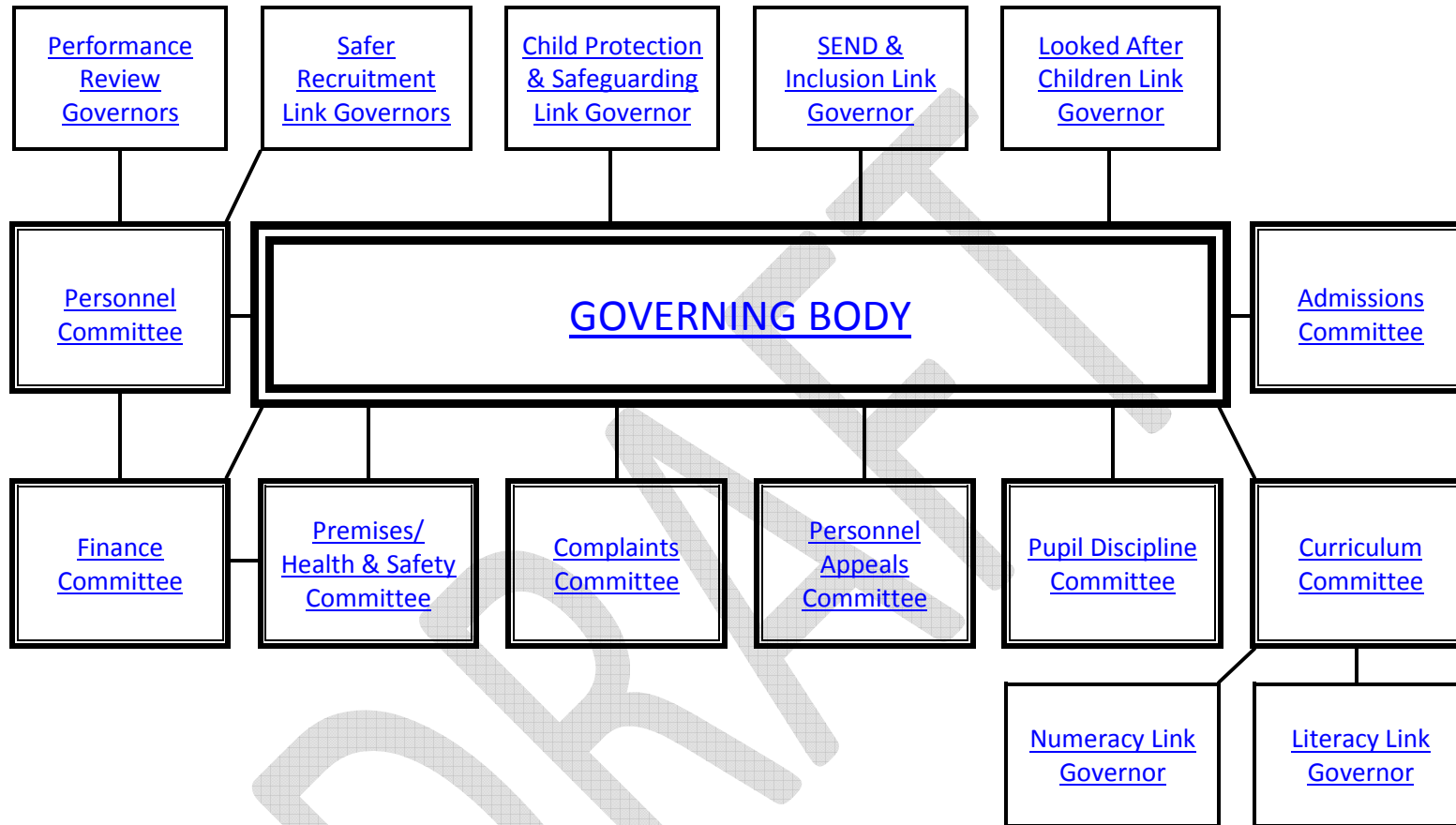


ENGLISH MARTYRS RC SCHOOL GOVERNING BODY



[Role of Chair of Governors](#)

[Role of Committee Chairs](#)

Governing Body

Chair: Mr Darren Hubbard

The purpose of the Governing Body is to conduct the school with a view to promoting high standards of educational achievement. It's three core strategic functions are:

- Ensuring clarity of vision, ethos, and strategic direction,
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff, and
- Overseeing the financial performance of the school and ensuring its money is well spent.

