at the start of each financial year.

10. To ensure that the budget is allocated according to the agreed needs of the school as defined by the School Development Plan.
11. To receive a quarterly financial report from the School Business Manager and to ensure the accounts are up to date and in order.
12. To ensure that the delegated budget is being reliably operated and monitored and to approve virement of funds.
  - a. The Headteacher can spend up to £5,000 without prior consent from the Resources Committee.
  - b. The Headteacher can vire up to £5,000 between cost codes without reference to the committee upon the advice of the LA Finance Administrator or appointed financial advisers, currently JCA
13. To receive recommendations via the FGB from the Staff Review and Staff appeal committees when appropriate.
14. To ensure that health & safety walks are undertaken on the grounds and buildings at least once every twelve months, ideally once per term and review emergency fire procedures (e.g. fire drills etc.).
15. To monitor arrangements for the use of the School's premises by outside users.
16. To ensure that all reasonable steps are taken to achieve maximum energy conservation and recycling.
17. To ensure that any repairs or cleaning of premises or equipment, which need to be provided for within the budget, are reported to the Governing Body.
18. To make recommendations to the Governing Body for the arrangements for grounds maintenance, school cleaning etc., and to monitor such arrangements made with the LA or other organisations.
19. To ensure that an annual safety check is carried out on all electrical equipment in use anywhere within the school's grounds or buildings.
20. To ensure that a risk assessment analysis has been carried out on all activities carried out within the school's grounds and buildings. A new risk assessment must be produced before a 'new' operation is carried out.
21. To ensure that all staff and students of the school and any other persons using the school premises and grounds are aware of the school's Health & Safety Policy and their responsibilities under Health & Safety legislation.
22. To review the security of the buildings and grounds and recommend to the Governing Body any steps which need to be taken to ensure the security and safety of all pupils and staff working on the site.

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23. To ensure that disposal of assets, contract negotiations, tendering & quotations are carried out in accordance with the School's finance policies, LA guidelines and Government legislation
  24. To liaise with all other committees and working parties of the Governing Body as necessary.

## STAFF REVIEW

The GB delegates the following responsibilities to the Staff Review Committee

1. To examine the staffing structure and determine the appropriate structure to raise standards, maximise efficiency and value for money, taking into account the School Development Plan and Post OFSTED objectives for the future.
2. To implement policy and make decisions with due reference to adopted personnel policies.
3. To report outcomes whilst maintaining appropriate confidentiality to the FGB.



## STAFF REVIEW APPEAL

The GB delegates the following responsibilities to the Staff Review Appeal Committee

1. To consider any appeal against a decision made by the Staff Review Committee
2. To report outcomes to the Governing Body

## ETHOS

The GB delegates the following responsibilities to the Ethos Committee. The school exists because our Governors, staff, parishioners, and parents share the same aim – that of educating the next generation in the knowledge, love and service of God. We differ from other schools because of our Catholic ethos.

1. The committee would aim to help, support, and develop the Catholic Ethos and Mission Statement of the school which are the most important aspects of our school.
2. To draft, monitor, review and ensure implementation the following policies:
  - a. Mission statement
  - b. Child Protection
  - c. RE policy
  - d. Collective worship
  - e. Attendance and Register of Pupils
  - f. Race Equality
  - g. Equal Opportunity
  - h. Sex Education
  - i. Discipline (including anti-bullying; behaviour management policy)
  - j. Positive Handling
  - k. Freedom of Information publication scheme and Complaints
  - l. Sustainability
3. To draft and review the Prospectus annually
4. Members of the committee will visit the school to meet with all staff, both teaching and non-teaching and the children, to monitor the implementation of Our Mission Statement.

## PERFORMANCE MANAGEMENT

Any Governor may sit on this committee if (a) they have received **specific training or guidance** and (b) they are **not** a Staff Governor. (The usual makeup of the committee is two Governors plus the External Advisor). The Headteacher can challenge the appointment of a Governor to this committee but must supply grounds to the Review Officer. The decision of the Review Officer is then subject to the right of appeal to the Chair.

