The Rosary Catholic Primary School

Aspire, Believe, Achieve: Together in Christ

POLICY

GOVERNING BODY STANDING ORDERS

Policy Approved by:	Full Governing Body
Date of Approval:	March 2024
Date of next Review:	May 2025

The Rosary Mission Statement

‘Together, as God’s children,
We realise our dreams,
inspiring and encouraging one another
to reach our true potential,
transforming our world
through our unique gifts.’

Document Owner and Approval

The Executive Head Teacher is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with School’s policy review schedule.

A current version of this document is available to all members of staff on the school website

Signature: Date:

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013. While these regulations provide a basic framework the governing body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

1 Roles of the Governing Body and Executive Head Teacher (Part 2, Regulation 6)
The governing body must operate in accordance with the following principles:

1.1 The functions of the governing body include the following core strategic functions —
(a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
(b) ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and
(c) ensuring the sound, proper and effective use of the school's financial resources.

1.2 In exercising their functions the governing body will —
(a) act with integrity, objectivity and honesty and in the best interests of the school; and
(b) be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.

1.3 The Executive Head Teacher's responsibilities include—
(a) the internal organisation, management and control of the school; and
(b) the educational performance of the school.
(c) the head teacher is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body

2. Governing Body Constitution and Membership

The constitution of the governing body, appointing bodies and terms of office for each category of governor are set out in the Instrument of Government (Appendix A)

2.1 All governors are asked to complete a skills audit which informs future appointments and helps identify our training and development needs. The governing body will review its skills and representation as require and agree a strategy for recruiting to any vacancies

2.2 This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Co-opted and Local Authority governors:

- Co-opted governors are persons "who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school".
- Local Authority governors are persons who are nominated by the local authority and appointed by the governing body "having, in the opinion of the governing body, met any eligibility criteria that they have set".

2.2.1 Procedure for co-options:

- Candidates for co-option will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school
- a decision on co-option will be made at a quorate meeting of the full governing body

- the agenda for the meeting should include "Appointment of a co-opted governor" as a separate item. The names of candidates should appear on the agenda and copies of their statements circulated with papers in advance.

2.2.2 Procedure for Local Authority governor appointments:

- on notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee
- the chair / other designated governor will meet the LA nominee and if content that the person meets the governing body's criteria will propose that person to the next full governing body meeting with relevant supporting personal details.
- the agenda for the meeting will include "Appointment of an LA governor" as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.

3. Election of Chair / Vice-chair **(Part 3, Regulation 7)**

All governors other than those who are under 18, pupils or paid to work at the school are eligible to stand as the chair or vice-chair of governors.

3.1 Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school the term of office will be until the first meeting of the governing body in the autumn term following the election.

3.2 Where a vacancy arises before the end of an incumbent's term the governing body will elect one of their number to fill that vacancy at their next meeting.

3.3.1 Election procedures

The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda. Candidates must withdraw during discussion and vote.

a) The clerk to governors will invite nominations in advance of an election date
b) The agenda for the meeting will include "Appointment of a chair and vice-chair" as separate items. The names of candidates will appear on the agenda – where known.
c) Where there are no advance nominations the clerk will invite nominations at the meeting
d) Candidates will be invited to make a short statement before withdrawing.
e) Voting will usually be by a show of hand, but a secret ballot may be used.
f) In the event of a tie a decision will be made by drawing lots / tossing a coin

4. Functions of the Clerk (Part 3 Reg 11)

The governing body must appoint and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the Executive Head Teacher. However if the designated clerk fails to attend a meeting, an associate member or a governor who is not the Executive Head Teacher may act as clerk for that meeting.

4.1 The clerk is responsible for:

- ensuring the efficient functioning of the governing body
- convening meetings of the governing body
- issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors
- attending governing body meetings; producing draft minutes for agreement by the chair within 14 days of the meeting, ensuring that minutes are agreed and signed by the chair at the next meeting and that signed minutes are securely stored at the school
- maintaining a register of governors and associate members and reporting vacancies
- maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- providing advice to the governing body on the exercise of its functions
- Additional administrative support for governing body functions by agreement.