Terms of Reference

1. Review Governing Body and Committees annually, including delegation of functions, membership, and remit.
2. Monitor, evaluate, and review policies/ procedures.
3. Involvement in School Self Evaluation and the School Improvement Planning process.
4. Oversight of the strategic development of Extended Services.
5. Risk Management.
6. Monitor and contribute to local area developments.
7. Financial Management.
8. Oversee the development and maintenance of relationships with parents/ carers, the community and other stakeholders and to ensure that these contribute to Community Cohesion.
9. Ensure the school offers a balanced curriculum with an appropriate range of academic and vocational subjects.
10. Monitor pupil attainment.
11. Performance Management.
12. Monitor pupil attendance targets and strategies to improve attendance and engagement.
13. Engage with the School Council or other group representing children in the school.
14. Oversight of Transition Arrangements.
15. Monitor Behaviour and Discipline.
16. Ensure that the school meets legal requirements to publish information online.
17. Endorse, monitor and evaluate Service Level Agreements and other contractual arrangements with partners.
18. Ensure the school environment is safe and fit for purpose.
19. Consider the termly draft agenda provided by the Clerk/ Clerking Service.

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Personnel Committee

Chair: Mr Darren Hubbard

Terms of Reference

1. To be aware of and advise the governing body on legal requirements and procedures relating to personnel issues.
2. To annually review the staffing structure and workforce development plan.
3. To ensure that the designated member of staff with lead responsibility for Safeguarding and Child Protection is part of the school's leadership team, and has sufficient time and resources at his/ her disposal to carry out his/ her duties effectively.
4. To ensure the staffing structure, retention and succession planning is suitable to deliver the School Improvement/ Development plan objectives.
5. To monitor Continued Professional Development for all staff and its contribution to school improvement.
6. To liaise with the finance committee in implementing the current School Improvement Plan in staffing matters.
7. To ensure that safe recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended School activities.
8. To be involved in the development and review of all of the school's policies relating to personnel matters, including:
 - Adverse weather conditions
 - Confidential Reporting & Whistleblowing
 - Disqualification Policy for Staff
 - Equalities
 - Leadership Development and Succession Planning
 - Leave of absence
 - Pay Policy
 - Performance Management
 - Recruitment and Selection and Staff Retention
 - Safer Recruitment
 - Staff Capability, Conduct, Discipline, and Grievance
 - Staff consultation
 - Staffing reduction procedures
 - Staff secondment
 - Teacher Appraisal

and to ensure that systems are in place to make all staff aware of these policies.

9. Review Group size of the school (at least once every three years)
10. To decide on procedures for staff appointments excluding Heads and Deputies.
11. To be consulted on and to approve job descriptions for the staff.
12. To be responsible for reviewing the Headteacher's job description should the need arise.
13. To ensure that the Headteacher is able to maintain an appropriate Work-Life Balance

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Safer Recruitment Link Governor

To satisfy the requirements of The School Staffing (England) Regulations 2009, the Personnel Committee shall include one or more governors and the head teacher who has completed the safer recruitment training. Evidence of safer recruitment training undertaken by staff and governors shall be retained by the school.

Remit:

Ensuring that:

- There is an explicit written recruitment and selection policy statement and procedures that comply with national and local guidance.
- Issues relating to child protection and safeguarding and promoting the welfare of children are included within every stage of recruitment processes.
- The job descriptions make reference to the responsibility for safeguarding and promoting the welfare of children.
- The person specification includes specific reference to suitability to work with children.
- Adequate and comprehensive information is obtained from applicants and scrutinised, including taking up and satisfactorily resolving any discrepancies or anomalies.
- Independent professional and character references are obtained that answer specific questions to help assess an applicant's suitability to work with children and any concerns are followed up.
- A face-to-face interview that explores the candidate's suitability to work with children as well as his/her suitability for the post.
- The successful applicant's identity is verified.
- Any academic or vocational qualifications claimed by the successful applicant are verified.
- Previous employment history and experience is checked.
- The successful applicant has the health and physical capacity for the job
- The successful applicant has the right to work in the United Kingdom; and
- There is a mandatory check of ISA registration, and, where appropriate, an Enhanced CRB Disclosure.

