

St Columba's Catholic Primary School

Full Governing Body Terms of Reference 2020.21

Reviewed/Approved at Full Governors 08.12.20	
Signed Governor <i>Fr. C McCoy</i>	Signed Headteacher <i>M Evans</i>

Meetings:

1. The Committee will meet normally 5 times during the academic year or otherwise if required. The initial meeting to agree the School Development Plan (SDP) and Governor Improvement Plan (GIP) and the final meeting of the year will review progress against the success criteria for each priority in the SDP and GIP.
2. Agenda will be agreed by Chair with clerk and Headteacher with reference to TOR and sent to committee members at least seven days before the meeting with relevant papers.
3. The meetings will be minuted by the clerk. The minutes will highlight questions asked by the Governors to support and challenge the school. The minutes will be available within 10 working days of the meeting being held.
4. The Clerk to Governors will keep a record of all meetings.

Membership:

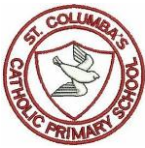
1. The Committee will consist of:
 - a. 12 Governors (as constituted)
 - b. Associate members nominated by Headteacher and/or Governors and agreed with FGB
2. The Chair and Vice Chair of this committee will be identified by FGB and serve a 2 year term and then subject to review by the FGB

Quorum:

- 7 Governors (or over half of appointed Governors) and to include the Headteacher (or nominated representative) will represent a quorum.

Focus:

- Establish and develop the strategic direction of the school in collaboration with the headteacher/leadership team, staff, parents/carers, pupils and other stakeholders
- Act as a critical friend to the school and be accountable for its decisions
- Review FGB 'Instrument of Government' as appropriate to ensure the governing body has the skills and capacity to move the school forward (including regular audit of skills required of the Governing Body)
- Agree and review the mission and aims of the school as required and/or deemed appropriate
- Monitor and review the school's progress through the relevant committees – see Terms of Reference for each committee
- Review (annually) the overall progress made by the school, based upon an agreed annual cycle of committee meetings which monitor and review delegated GIP/SDP priorities
- To continue to develop the partnership with parents, carers and the pupils and to seek their views in helping the governing body, senior management and all staff in moving the school forward
- Ensure effective succession planning for both the Governing Body and the school
- Appointment and review of the work of the clerk to governors
- Ensure the effective induction of new governors
- Approve the annual budget taking account of:



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- a) The need for financial stability
- b) Appropriate deployment of resources including staffing levels and deployment
- c) Succession Planning
- d) Meeting the requirements of external bodies
- Maintain a schedule of statutory policies and ensure committees monitor and review such policies against agreed timescales, and ensure such policies are in place.

Key statutory requirements and school policies to be monitored and reviewed by the FGB Committee:

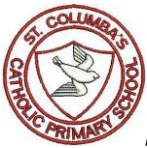
Data protection
TOR FGB
Home/School Agreement
Register of business/pecuniary interests
Code of Conduct for Governors
Grievance Policy
Instrument of Government
Relationships, Sex Education
Freedom of Information
Information on the school website

Standing items:

- **Monitor progress for priorities identified in the SDP and GIP**

Finance, Personnel and Environment Focus:

1. To provide support and guidance to the Headteacher and Governing Body on all matters relating to the school premises, grounds, security and health and safety.
2. To approve tenders and arrangements for maintenance, redecoration and improvements within the constraints of the budget allocated for this purpose.
3. To receive reports, from the Governor with responsibility for health and safety and risk assessments, and to ensure that the school complies with health and safety regulations.
4. To review the lettings arrangements and hiring fees annually for the approval of the Governors.
5. To prepare a budget, annually, for the approval of the Governors.
6. Authorisation of the 3 year financial plan.
7. Setting financial priorities through the School Development Plan.
8. Review termly budgetary income and expenditure.
9. Confirm salary of Head Teacher and report to Performance & Pay Committee and Full



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Governing Body

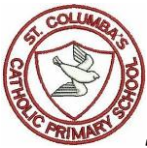
10. Authorisation of non budgeted expenditure and virements.
11. To approve financial regulations and procedures on an annual basis.
12. To review the level of delegation to the Headteacher for the day -to-day financial management of the school budget, for the approval of the Governing Body
13. To ensure the 'Best Value' is achieved in financial transactions.
14. To receive, and where appropriate, respond to periodic audit reports of public funds
15. To ensure that non-public funds (e.g. school private funds) are audited and that a certificate of audit is presented to the Governing Body.
16. To approve policy documents as and when required for submitting to Full Governing Body for approval.
17. Act as a critical friend to the school on all financial matters.
18. Ensure the most recent 'Charging and Remissions' policy is on the school website