The Performance Management process should lead to a shared commitment to high performance, it must be fair, open and be based on supporting continuous improvement and recognising success:

1. The Performance Management Policy must be reviewed annually. The review must ensure that the policy can operate effectively within the school and be sustained. Monitoring of implementation of this policy must also be carried out.
2. An annual performance management review with the Headteacher must be held. The exact timing of the review cycle should be decided upon and the review meeting occur at the end of the cycle. The meeting should cover the overall performance of the Headteacher during the year, including achievements against previously agreed objectives. Professional development needs and activities should be discussed and new objectives for the next academic year should be agreed. At least one interim monitoring meeting should be held between reviews or alternative method of monitoring utilised.
3. The Committee may also need to liaise with an External Adviser, as appropriate, and the Headteacher to provide the background documentation they require in their preparations.
4. The Performance Management Committee must produce a Performance review statement that should summarise the discussion at the review meeting and provide a sound basis for future objectives and review. A copy of this statement must be sent to the Headteacher within 10 days of the review meeting. The Headteacher has a further 10 days to add any written comments. Copies of the final document go to the Headteacher and the Chair of Governors. **This process must remain confidential at all times.**
5. The Performance Management Committee should provide their 'statement' (not a copy of the review statement) to the Pay Committee with their recommendations relating to pay based on the outcome of the Review Meeting.

The Headteacher can involve the Review Officer within 10 days of the receipt of the review statement if they have a complaint about the statement. The review officer must then consider how the review has been conducted and take account of representations from the Headteacher. They may decide that the review statement should stand, that it should be amended or that a new review of part review should take place – with different Governors undertaking it.

## ADMISSIONS

Governors representing the Governors at Appeal should not have taken part in the cycle but should have experience of undertaking the admissions process as a Governor. Verbal reports may take place of written reports to the FGB. The GB delegates the following responsibilities to the Admissions Committee.

1. To meet to allocate places available for 60 children in the September intake (Reception and Year 3) and 30 full time equivalent places in the September intake in the Nursery and any other time at which places become available.
2. To draft, monitor and review the following policies:
  - a. Admissions (in consultation with the Ethos Committee)
3. To review Government, LA and Diocesan advice regarding admissions and make recommendations, as appropriate, to the Governing Body.
4. To apply the criteria laid down by the FGB, without favour. If a member of the Admissions Committee is connected with an applicant(s), they should absent themselves from any decisions made about that applicant(s). No place should be offered without prior knowledge of the Admissions Committee. All Supplementary Information Forms for Reception and Year 3 will be placed in rank order using the agreed Admissions Policy. Applications 'sorting' against the appropriate criteria are found in the Admissions Policy. The Committee must conform to the timetable for the closing date of application, submission of rank order list and offer date as given by the LA.
5. To ensure the Admissions Code of Practice is followed.

## PUPIL EXCLUSION

The Clerk to the GB or nominated representative (**not** a staff member or Governor) will act as Clerk to this Committee.

### Quorum


In order for the exclusion meeting to go ahead there must be 3 Governors in attendance.

### Meetings

- The Committee will meet when necessary
- The Clerk will circulate all relevant papers to all parties in advance of the meeting
- Any decision is reported back to the FGB at the earliest opportunity. No details should be given, to preserve confidentiality and impartiality.

