

ST. RICHARD'S CATHOLIC COLLEGE

GOVERNING BODY TERMS OF REFERENCE

2018-2019

(updated December 2018)

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The role of the Chair of the Governing Body

1. To ensure the business of the Governing Body is conducted properly, in accordance with legal and East Sussex County Council delegation requirements.
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
3. To establish and foster an effective relationship with the Principal based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Principal and provides strategic direction.

Disqualification: the Principal, Staff Governors, Pupils

The role of the Clerk to the Governing Body

1. To work effectively with the Chair of Governors, the other Governors and the Principal to support the Governing Body.
2. To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
3. To convene meetings of the Governing Body.
4. To attend meetings of the Governing Body and ensure minutes are taken.
5. To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
6. To give and receive notices in accordance with relevant regulations.
7. To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification – Governors, Associate Members, the Principal

The role of the Chair of a Committee

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

Disqualification – none

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Governing Body Terms of Reference

The Governing Body needs to take a strategic role, act as a critical friend to the College and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

1. To agree constitutional matters*, including procedures where the Governing Body has discretion.
2. To recruit new members as vacancies arise and to appoint new governors* where appropriate.
3. To hold at least three Governing Body meetings a year*.
4. To appoint or remove the Chair and Vice Chair*.
5. To appoint or remove a Clerk to the Governing Body*.
6. To establish the committees of the Governing Body and their terms of reference*.
7. Committee terms of reference are to be reviewed annually by the Governing Body and each Committee is responsible for ensuring the strategic development and monitoring of the areas of College activity and life which fall within its delegated remit (as outlined in its terms of reference).
8. To appoint the Chair of any committee (*if not delegated to the committee itself*).
9. To suspend a governor*.
10. To decide which functions of the Governing Body will be delegated to committees, groups and individuals*.
11. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*.
12. To approve the first formal budget plan of the financial year.
13. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
14. To review the delegation arrangements annually.
15. Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.

****these matters cannot be delegated to either a committee or an individual***

Membership: As per the Instrument of Government

Disqualification: As per Regulation 20 and Schedule 6 of the Constitution Regulations

Quorum: One half of the number of Governors in post (as long as Foundation Governors are in the majority).

Governing Body Membership - December 2018

Name	Governor	End of term of office
Doreen Cronin, Principal	Staff	n/a
Glenn Clark	Staff	31/10/2019
Ian Bratley	Foundation	31/08/2021
Kay Parkin	Foundation	22/02/2022
Richard Parker-Harding	Foundation	31/08/2021
Alison Horan	Foundation	02/11/2019
Patrick McDonald	Foundation	pending
Simon Hamilton-Burns	Foundation	13/10/2019
Fr Simon	Associate Governor	2/9/2022
Sarah Ellis	LA Governor	1/22/2020
Amber Towersey	Parent Governor	02/12/22
Clifford Hayes	Parent Governor	02/12/22

Chair of the Governing Body:

Alison Horan

Vice-Chairs of the Governing Body:

Richard Parker-Harding / Simon Hamilton-Burns

Clerk to the Governing Body:

Diane Johnson

Quorum:

One half of the number of Governors in post

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Strategic Leadership Group Terms of Reference

The Strategic Leadership Group is expected to work closely with the senior managers of the college to develop strategy leading to school improvement

1. To agree, by early in the summer term, the programme of work and calendar of meetings for the Governing Body and its committees for the following academic year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
2. To monitor the progress of work being undertaken by committees and individuals.
3. To consider recommendations made by committees with regard to the working of the Governing Body.
4. To establish and keep under review a protocol for the Governing Body.
5. To establish and keep under review arrangements for Governor visits to the college.
6. To oversee arrangements for Governor involvement in formulating and monitoring the College Improvement Plan.
7. To make recommendations to the Governing Body to establish exceptional working arrangements ("Working Parties") where particular circumstances arise e.g. a working party to oversee a building project.
8. To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Principal.
9. To undertake tasks delegated to them by the Governing Body.
10. To carry out an annual review of the structure of the Governing Body and make recommendations for any changes.
11. To carry out a Governor skills audit and assign governors to the Strategic Organisation committee as appropriate.
12. To audit individual and collective development needs and promote appropriate training.
13. To receive and approve all college policies.

Quorum (minimum of three, committee can determine higher number)

Strategic Leadership Group Membership

Chair of Governors

Principal

Chair of Strategic Organisation Committee (Kay Parkin)

Clerk to attend to take notes

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Strategic Organisation Committee Terms of Reference

The Strategic Organisation Committee is expected to work within the following terms of reference.