Key statutory requirements and school policies to be monitored and reviewed by the Finance and Personnel Committee:

■ TOR Finance and Premises Committee
■ Adverse Weather Procedures
■ Asset Management Policy
■ Charging and Remissions Policy
■ Confidential Reporting Policy
■ Critical Incidents Policy
■ Emergency Evacuation Plan incl Bomb Threats
■ Emergency School Closure Policy
■ Finance Procedures/Scheme for Financing Schools
■ Governor Allowances Policy
■ Health and Safety Policy including Site Security/Medical
■ Premises management
■ Use of School Buildings Policy

Standing items:

- Report from Health & Safety Officer
- Report from the School Business Manager
- Bad Debts Report



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Lead Governors reporting to the Finance and Personnel Committee:

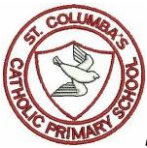
- Governor liaison with Health and Safety officer

Key Questions for Governors to support and challenge the school:

- **Monitor & Review Health & Safety**
 - Which activities are covered by the health & safety law?
 - What are the key health & safety roles in school?
 - Who in school has the responsibility for health & safety?
 - How do we ensure the health and safety requirements are met?
- **Monitor & Review the School Budget**
 - What % of the school budget has been spent to date?
 - Which areas of the school budget are overspending and why?
 - Why has the school requested virements?
 - Has the School Fund been audited?
 - How much is the school owed on bad debts?
 - What is the % of budget before claw back?
 - Ensuring monitoring of finance (see Appendix 1)

Appendix 1

		Full Governing Body	Finance Committee	Chair Committee and Head	Head	School Business Manager/ Finance Officer	Admin Officer
	Approval of Annual Budget/3 Year Plan	√	√				
	Variations to budget heads (Virement) over £3,000.				√		
	Variations to budget heads (Virement) under £1,000.				√		
At all times the procedures and requirements outlined in Scheme for Financing Schools will be Applied.	Authorise expenditure Over £60,000	With the Archdiocese LA					
	Authorise expenditure up to £60,000	With the Archdiocese LA					
	Authorise expenditure up to £25,000	√					
	Authorise expenditure up to £10,000			√			
	Authorise expenditure up to £3,000				√		
	Authorise expenditure up to £1,000					√	
	Authorise expenditure up to £500						√



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	Authorise Petty Cash up to £500				√		
	Appointment and salary of all permanent staff	√					
	Appointment and salary of temporary staff	√	√				
	Appointment and salary of supply staff	√	√				
	Appointment and salary of Head Teacher	√					

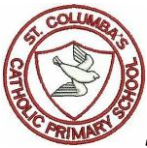
Authorisation of Revenue and Leasing Contracts	All revenue and leasing contracts should be tendered and authorised as per the Standing Orders for Contracts Entered Into By School Governing Bodies , contained in 2.11 of the Borough Scheme for Financing Schools.
Authorisation of Capital Contracts	All capital contracts should be tendered and authorised as per the Standing Orders for Contracts Entered Into By School Governing Bodies , contained in 2.24 of the Borough Scheme for Financing Schools and subject to appropriate authorisation of capital funding.

Standards and Quality Focus:

1. Monitor and review the quality of teaching
2. Monitor and review the quality of classroom support
3. Monitor and review the appropriateness of provision of continual professional development to support teachers, teaching staff, administrative staff and others employed by the school
4. Monitor and review school provision for the assessment and tracking of pupil progress
5. Monitor and review pupil progress and attainment:
 - On a termly and annual basis according to phase/class
 - Of specific groups such as those who are the 'Most Able', 'Pupil Premium', SEND, EAL, LAC, by ethnicity and gender
 - By comparing school performance to national benchmarks (RAISEonline, Dashboard, FFT) and similar schools
 - By identifying trends over time (normally 3 years)

Key Questions for Governors to support and challenge the school:

- Is the mission and aims of the school being achieved?
- Do we need to review the mission and aims of the school to ensure they are appropriate and relevant to the pupils and the community we serve?
- Does the budget enable the school to achieve the strategic vision, aims and SDP priorities?



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- Do the Governors have a clear and shared view about the strategic direction of the school?
- Does the Governing Body have the capacity and skills to support and challenge the school and deliver the TOR for each committee?
- How do we ensure the SDP and GIP priorities are challenging and appropriate?