The GB delegates the Pupils' Exclusion Committee:

1. All issues regarding exclusion from school, having regard to the Secretary of State's current guidance on exclusions, pupil support and as amended.
2. The Committee must meet to consider all permanent exclusions and temporary fixed period exclusions of more than 5 days, those where a pupil will miss a public examination or those where a pupil is excluded for an aggregate of more than 15 days in a term within the following timescale:
  - a. For an exclusion of between six and fifteen school days the Committee should meet between the 6<sup>th</sup> and the 15<sup>th</sup> school day. Parents and an LA representative must be invited to attend the meeting
  - b. For an exclusion of over fifteen days the committee should meet between the 6<sup>th</sup> and the 15<sup>th</sup> school day. Parents and an LA representative must be invited to attend the meeting
3. The Committee must consider the circumstances in which the pupil was excluded, any representations about the exclusion made by the parent and by the LA and whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated.
4. Where an exclusion causes a pupil to miss sitting a public examination, and the Committee cannot meet before the examination, the Chair of the Committee may consider the exclusion and decide whether to reinstate the pupil.
5. In the case of a fixed-period exclusion that would result in the pupil being excluded from the school for total of five school days or less in any one term, a member or members of the GB must meet to consider any representations made by the parent. In such cases the GB cannot direct reinstatement of the pupil. All correspondence to be placed in the pupil file.

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6. If the parents of a permanently excluded pupil choose to appeal to an independent Appeal Committee, the case for exclusion must be represented by the Headteacher and the Chair of the Pupil Exclusion Committee, who would be expected to attend the hearing and make written representations in advance of the hearing.

## STAFF GRIEVANCE / STAFF DISCIPLINE / STAFF COMPETENCY

### **Meetings**

The Chair to co-ordinate with the Clerk and HR adviser before each meeting to set the agenda

The GB delegates the following responsibilities to the Staff Grievance / Disciplinary / Competency Panel:

1. To examine documentation and determine appropriate questions
2. To seek advice from the HR provider regarding managing the panel meeting and all policies related to the case
3. To conduct the panel meeting in a professional manner
4. To make decisions impartially with due reference to adopted personnel policies and HR advice
5. Where appropriate to report to the Resources Committee. Appeal panel members should not be present when reports are given
6. The Chair of the panel to represent the panel members if an appeal should be sought by the staff member.

## CURRICULUM

The GB delegates the following responsibilities to the Curriculum Committee:

1. To support the implementation of the teaching and learning objectives of the school.
2. For each member to be conversant with the requirements of the National Curriculum for Early Years Foundation Stage, KS1 and KS2. This is achieved by working with the Phase Leaders, Subject Leaders and getting to know the 'what good is' as well as attending appropriate training.
3. To meet with or receive reports from Phase Leaders / Subject Leaders **at least once a year** during committee meetings.
4. To ensure that members of the FGB who are linked to a subject or specific area of responsibility meet with the link staff member **once per term** (subject to the School Visits Policy). Feedback should be provided following such visits.
5. To assist Headteachers and Staff in formulating the curriculum aspects of the School Development Plan and monitoring its implementation.
6. To assist the Headteacher and Staff in promoting liaison between the two schools, ensuring continuity between KS1 and KS2.
7. To draft, monitor and review the following policies:
  - a. Curriculum
  - b. Home School agreements
  - c. SEND
  - d. Gifted and Talented
  - e. Target Setting
  - f. Core Subjects
  - g. Foundation Subjects (to be reviewed in rotation or when changes require)
  - h. Homework
  - i. Assessment
8. The Headteacher, rather than the Committee, is delegated to oversee all school trips / visits which occur during the school day (i.e. not beginning before 8am or returning after 5pm). The Headteacher is responsible for ensuring all appropriate risk assessments, health and safety checks, information letters, permission slips, pre-trip visits by staff etc. are carried out following guidelines given by DfE and the LA. All trips should be listed in the Headteacher's Report. The Curriculum Committee will be responsible for making periodic checks that this has been carried out.
9. The Committee or FGB must examine all trips which occur overnight, outside 8am-5pm or where potentially dangerous activities take place (unless the same place, same conditions, and the same provider from the previous year) – before giving authorisation.