1. To elect a Chair.
2. To appoint a Clerk.
3. To monitor progress against the priorities of the College Improvement Plan particularly those related to finance & premises targets.
4. To undertake monitoring visits to the college.
5. To make regular reports to the Strategic Leadership Group and the Governing Body.
6. To meet at least three times, spread throughout the year.
7. To monitor monthly expenditure.
8. To establish and maintain an up-to-date three year financial plan.
9. To benchmark school financial performance against similar schools.
10. To monitor and evaluate the management of the School Fund and Governors Fund.
11. To consider a budget position statement, including virement decisions, at least termly and to report to the Governing Body any significant anomalies from the anticipated position.
12. To ensure that the college operates within the financial regulations of the Local Authority.
13. To review annually charges and remissions policies and expenses policies.
14. To make decisions in respect of service agreements.
15. To make decisions on expenditure following recommendations (from the Principal or the Governing Body).
16. To ensure that Health & Safety regulations are followed and are prioritised appropriately.
17. To allocate sufficient funds in the annual budget to provide for pay increments as recommended under Performance Management/Appraisal arrangements.
18. The pay committee of the Governing Body has delegated power to decide all pay matters. The committee will have full powers to make decisions within the pay policy adopted by the Governing Body.
19. In the light of the Principal Performance Management Group's recommendations, to allocate/determine whether sufficient funds have been made available to cover recommended increments.
20. To ensure that the requirements of the Schools Financial Value Standard in Schools (SFVS) are being maintained or worked towards.
21. To keep under review the long term development of the college.
22. To ensure the college operates within the financial regulations of the Diocese of Arundel and Brighton registered charity number 252878.

Strategic Organisation Committee Membership

Name of Governor	Date appointed to the Committee
Richard Parker-Harding	October 2013
Doreen Cronin	October 2013
Patrick McDonald	October 2013
Ian Bratley	January 2015
Simon Hamilton-Burns	October 2015
Alison Horan	October 2016
Kay Parkin	February 2018

Chair of Committee	Kay Parkin
Vice Chair of Committee	Richard Parker-Harding
Clerk to the Committee	Diane Johnson
Quorum	Three (<i>the Committee can determine higher</i>)
Business Manager	Alison Pain

Disqualification: Any relevant person employed to work at the college other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the college.

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Teaching and Learning Committee Terms of Reference

The Teaching and Learning Committee brief is now part of the Full Governing Body meeting with effect from September 2015. The listed tasks are covered by a variety of Governors.

1. To undertake monitoring visits to the college.
2. To always consider the spiritual well-being of the whole school.
3. To approve all college trips involving an overnight stay away from home.
4. To monitor the Curriculum policy.
5. To monitor progress against the curriculum and personnel targets of the College Improvement Plan.
6. To understand the performance data for the college.
7. To meet with the LMT and Subject Leaders within the college to gain an understanding of the scope of the curriculum targets and the activities the college is conducting to achieve success.
8. To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of targets.
9. To evaluate the extent of success at the end of the set timescale.
10. To monitor pupil achievement against published targets.
11. To monitor pupil numbers.
12. To monitor the impact of any extended services provided against pupil achievement.

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Pupil Discipline Committee Terms of Reference

1. To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*).
2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*).
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*).
4. To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
5. To review the Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee.
6. To decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. This may be delegated to the Chair/Vice Chair in cases of urgency.

Pupil Discipline Committee Membership – 3 or 5

The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a Governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a Governor, four members consider an exclusion, the chair has the casting vote.

Nominated governors: Pat McDonald
Sarah Ellis
Richard Parker-Harding
Glenn Clark

Disqualification: The Principal
Any Governor with prior knowledge of the pupil or the incident.

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Principal's Performance Review Group Terms of Reference

1. To arrange to meet with the External Adviser to review the Principal's performance targets.
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
3. To monitor through the year the performance of the Principal against the targets.
4. To make recommendations to the Strategic Organisation Committee in respect of increments for the successful meeting of targets set.

Principal's Performance Review Group Membership

The Governing Body may appoint two or three governors to be a reviewer. Where the Governing Body of a voluntary aided school appoints two governors, one of them must be a foundation governor of the school. Where they have appointed three governors, a minimum of two of them must be foundation governors.

Name of Governor	Date appointed to the Committee
Richard Parker-Harding	December 2013
Alison Horan	October 2016
Pat McDonald	October 2013

Disqualification –The Principal and Staff Governors

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Pay Committee Terms of Reference

The Pay Committee of the Governing Body has delegated power to decide all pay matters, as set out in the Strategic Organisation Committee Terms of Reference agreed by the Governing Body. No decisions will be notified to staff until the full Governing Body has been notified. The committee will have full powers to make decisions within the Pay Policy adopted by the Governing Body. The terms of reference are as follows:

1. To achieve the aims and objectives of the college pay policy.
2. To apply the criteria set by the policy, including linkages with the school Appraisal Policy, in determining the pay of each member of staff.
3. To observe all statutory and contractual obligations.
4. To ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document.
5. The pay committee of the Governing Body has delegated power to decide all pay matters. The committee will have full powers to make decisions within the pay policy adopted by the Governing Body.
6. To ensure that all pay decisions have regard to the legislation outlined in Basic Principles (section 2) of the college Pay Policy.
7. To recommend the annual pay budget, including pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to decide performance pay progression.
8. To minute clearly the reasons for all recommendations / decisions and to report these to the full Governing Body.
9. To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1 September.
10. To ensure that staff know the procedure for making an appeal against pay decisions.
11. To ensure that there are clear job descriptions for each post at the college, so that additional allowances can be awarded in a fair, equitable and consistent manner.
12. To keep abreast of developments influencing pay considerations and to advise the Governing Body when the pay policy needs to be reviewed.