5. Meetings and Proceedings (Part 4 Regs 12 - 16)

5.1 The number of full governing body meetings per annum will be a minimum of 3.

5.2 The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year

5.3 Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given.

5.4 The agenda will be prepared by the clerk in consultation with the chair and Executive Head Teacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 14 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and Executive Head Teacher. The final decision on the agenda is for the chair.

5.5 Any other business: will appear as the final item on the agenda and should be notified to the clerk 48 hours in advance of the meeting. The governing body will decide whether any such item is to be discussed or dealt with in an alternative way. In general only “for information” items will be accepted; issues which require a report or decision will not be dealt with as AOB.

5.6 The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies. The quorum for any committee meeting is at least three governors who are members of the committee.

5.7 The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.

5.8 Where a governor is absent and has sent apologies to the clerk or the chair a reason for non-attendance must be given, and after one accepted absence further non-attendance will automatically incur refusal of apologies other than in exceptional circumstances.

5.9 All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive and note a report on any decision which it has delegated to a committee or an individual.

5.10 Participation in meetings by telephone, video conference or other remote means: is permitted providing it has been agreed in advance by the person chairing the meeting.

5.11 The only people entitled to attend a meeting of the governing body are governors, the Executive Head Teacher, the clerk and where appropriate, associate members. If the Executive Head Teacher is absent the deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting Executive Head Teacher.

5.12 The deputy Executive Head Teacher/assistant Executive Head Teacher may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development.

5.13 ***Minutes and papers : Within 14 days of the meeting the draft minutes will be sent by the clerk to the chair for checking. Once agreed the draft minutes will be sent to all members of governing body within 15 - 20 days of the meeting.***

5.13.1 The approval of the minutes of the previous meeting should be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.

5.14 The original signed minutes will be kept in a book / binder on consecutively numbered pages. They will be stored in a secure place in the school.

5.15 A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.

5.16 All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.

5.16.1 The clerk will log all correspondence to the governing body and may allocate it to an appropriate individual / committee. It will either be dealt with at the next GB meeting or that meeting will receive a report from whoever has dealt with the issue.

5.16.2 Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols

6. Conduct and suspension / removal of governors (Reg 17 / Constitution regulations)

6.1 The governing body has adopted a Code of Conduct for Governors (attached Appendix B) The code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy as part of their Induction programme.

6.2 Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the regulations.

7. Delegation arrangements (Regulation 18, 19 and 20)
The governing body may delegate many of its functions to a committee, an individual governor or to the Executive Head Teacher. It must review delegation arrangements annually. Delegation arrangements agreed by this governing body are shown as Appendix C (Scheme of Delegation).

7.1 No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.

7.2 The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.

7.3 The delegation arrangements for staff appointments are:

i) Support staff: Executive Head Teacher
ii) Teaching staff: Executive Head Teacher
iii) Senior staff: Executive Head Teacher & governing body

7.4 Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; Executive Head Teacher appraisal; exclusions; complaints: the governing body will adopt procedures set out in relevant policies.

8. Committees (Part 5 Regulations 21 - 26)

8.1 The governing body determines the constitution, membership and terms of reference of any committee and must review these annually. This governing body has the following committees. Terms of Reference are attached as Appendix D

Finance Committee (with Responsibility for Personnel & Premises)……..

Learning & Achievement Committee (with Responsibility for Children, Families and

Community).

Admissions Committee

Catholicity Committee

8.2 Associate Members: An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether or not the AM has voting rights on the committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.

8.2.1 The governing body has agreed the following arrangements for Associate Members:

- candidates will be asked to provide a statement outlining the contribution they can make to a particular committee
- a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body
- the agenda for the meeting will include "Appointment of an associate member to the (insert relevant committee). The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance
- Associate Members may serve on committees or panels as decided by the full governing body.

9. Governors' Allowances (Part 6 regs 27 – 30)

The governing body has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform his / her duty, subject to the restrictions set out in the Governor Expenses policy (shown as Appendix E/ available to view at the school) and to be made on provision of a receipt for the relevant amount. Governors are volunteers and cannot be paid for loss of earnings as a result of their work as a governor. All claims are subject to audit scrutiny.