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Personnel Appeals Committee

Chair: Fr O Keyes

Terms of Reference

To consider appeals against the decision of the Personnel Committee in relation to:

1. Staff Discipline
2. Staff Dismissal
3. Staff Grievance
4. Staff Capability
5. Salary Issues
6. Redundancy Issues.

The Personnel Appeals Committee must consist of at least the same number of governors as the committee that originally considered the case.

Members of this Committee must not have had any involvement in any matter connected to the original case.

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Pupil Discipline Committee

Chair: Mrs Denise Minnican

Terms of Reference

1. To consider and review the school's policies on discipline and behaviour (including Anti-Bullying policy) and make recommendations to the governing body.
2. To monitor and review the use of exclusion within the school.
3. To consider pupil exclusions in line with current legislation.
4. To report, on a termly basis, to the Governing Body on Behaviour and Discipline including the number of Bullying and Racial incidents and the use and effectiveness of pupil exclusion.

The quorum for a meeting is 3. The headteacher and staff governors may not be members of this committee as they may be perceived to have a conflict of interest.

The Chair will be appointed by the governing body or decided at each meeting of the committee by the governors attending.

The governing body shall decide upon the appointment and remuneration of a Clerk to the committee. The Clerk may not be a governor at the school or member of the committee

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Complaints Committee

Chair: Mr Darren Hubbard

The committee will meet as and when required and within the timescale set down in the governing body's Complaints Policy and Procedures.

Terms of Reference

The Complaints Committee shall act on behalf of the governing body:

- To review the school's complaints policy and make recommendations to the governing body.
- To consider complaints submitted to the Chair of the governing body when other avenues for their resolution have been exhausted.
- To investigate complaints in an appropriate manner, taking evidence from all relevant parties and utilising support available from the LA or other sources as deemed appropriate.
- To make recommendations arising from complaints.
- To communicate the process and outcome of complaints hearings to all concerned.

An odd number of governors, quorum of three, shall serve on any governors' hearing. They must have had no previous connection with the case and it must not have been discussed in their presence. The headteacher and staff governors are not members of this committee as they may be perceived to have a conflict of interest.

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Finance Committee

Chair: Mr Darren Hubbard

Terms of Reference

1. To ensure that the school has a financial management policy and procedures in place and that these are communicated to all relevant staff.
2. To determine and review financial policy.
3. To ensure the schools' compliance with the *School Financial Value Standard*
4. To work with the Headteacher and LEA to develop the Annual Budget Spending Plan.
5. To act as advisers and consultants to the governing body on financial issues.
6. To be familiar with the Local Authority budget spending plans, formula funding structure and policies for financial delegation.
7. To monitor the school budget expenditure.
8. To ensure an audit of school funds for presentation to the governing body.
9. To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the governing body.
10. To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
11. To review the school's charging and remission policy.
12. To receive and, where appropriate, respond to periodic audit reports.
13. To ensure that a register of pecuniary interests is maintained.
14. To ensure that the school has effective Risk Management strategies in place.
15. .To review the School's Statement of Internal Controls and bank signatories.
16. To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items.

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Premises/ Health & Safety Committee