- Is the school making sufficient progress in addressing priorities eg as identified in the SDP, GIP and external reviews such as Ofsted, LA audits etc?
- Are we planning effectively for succession planning eg school leadership and management, staffing, governance?
- Are we developing an effective partnership with parents/carers, the children, the local community and other stakeholders?
- Are the school policies effective and address statutory requirements?

References to Ofsted to support work of committee:

See 'The Framework for school inspection' published May 2019. This publication is available at www.reports-ofsted.gov.uk

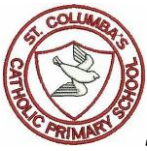
See also 'School inspection handbook' published May 2019

This publication is available at www.reports-ofsted.gov.uk

The relevant Governors should familiarise themselves with the expectations of Ofsted in relation to the TOR for this committee.

Inclusion and Safeguarding Focus:

1. Implement, monitor and review the new Special Educational Needs (SEND) regulations
2. Monitor and review the deployment and impact of pupil premium funding (in collaboration with the Standards and Quality Committee (including updating of Pupil Premium Report on School Website
3. Review and update Safeguarding and Child Protection Policy and monitor with regard to 'checklist' issues
4. Monitor and review pupil behaviour including rates of exclusions and incidents of bullying and racism
5. Monitor and review pupil rates of attendance, punctuality and absences
6. Monitor and review 'Achievement for All' activities and their impact on pupil progress and attainment (in collaboration with the Standards and Quality Committee
7. Monitor and review the provision for the more able, gifted and talented identified pupils
8. Monitor and review the provision for social, moral, spiritual and cultural development



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of children

9. Monitor and review the school's admission policy and received and respond to appeals when required
10. Ensure most recent behaviour policy is on the school website

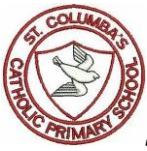
Key statutory requirements and school policies to be monitored and reviewed:

Accessibility, Disability and Equality Policy
Admissions Policy
Child Protection and Safeguarding Policy
TOR Inclusion and Safeguarding Committee
Anti-Bullying Policy
Attendance Policy
Behaviour Policy including written statement
Healthy Eating Policy
More Able, Gifted and Talented Policy
SEN Policy
Spiritual, Moral, Social and Cultural Development Policy

Standing items:

The standing items listed below will be included in the agenda of all scheduled Standing Committee Meetings

- SEND
- PUPIL PREMIUM
- ACHIEVEMENT FOR ALL
- SAFEGUARDING AND CHILD PROTECTION
- BEHAVIOUR AND SAFETY OF PUPILS
- RATES OF EXCLUSIONS
- RACIST INCIDENTS AND BULLYING
- ATTENDANCE, PUNCTUALITY AND ABSENCES
- MORE ABLE, GIFTED AND TALENTED
- SMSC
- LEAD GOVERNOR REPORTS



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Lead Governors:

SEND: Margaret Boardman

SAFEGUARDING AND CHILD PROTECTION: Margaret Boardman

BEHAVIOUR, ATTENDANCE AND PUNCTUALITY: Mary Russell

Key questions for governors to support and challenge the school:

- 1) Have the new SEND regulations been implemented and reviewed? Are all staff and Governors aware of changes?
- 2) Does evidence exist to confirm that the deployment of Pupil Premium funding has achieved maximum impact within school?
- 3) Is the Safeguarding and Child Protection policy managed as an ongoing working document
- 4) Have behavioural standards been set and achieved throughout the school and targets met for attendance and punctuality?
- 5) Is the criteria for selecting pupils to join the More able, gifted and talented group clearly defined? Are MA, G and T pupils monitored effectively to note accelerated performance requirements?
- 6) Are Social, Moral, Spiritual and Cultural principles embedded within the School's culture?

EXCEPTIONAL CIRCUMSTANCES

EPIKEIA The principle in ethics that a law can be broken to achieve a greater good.

In the event of such circumstances St Columba's Governors Standing Committee will sanction all Key Statutory Requirements.

References to Ofsted to support work of committee:

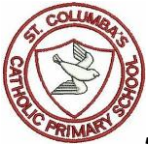
See 'The Framework for school inspection' published May 2019 for use in schools from September 2019. This publication is available at

www.gov.uk/government/collections/education-inspection-framework?#guidance-for-education-provider

See also 'School inspection handbook' published May 2019 for use from September 2019.

This publication is available at www.gov.uk/government/publications/school-inspection-handbook-eif

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relation to the TOR for this committee.