10. **Pecuniary Interests / restrictions on taking part in meetings** (Schedule 1; Reg16)
A governor must declare an interest – direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff. If there is a dispute about whether a person should withdraw the governing body will decide on the matter

11.1 In addition members of staff may be asked to withdraw if the appointment of their successor is being discussed

11.2 Declaration of Interests will be a standard item on governing body and committee agendas

11.3 A register of Business Interests has been established and is available to view at the school office

Appendices

A – Instrument of Government
B – Code of Conduct for Governors
C – Scheme of Delegation
D – Terms of Reference
E – Expenses Policy

Appendix A

DIOCESE OF WESTMINSTER
THE ROSARY CATHOLIC PRIMARY SCHOOL
INSTRUMENT OF GOVERNMENT

1. The name of the school is The Rosary Catholic Primary School.
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster and in particular:
(a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
(b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of the Diocese of Westminster and is an exempt charity for the advancement of the Catholic religion by such means as the Archbishop may think fit.
4. The name of the governing body is: The Governing Body of The Rosary Catholic Primary School.
5. The Governing Body shall consist of sixteen governors of which there shall be:
(a) eight foundation governors
(b) three parent governors;
(c) one LA governor;
(d) the Executive Head Teacher;
(e) one staff governor;
6. Foundation governors shall be appointed and may be removed by the Archbishop of Westminster (or any other person exercising Ordinary jurisdiction on his behalf).
7. The term of office for every foundation governor shall terminate on 31st August following the third anniversary of the date of appointment. The term of office for staff and elected parent governors and the LA governor shall be four years.
8. This Instrument of Government comes into effect on the 1st September
9. This Instrument of Government was approved by the Diocese of Westminster on 14th May 2015 and made by order of Hammersmith and Fulham local authority on 27th August 2015.
10. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), and the Diocese of Westminster.

Appendix B

The Rosary Governing Body Code of Conduct based on NGA model

Once this code has been adopted by the governing board, all members agree to faithfully abide by it.

We agree to abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the school and local community.

7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's reputation in our private communications (including on social media).
13. We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each board member's contributions are valued equally.
4. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business and pecuniary interests
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.

6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the schoolt website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

The governing board **agrees** that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board

Appendix C

SCHEME OF DELEGATION

In addition to the Terms of Reference the Governing Body must agree and keep under review a scheme of delegation in financial matters including the level of delegation to the Executive Head Teacher and other staff for the day-to-day financial management of the school and make recommendations for change to the governing body.

The RosaryCatholic Primary School Scheme of Delegation *

Ordering of Goods and Services

See Summary of Financial Authorisation Levels - Appendix 1 of the Financial Management Policy

WRITE-OFFS

To be maintained by the School Business Manager and made available upon request.

TENDERS

For orders of goods/services over £10,000.00, 3 written quotes should be obtained.

CONTRACTS

Contracts of £20,000.00 in aggregate value must be authorised by the Finance Committee.

VIREMENTS

Virements between budget headings of amounts between £5,000.00 or more must be authorised by the Finance Committee. Virements of £20,000.00 or more to be authorised by the governing body.

SCHOOL FUND

Voluntary fund – separate from the school's budget/official money. Cheques to the value of £500.00 and above must be signed by 2 signatories.

Approved signatories – Head of School, Assistant Executive Head Teacher, School Business Manager, Administration Officer

Payroll

Approval of Appointments/Terminations/Changes – Executive Head Teacher/Head of School.

For the Executive Head Teacher, the SLT form must be countersigned by the Chair of the Governing Body.

Authorisation of Claim Forms – Executive Head Teacher, Head of School and Assistant Executive Head Teacher.

Controls Assurance Statement

The Chair of Finance or Chair of Governors will consider and sign the school's Controls Assurance Statement

Approved by Finance Committee / Governing Body .....

Date of review.....