Chair: Mr Darren Hubbard

Terms of Reference

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security, Health and Safety.
2. Annually to ensure inspection of the premises and grounds and prepare a statement of priorities for maintenance and development linked to the School Improvement Plan to support delivery of a first class curriculum.
3. To propose and approve the costs and arrangements for maintenance, repairs and decoration within the budget allocation and in liaison with the finance committee.
4. To oversee the preparation of and to monitor premises services contracts (e.g. fuel/water, cleansing, grounds maintenance)
5. To ensure the school premises meet health and safety requirements.
6. To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
7. To prepare a lettings and charging policy for the approval of the governing body.
8. To contribute towards Accessibility Planning.
9. To consider how the use of the school premises may contribute to the development of Extended Services provision.
10. To review and monitor Risk Assessment procedures.
11. To ensure that there is relevant training and guidance for the Caretaker/Buildings Supervisor and/or key staff liaising with building contractors.
12. To consider sustainability in relation to school premises, grounds maintenance and repairs, and when awarding contracts for school improvements and additional facilities.
13. To be familiar with National and Local Health and Safety legislation and guidelines.
14. To participate in the development and review of school Health and Safety policies and to recommend them for adoption by the governing body.
15. To ensure that all statutory requirements for the safety and wellbeing of staff and the safe management of school premises and care of pupils are discharged.
16. To ensure that appropriate Risk Assessments are carried out to ensure that activities and premises, materials and equipment used by the school do not present health and safety risks.
17. To ensure that partner providers and other users of school premises have appropriate risk assessments and Health and Safety procedures in place.
1. To ensure that all children are safe and healthy through:
 - The provision of a secure environment
 - The establishment and review of a school Food Policy.
18. To receive and consider any reports and audits completed by the School's Health and Safety representatives or the Headteacher/ Senior Management arising from general inspection of the school, to identify issues that need to be addressed and to report at least once a year to the governing body.
19. To make recommendations to the finance committee and/or governing body when expenditure is deemed necessary.
20. To act as advisers/ consultants to the governing body on Health and Safety matters.
21. To ensure that the school follows procedures in respect of permissions to work when carrying out work on premises.

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Curriculum Committee

Chair: Mrs Denise Minnican

Terms of Reference

1. To be aware of and advise the governing body on the legal responsibilities of governors in terms of Curriculum provision and assessment including Special Educational Needs provision.
2. To agree targets for pupil attainment to be included in the School Improvement Plan.
3. To consider the school's RAISEonline and other performance data annually and to regularly monitor progress towards in-year attainment targets for all children.
4. To receive monitoring reports on the attainment and welfare of vulnerable children and other groups of pupils with reference to local and national benchmark information. To monitor the provision for vulnerable groups of children, e.g.
 - Black and Ethnic Minority Children
 - Traveller Children
 - Looked After Children
 - Young Carers
5. To consider and review the school's Curriculum policies on behalf of the governing body.
6. To support, and receive reports from curriculum link governors.
7. To monitor and review the school's curriculum contribution to its Equality scheme.
8. To monitor how the school listens to pupils' views.
9. To consider how the curriculum can contribute to sustainability.
10. To provide reports to the full governing body.

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Admissions Committee

Chair: Mrs Pat McKeown

Terms of Reference

To consider and review the school's admissions policy and make recommendations to the governing body

To review admission applications and report to the full governing body

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Role of Chair of Governors

The Chair of Governors is responsible for leading the governing body and, working in partnership with the Headteacher, for driving school improvement.

1. Leading effective governance
 - Giving the governing body a clear lead and direction.
 - Ensures that governors work as an effective team.
 - Ensures governors understand their accountability and their role in the strategic leadership of the school and in school improvement.
 - Deal with differences and conflict when they arise.
2. Teambuilding
 - Ensures that members of the governing body have the necessary skills to carry out their duties.
 - Ensures that members' individual skills, knowledge, and experience are well used.
 - Ensures that tasks are delegated across the governing body to share overall workload and enable all members to contribute.
 - Encourages governors to attend relevant training.
3. School Improvement
 - Ensures that school improvement is the focus of all policy and strategy decisions.
 - Ensures that governor scrutiny, monitoring, and challenge reflect school improvement priorities.
4. Relationship with the Headteacher
 - Offers support, challenge, and encouragement.
 - Works with the Headteacher to promote and maintain high standards of educational achievement.
 - Ensures the Headteacher's performance management is rigorous and robust.
 - Meets half-termly with the Headteacher.

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Role of Committee Chairs

It is important that each committee of the governing body has an effective Chair. It is not always easy to chair meetings and the effectiveness of the chair depends on the co-operation of all members in seeking to work effectively.

