



## Holy Cross Catholic Primary School Governing Body

In England, Wales and Northern Ireland, every state school has a governing body, consisting of specified numbers of various categories of governors depending on the type and size of school. Holy Cross Catholic Primary School is a voluntary aided school in the Trusteeship of the Archdiocese of Liverpool. The composition of the school governing body is summarized in the following table:

Category of Governor	No. of Governors in category
Foundation	7
Parent	2
Head teacher	1
Staff (elected staff governor)	1
Local Authority (nominated by the local authority and appointed by the Governing Body)	1
Co-opted	0
<b>Total size of Governing Body</b>	<b>12</b>

The total number of governors on the school governing body is 12 and the term of office for every governor is 4 years from the date of appointment.

Governors are volunteers who have an important part to play in working with the school, providing strategic leadership and accountability to ensure that the school delivers a good quality education. Governors appoint the head teacher and deputy head teacher. It is governors who hold the main responsibility for finance in the school, and it is governors who work with the head teacher to make the tough decisions about balancing resources.

Each individual governor is a member of a governing board, which is established in law as a corporate body. Individual governors may not act independently of the rest of the governing body; decisions are the joint responsibility of the governing body.

The head teacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing body. Working together with the head teacher, the key functions of the governing body are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- hold the head teacher to account for a school's performance
- make sure the school's budget is properly managed
- be a source of challenge and support to the head teacher (a critical friend)

**Serving Governors (December 2018)**

<b>Name</b>	<b>Category of Governor</b>	<b>Date Appointed</b>	<b>Term of Office</b>	<b>Appointed By</b>	<b>Business, pecuniary or material interests</b>
Mrs T Butler	Foundation Governor <i>Chair of Governors</i>	18/09/2012	17/10/2022	The Archbishop of Liverpool	Serves on Board of St Helens Young Carers
Mr C Reichardt	Foundation Governor <i>Vice Chair of Governors</i>	07/11/2013	06/11/2021	The Archbishop of Liverpool	
Mrs M Matthews	Headteacher	n/a	n/a	Automatically a member by virtue of office	Employee
Mrs Y Allen	Foundation Governor	18/06/2018	17/06/2022	The Archbishop of Liverpool	
Mrs A Friar	Foundation Governor	09/10/2017	08/10/2021	The Archbishop of Liverpool	
Mrs P Peel	Foundation Governor	18/10/2018	17/10/2022	The Archbishop of Liverpool	
Miss S Roughley	Foundation Governor	11/11/2015	10/11/2019	The Archbishop of Liverpool	
Vacancy	Foundation Governor			The Archbishop of Liverpool	
Mr A Kenney	LA Governor	26/03/2019	25/03/2023	Governing Body	
Mr S Pilling	Parent Governor	06/11/17	05/11/2021	Elected by Parents	
Mrs C Drought	Parent Governor	26/03/2019	25/03/2023	Elected by Parents	
Miss K Green	Staff Governor	05/03/2018	04/03/2022	Elected by School Staff	Employee
<b>Associates</b>					
Mrs J Reece	Associate Member (No voting rights)	n/a	n/a	Governing Body	Employee





## **ITEMS OF BUSINESS**

The following lists are suggested key tasks that our Governing Body will undertake throughout the 2018/19 academic year as part of our agenda planning process.

<b>Standard Governing Body Agenda Items</b>
Apologies for absence and consent to absence
Declaration of pecuniary interest
Review governing body membership
Minutes of the last meeting and matters arising
Headteacher's report <ul style="list-style-type: none"> <li>• Report on the provision for Looked After Children</li> <li>• Report on the provision for disadvantaged children (pupil premium)</li> <li>• Update on self-evaluation</li> <li>• Update on school development and improvement plan</li> </ul>
Reports from committees
Reports on governor visits / nominated governors
Review governor training and development
Confirm dates of next meeting
Any other business (if required)
Confidentiality (to declare confidential items)