## APPEALS PANELS

### Purpose

This joint panel is established to make decisions regarding complaints and pupil disciplinary hearings according to the individual policies of the GB and the Academy Board. It is a joint panel between the Governing Body of the Federation of St Joseph's Junior, Infant and Nursery Schools and the Academy Board of St Chad's Catholic Primary School. This joint panel will provide impartiality in dealing with cases or will provide members for a panel within specified timeframes when a panel otherwise would not be able to be convened entirely by members of the school's GB. Any St Chad's director sitting on a panel for St Joseph's GB will be bound by the Code of Practice for St Joseph's GB members.

This is done in accordance with the School Governance (Collaboration) (England) Regulations 2003, amendments in Schedule 2 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 for maintained schools, and The School Governance (Miscellaneous Amendments) (England) Regulations 2015 and individual Articles of Association for Academies.

This joint committee does not exist in its own right, but acts under the deleted powers from the collaborating GB and Academy Board.

This collaboration agreement was made at the GB meeting for the Federation of St Joseph's Junior, Infant and Nursery Schools on 22nd September 2020 and the board meeting for St Chad's Catholic Primary School on 2 October 2019.

### Membership

All Governors (**not** including Staff Governors) may be asked to sit on the panel as there may be conflicts of interest for specific hearings and there may be difficulty in finding a time when everyone is available. The Chair of Governors for each school will liaise to convene an impartial panel.

Any person with a conflict of interest e.g. a Parent Governor whose child is in the class of the teacher in question or the Chair of Governors or Governors who may have prior knowledge must not be part of the specific hearing panel.

### Quorum

Three Governors



The GB delegates the following responsibilities to the Appeal Panel:

1. To receive advice from their HR provider
2. To consider any appeal against a decision to dismiss a member of staff made by the hearings committee
3. To consider any appeal against a decision short of dismissal under the GB's personnel procedures, e.g. disciplinary, grievance, capability, sickness or absence.
4. To consider any appeal against the selection of redundancy
5. To consider any appeal by the Headteacher or Deputy Headteacher in performance management objectives

## PAY COMMITTEE (sub-group of the Resources Committee)

### Membership

4 Governors (excluding Staff Governors)

The Headteacher will attend in an advisory capacity and will withdraw when his / her salary is under consideration.

The GB delegates the following responsibilities to the Pay Committee:

1. To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions.
2. To oversee the annual pay review for each member of staff based on the criteria set out in the Pay Policy.
3. On the basis of recommendations from the Headteacher, make the determination about all applications to the upper pay range.
4. To ratify decisions as recommended by the HT performance management committee.
5. To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
6. To minute clearly the reasons for all decisions and report these decisions to the next meeting of the GB.
7. To keep informed of relevant developments, including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the GB, as appropriate and at least annually.
8. To quality assure and moderate the processes for pay progression.
9. To review annually trends in pay progression, including an analysis of progression across specific groups of staff.
10. If appropriate, to work with the School's link advisor.

In the case of new appointments to the staff, decisions on starting salary will be delegated to the Headteacher or Selection Panel as appropriate.

In the case of a new Headteacher appointment, the FGB will determine the salary range however the determination of the starting salary will be made by the Selection Panel under their delegated powers.

## PAY APPEAL COMMITTEE

### **Membership**

4 Governors (excluding Staff Governors) not involved with the initial pay decision. Any person with a conflict of interest e.g., a Parent Governor whose child is in the class of the teacher in question or any Governors who may have prior knowledge must not be part of a specific hearing panel.

### **Quorum**


3 Governors

The GB delegates the following responsibilities to the Pay Appeal Committee:

1. To receive advice from the HR provider.
2. To consider any appeal against a pay decision made by the Pay Committee and convey outcomes to all appropriate parties only.
3. To ensure that the overall objectives of the Performance Management and Pay systems, have been met.
4. To ensure that the systems are applied fairly and consistently.

# APPROVAL

These Terms of Reference were drawn up to clarify our procedures and agreed at a meeting of the FGB on 22 September 2020.

Signed:  .....

Name: Margaret Bailey .....

Position: Chair of Governors

Date: 24-Sep-20 | 2:33 PM BST .....