In committee meetings the role of the Chair is to:

- Ensure practical arrangements are in place for meetings and that meetings start on time
- Keep meetings businesslike and to time
- Ensure that all items are dealt with logically
- Ensure that the committee completes the task delegated by the governing body
- Deal with differences and conflict when they arise
- Help all members, and particularly new members, of the committee to contribute
- Summarise regularly for the benefit of members and the Clerk
- Ensure that an accurate record is kept to evidence the Committee's work (e.g. for OFSTED) and to ensure that actions are followed through.
- Present reports and feedback from Committees to the full meetings of the governing body or to ensure this is done by another member.

Between meetings the role of the Chair is to:

- Prepare the agenda with the Chair of the governing body and the Headteacher and ensure papers are distributed 7 days before the meeting. (To minimise the number of papers tabled at meetings)
- Propose agenda items for inclusion on the termly agenda
- Encourage attendance of Committee members where necessary (e.g. phoning around)
- Check the minutes when typed up
- Take steps as needed to ensure Committee members complete tasks (reminders) particularly arrangements for nominated Governors to report on visits, etc
- Prepare for the next meeting
- Ensure that invitations to attend are extended as agreed by the governing body or committee
- Be a point of contact
- Share correspondence and information relating to the work of the committee with other members
- Ensure that minutes or a record of decisions/ recommendations are circulated to other governors as agreed by the governing body.

As is required of the Chair of any group the Chair needs to be (or become):

- A good listener
- A team builder – *including induction of new committee members*
- A collaborator

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Performance Management Reviewers

The governing body is required to appoint a minimum of two governors, and preferably three, to:

- Meet with the Headteacher and an External Adviser to review the Headteacher's performance against previously agreed objectives
- Agree objectives for the forthcoming Performance Management Cycle relating to:
 - Pupil Progress
 - Leadership and Management
 - The Headteacher's Professional Development
- Record the outcome of the review meeting and provide a copy for the Chair of the governing body and a summary on request to the Director of Children's Services.
- Make recommendations regarding the Headteacher's salary to the Personnel Committee
- Ensure that the Finance Committee is aware of the resourcing implications arising from agreed objectives.
- To meet with the Headteacher on a termly basis to monitor in-year progress towards achieving agreed objectives.

Teachers and other staff working at the school may not be the Performance Management Reviewers.

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Link Governor for Special Educational Needs and Disability/ Inclusion

Remit:

- Understand the responsibilities of the Governing body in relation to the SEND legislation and guidance.
- Develop an understanding of SEND needs, finance and provision in the school
- Develop understanding of how SEND review processes work in the school
- Attend governor training events on SEND and Inclusion and relevant staff training sessions
- Develop and maintain a relationship with the SEN Co-ordinator (SENCo)
- To meet regularly (termly) with the SENCo in order to monitor the effectiveness of the governing body's SEND and Inclusion Policy.
- Visit classrooms by arrangement with the SENCO & Class teacher
- Develop an understanding of SEND and Inclusion issues across the Authority
- Report to the governing body on issues relating to SEND and Inclusion
- Act on the behalf of the governing body in making representations to the Authority
- Seek training for the whole governing body or with other local schools
- Ensure that parents are appropriately informed

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Link Governor for Safeguarding and Child Protection

Remit:

- To be familiar with LA guidance and policy relating to Safeguarding and Child Protection and associated issues,
- To attend relevant training.
- To ensure that the Governing Body puts in place a suitable Safeguarding and Child Protection Policy and associated procedures.
- To champion safeguarding and child protection issues within the school.
- To encourage other members of the governing body to develop an understanding of their responsibilities with regard to Child Protection and assist them to perform their functions in respect of Safeguarding Children and Young People.
- To ensure that the governing body remedies any deficiencies in the school's safeguarding practices which may be brought to Governors' attention by the headteacher's termly report, a member of school staff, a parent, an officer of the Authority or from any other source.
- To meet regularly (termly) with the senior member of the school's leadership team who has lead responsibility for Child Protection issues, in order to monitor the effectiveness of the governing body's Safeguarding and Child Protection policy.
- To ensure that the governing body receives an annual report on the implementation of the school's safeguarding and child protection policy and procedures.
- To ensure that the Annual Safeguarding Report is submitted to the Local Authority.
- To ensure that the school's safeguarding and child protection policy is communicated to, and implemented by, all staff.
- To ensure that a deputy designated teacher for safeguarding and child protection is identified.
- To ensure that the Designated Teacher for Safeguarding and Child Protection and his/ her deputy receive training every two years.
- To ensure training in Child Protection is undertaken by ALL staff, including Lunch Time Supervisors, clerical staff and other ancillary staff, every three years.
- To ensure arrangements are in place for the inclusion of child protection procedures in an induction programme for all people working in the school, no matter for how long, nor the status of that individual.