Appendix D

Terms of Reference

Finance Committee (with Responsibility for Personnel & Premises)

Membership

The Committee will comprise no fewer than 3 governors plus associate members as agreed by the governing body

Quorum

The quorum for meetings of the Committee is 3 governors including the Executive Head Teacher or her/his representative

Clerking

Clerk to the Governing Body

Meetings

The Committee will meet 3 times per year (at least once a term), in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Executive Head Teacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Finance Committee will oversee

- the school finances ensuring that the school operates within the financial regulations of the local authority, school finance policy and procurement code and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;
- the maintenance and development of the school site and premises;

- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled

In particular the committee will:

Finance

- keep under review the school's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the Executive Head Teacher for the day-to-day financial management of the school
- agree medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing body
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the school development plan;
- Monitor the budget at least six times per year and ensure expenditure stays within agreed limits, reporting significant potential variances to the Governing Board the Chair of this Committee will review the second termly BMR ahead of feeding back any key points to the Governing Board
- monitor the use and impact of the school's pupil premium allocation in overcoming barriers to learning
- undertake the SFVS review and ensure appropriate action is taken in response to any identified shortfalls
- agree the award of contracts for services in accordance with the school's scheme of delegation and procurement code, and keep under review the effectiveness and value for money of contracts so awarded
- ensure that the "Governors' Fund" or other such fund is audited and appropriate records are kept
- determine, monitor and evaluate the charging policy for school activities – formerly in L &A TOR
- establish and keep under review procedures for governors to claim expenses; this appears on page 21 of this document
- agree the Charging & Remissions Policy ;

Premises, health and safety

- draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- Consider permissible lettings and agree charging structure
- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders. Independent schools, Academies and Free Schools have sole responsibility. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.

Staffing

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in

relation to the budget and the school development plan;

- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence, whistle blowing and pay, ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document and relevant professional standards and that staff are consulted and informed appropriately;
- to keep under review the appraisal / performance management policy and how staff objectives and CPD are linked to school improvement priorities
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and development and to report any emerging issues to the governing body
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- consider any issues referred by the Executive Head Teacher outside any scheme or policy adopted by the governing body.
- ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the Executive Executive Head Teacher's performance review group in relation to the Executive Executive Head Teacher's pay ***

**Anyone employed to work at the school other than the Executive Head Teacher must withdraw from this item

***Anyone employed to work at the school including the Executive Head Teacher must withdraw from this item

Terms of Reference agreed by the Governing Body on 8th Feb 2024

The terms of reference will be agreed annually by the governing body

Statutory policies and documents and those prioritised by the GB. Statutory policies and documents are listed below

- Performance management / Appraisal
- Capability arrangements
- Teachers' pay
- Data protection
- Health and safety/Premises management
- Accessibility plan

- Central record of recruitment and vetting checks
- Governors' allowances
- Publication of equality information and objectives (Public Sector Equality Duty)
- Register of business interests
- Staff discipline, conduct and grievance (procedures for addressing)

Additional policies:

- Dealing with allegations against staff
- Whistle blowing
- Charging

Finance Personnel & Premises Membership

Natasha Rupasinghe (Chair)

Dilrukshi Fernando (Vice Charir)

Karen Cunningham

Pratibha Kanwar

Hayley Plant

Meg Sanusi

Ewa Dulko (observer)

Fiona Bass (observer)

Terms of Reference

Learning & Achievement Committee (with Responsibility for Children, Families & Community)

Quorum

The Committee will comprise no fewer than three governors plus associate members as agreed by the governing body.

Membership: – Fr Luigi Morrone

Karen Cunningham

Hayley Plant

Monica Goncalves

Caroline Holt

Fiona Bass (observer)

Angela Dodd (observer)

Clerking

Clerk to the Governing Body is Helen Boundy

Meetings

The Committee will meet at least 3 times a year, in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Executive Head Teacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Learning & Achievement Committee will oversee pupil progress and achievement, quality of teaching to ensure the school provides a high quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

In particular the committee will:

- recommend / report to the governing body on pupil progress and attainment
- monitor school based, local and national performance data and reports (e.g. Raise Online), evaluating progress and achievement and analysing the performance of different groups and subjects
- keep under review the quality of teaching and learning and the professional development needs of staff;
- keep under review the SEN policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
- monitor and evaluate the progress and attainment of vulnerable or low attaining groups e.g. children eligible for free school meals, looked after children, young carers, and evaluate the effectiveness of provision, e.g. the use of the Pupil Premium;
- monitor and evaluate the progress and attainment of gifted and talented pupils
- monitor EAL provision and ensure that the needs of children are met
- keep under review policies and provision for sex and relationships education, religious education and collective worship and make recommendations to the governing body as necessary;
- ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress;
- determine, monitor and evaluate the range and the impact of extended activities on pupil learning;
- agree holiday dates (VA schools only) and any changes to school session times.

The Learning & Achievement Committee will oversee the school's contribution to pupil well-being, and parental and community engagement including the behaviour and safety of pupils, promotion of healthy lifestyles and contribution to the school and wider community and will:

- keep under review policies designed to promote good behaviour and discipline and associated policies e.g. anti-bullying, monitor their implementation and evaluate outcomes e.g. the impact on exclusions in the school;
- monitor attendance and evaluate strategies designed to maximise it
- keep under review any trends in pupil exclusions and strategies designed to minimise exclusions
- establish a safeguarding and child protection policy that meets all requirements, monitor and evaluate the effectiveness of safeguarding procedures and make recommendations to the governing body to address any emerging issues
- keep under review the way in which pupil views are taken into account, including the school council
- monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations;
- monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the publication of information on the school website, complaints procedure and home-school agreement

- monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion;
- monitor the range of the extended school offer including after school clubs, school performances and visits and evaluate its impact;
- monitor and evaluate the welfare requirements of the Early Years Foundation Stage (if applicable);
- monitor the involvement of the West London Zone and its impact on pupil outcomes

The terms of reference will be agreed annually by the governing body

Statutory policies and documents

•School behaviour policy
•Admission arrangements
•Complaints procedure
•Freedom of information Scheme, including Publication Scheme and Data Protection
•Home School Agreement
•Publication of equality information and objectives (Public Sector Equality Duty)
•Register of pupils
•Information publication on the school website
•Sex education
•Special Educational Needs
•Publication of equality information and objectives (Public Sector Equality duty)

Additional policies and documents

• Attendance
•Child protection
•Prospectus
•Teaching and Learning
•Curriculum related policies
•Collective Worship
•SEF & SDP

Terms of Reference

Admissions Committee

Membership Caroline Holt

Karen Cunningham

Hayley Plan

Meg Sanusi

Ewa Dulko (observer)

Fiona Bass (Observer)

Quorum

The quorum for meetings of the Committee is 3 governors including the Executive Head Teacher or her/his representative

Clerking

These meetings are clerked internally

Meetings

The Committee will meet 2 times per year, in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Executive Head Teacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Admissions Committee will:

- Draft the Admissions Policy and recommend it to the Governing Body in the Autumn term.
- Consider and respond to consultations on the Admissions Policy.
- Apply the Admissions Policy in managing the admission of pupils to the school.

The terms of reference will be agreed annually by the governing body

Statutory policies and documents and those prioritised by the GB. Statutory policies and documents are listed below

- Admissions Policy

Executive Executive Executive Head Teacher's Performance Review Panel: Chair's of both schools and CEO of academy

The RosaryCatholic Primary School
Governors' Expenses Policy

Introduction:

The School Governance (Roles, Procedures and Allowances)

1. The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

2. Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing body), is not out of pocket where the School has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

Child care or babysitting expenses.
Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees, approved governor training/conferences or is otherwise representing the School or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

Governors with a special need
Where the School or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Governors whose first language is not English
The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

Telephone charges, photocopying costs and stationery

The above may be reimbursed where the governor is unable to use the facilities of the School in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Travel and subsistence
Mileage may be claimed where the distance between the governors' home and the School or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of 40p per mile for the miles travelled in excess of 10 miles. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming
To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made on the approved form to Mrs Ewa Dulko, School Business Manager, and authorised by the Executive Head Teacher.