College Pay Committee Membership

Members of the Pay Committee will comprise members of the Strategic Organisation Committee elected by the Governing Body. Where the Principal is not a member of the Strategic Organisation Committee, they will be entitled to attend all meetings in an advisory capacity.

PECUNIARY INTEREST

No Governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

PROCEDURE

The full Governing Body will receive the report of the Strategic Organisation Committee in the confidential section of the agenda. Once decisions have been made, members of staff will be advised in writing.

Every teacher's salary must be reviewed annually, with effect from 1st September. A written statement of pay must be sent to each teacher by 31st October each year.

Pay Committee Membership

Name of Governor	Date appointed to the Committee
Patrick McDonald	October 2013
Richard Parker-Harding	October 2013
Alison Horan	October 2016
Doreen Cronin	October 2013

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Admissions Committee Terms of Reference

The Admissions Committee is a statutory committee of the Governing Body. It is delegated to act on behalf of the Governing Body in reviewing the admissions policy, considering applications and offering places to prospective pupils. This is to be done in a manner which supports the Catholic ethos of the school and promotes effective education for the pupils of the school and of surrounding schools.

The Admissions Committee is expected to work within the following terms of reference:

Responsibilities

The committee will:

- Review and determine the school's admission arrangements on an annual basis, taking account of statutory requirements, the directions contained in the current School Admissions Code, and the advice given by the Diocese of Arundel and Brighton;
- Consult with the Diocese of Arundel and Brighton on all admission arrangements, each year during the autumn term of the determination year;
- If changing the admission arrangements, go out to consultation in the time period laid out in the Admissions Code and to the prescribed consultees.
- Determine the published admission number for each year group, in keeping with statutory requirements;
- Send determined arrangements to the Local Authority, the Diocese and post on the school's website in keeping with statutory requirements;
- Ensure that the school website is ready early in the autumn term in order that parents may have full information as soon as possible including the closing dates for the receipt of applications;
- Ensure that all paperwork (including the admissions policy and Supplementary Information Form) are ready to give/send to parents early in the autumn term;
- Consider all applications to the school, ranking them against the published oversubscription criteria for that year;
- Inform the Local Authority in a timely manner of the pupils to whom governors wish to offer a place;
- Create and maintain a ranked waiting list for those who wish to be listed;
- Make sure that those who are not offered a place are informed of their right of appeal;
- Consider all in-year applications and tell the Local Authority whether or not a place has been offered, ensuring that unsuccessful candidates are informed of their right of appeal. Create and maintain a ranked waiting list for each school year;
- Publish on the school website the appeals timetable by 14th April each year;
- Ensure all waiting lists are updated on an annual basis;
- Ensure that annual consultation takes place (where necessary) with statutory consultees;
- Where appropriate to prepare and carry out appeals against Local Authority directions to admit pupils;
- To prepare a response to admissions appeals on behalf of the Governing Body and delegate a member to attend appeals hearings as presenting officer.
- The committee shall meet as necessary. Admissions should be a regular item in the Principal's Report to Governors.

Reporting

- The Admissions Committee will report to the full Governing Body at the first meeting following each committee meeting;
- Minutes of the Admissions Committee will be presented to the full Governing Body for ratification at the first meeting following the committee meeting;
- The full Governing Body remains responsible for any decisions taken on its behalf by the Admissions committee.

Review

These terms of reference will be reviewed annually by the Governing Body at the first meeting of the academic year. However, the Governing Body may withdraw these delegated powers at any time.

Membership

- The Admissions Committee shall consist of a minimum of three members, one of whom shall be the Principal;
- The parish priest of any parish from whom applications are received may not sit on the Admissions Committee of this Governing Body;
- The members of the Admission Committee will appoint a chairperson at the first meeting of each academic year.

Quorum

The quorum of the committee shall be three governors.

Clerk

A clerk will be appointed, who may be the clerk to the Governing Body or another Governor, but may not be the Principal.

Admissions Committee Membership

Name of Governor	Date appointed to the Committee
Doreen Cronin	October 2013
Patrick McDonald	October 2013
Simon Hamilton-Burns	October 2015
Ian Bratley	September 2017

Chair of Committee Simon Hamilton-Burns

Vice Chair of Committee Patrick McDonald

Clerk to the Committee Diane Johnson

Quorum Three

Disqualification: The parish priest of any parish from whom applications are received may not sit on the Admissions Committee of this Governing Body.

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Delegation of Responsibility to Individuals Terms of Reference

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference

1. To liaise with the appropriate member(s) of staff.
2. To visit the college with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the college.
3. To regularly report to the Governing Body, or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility.
4. To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
5. To attend training as appropriate.

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

Delegations of responsibility to be reviewed annually

Date for Review: March 2019