The Chair of the governing body will liaise with the Head teacher and the Authority over matters regarding confidential child protection issues involving allegations against staff.

Where there is an allegation of abuse against the head teacher, the Chair of the governing body will take the lead in liaising with the LA and/ or partner agencies unless a member of the Governing Body has relevant expertise which would mean that person was better fitted to take this role, including:

- Notifying the Local Authority Designated Officer (LADO) immediately.
- Ensuring with LA support that appropriate action is to be taken in accordance with agreed procedures.
- To attend initial and subsequent strategy meetings as required if other agencies are involved.
- To take the lead in an investigation under employment procedures in conjunction with Human Resources and the Child Protection Service when the other agencies' involvement is at an end.

The Vice Chair of the governing body will deputise for the Chair in the Chair's absence as appropriate.

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Link Governor for Looked After Children (LAC)

Remit:

- To be a champion for LAC in the school on behalf of the governing body
- To ensure that the school is prepared to receive LAC
- To meet regularly with the Designated Teacher for Looked After Children in order to monitor the schools policies and procedures for working with LAC.
- To confirm that the designated teacher is appropriately qualified and that there is a clear relationship with the Senior Leadership Team.
- To report to the governing body on any issues arising.
- To ensure the governing body monitors provision and progress for LAC in the school
- To ensure that the governing body annually discusses the attainment of LAC as part of the annual round of target setting.
- To ensure that Support Plans are in place for all LAC and are regularly reviewed.
- To ensure that the school has effective procedures for communication with the Carers of Looked After Children.
- To ensure that there is adequate training and support for staff to meet the needs of LAC and that there are effective communication systems within the school.
- To discuss the way that the school accesses multi agency support to ensure the needs of LAC are met.
- To ensure that, if the school does not have any LAC currently, it is well prepared to meet needs which may arise.

It is important that there is a LAC governor even if there are not currently any LAC in the school.

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Literacy Link Governor

The Link Governor will take a special interest in literacy issues and help to ensure that they remain high on the school's agenda.

The Link Governor provides a link between the governing body, appropriate committees, and staff.

Remit

- To meet with the Literacy co-ordinator each term to become better informed and discuss the implementation of agreed actions and progress towards targets
- To attend, where possible, relevant training where this is appropriate
- To review information from assessment statistics in order to contribute to the monitoring and evaluation of standards, targets, progress, and attainment.
- To observe, by agreement with teaching and other staff, lessons or other activities in order to gain an understanding of teaching and learning strategies and resources available
- To be familiar with information from other sources (e.g. Local Authority, OFSTED)
- To provide a termly report to the Curriculum Committee or full governing body

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Numeracy Link Governor

The Link Governor will take a special interest in numeracy issues and help to ensure that they remain high on the school's agenda.

The Link Governor provides a link between the governing body, appropriate committees, and staff.

Remit

- To meet with the Numeracy co-ordinator each term to become better informed and discuss the implementation of agreed actions and progress towards targets
- To attend, where possible, relevant training where this is appropriate
- To review information from assessment statistics in order to contribute to the monitoring and evaluation of standards, targets, progress, and attainment.
- To observe, by agreement with teaching and other staff, lessons or other activities in order to gain an understanding of teaching and learning strategies and resources available
- To be familiar with information from other sources (e.g. Local Authority, OFSTED)
- To provide a termly report to the Curriculum Committee or full governing body

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