<b>Items for the Autumn Term</b>	<b>Responsibility</b>
Appointment of Chair / Vice Chair	Governing Body
Review of committee membership and terms of reference, including delegation structures	Governing Body
Review of governing body code of conduct	Governing Body
Register of business interest returns	Governing Body
Approval of school development and improvement plan	Governing Body
Review governing body strategic plan/self-evaluation	Governing Body/All Committees
Review scheme for financing schools (financial regulations)	Finance, Premises and Health and Safety Committee
Review School financial procedures	Finance, Premises and Health and Safety Committee
Review Whistle Blowing Policy	Finance, Premises and Health and Safety Committee
Review and approve local authority service level agreement	Finance, Premises and Health and Safety Committee
Ratify/approve audited school fund account	Finance, Premises and Health and Safety Committee/Governing Body
Monitor appraisal procedures for head teacher, SLT and teaching staff	Head teacher performance management Committee/ Finance, Premises and Health and Safety Committee/Governing Body
Review of SATS/national tests/examination results	Curriculum and Standards Committee
Review of admission policy	Governing Body/Admissions Committee
Report on the provision for disadvantaged children (pupil premium)	Curriculum and Standards Committee

Items for the Spring Term	Responsibility
Review school information published on website	Curriculum and Standards Committee
Receive ASP online and analysis data	Curriculum and Standards Committee/Governing Body
Approve school term and holiday dates/occasional and INSET days	Governing Body
Review asset management plan/ building reports	Finance, Premises and Health and Safety Committee
Approve initial school spending plan	Finance, Premises and Health and Safety Committee
Review governors and staff financial management competencies	Finance, Premises and Health and Safety Committee
Undertake/review and approve assessment for school financial value standard (SFVS)	Finance, Premises and Health and Safety Committee/Governing Body
Review pay policy	Finance, Premises and Health and Safety Committee
Undertake pay review for headteacher, deputy head and teaching staff	Finance, Premises and Health and Safety Committee
Report in the provision for disadvantaged children (pupil premium)	Finance, Premises and Health and Safety Committee/ Curriculum Standards Committee

Items for the Summer Term	Responsibility
Review staffing structure	Finance, Premises and Health and Safety Committee
Review attendance of pupils and staff	Finance, Premises and Health and Safety Committee
Review pupil exclusions for the school year	Finance, Premises and Health and Safety Committee
Monitor provision for special educational needs	Finance, Premises and Health and Safety Committee/ Curriculum Standards Committee
Ratify/approve initial school spending plan (if not already completed in spring term – by 30 <sup>th</sup> June)	Finance, Premises and Health and Safety Committee/ Governing Body
Undertake financial benchmarking exercise	Finance, Premises and Health and Safety Committee
Agree meeting schedule for governing body and committees for forthcoming school year	Governing Body
Report on the provision for disadvantaged children (pupil premium)	Finance, Premises and Health and Safety Committee/ Curriculum Standards Committee

Items for Any Time of the Year	Responsibility
Implementation of audit recommendations (whenever audit of school undertaken)	Finance, Premises and Health and Safety Committee/Governing Body
Receive report from LA Link Professional/Governor	Curriculum Standards Committee /Governing Body
Preparation for Ofsted inspection / review of action plan following inspection	Governing Body
Review statutory policies as per governing body schedule	Governing Body

Items for Consideration Every Term
Monitor and evaluate pupil progress
Monitor and evaluate provision for disadvantaged children
Monitor and evaluate quality of teaching
Monitor and evaluate the school development plan
Update self-evaluation documentation
Monitor spending plan/school budget
Evacuation and Emergency Procedure

**Governors who have served at any point over the last 12 months (March 2018 – March 2019)**

Name	Category of Governor	Date Appointed	Term of Office	Appointed By	Date Stepped Down
Ms L Green	Parent	01/09/2015	31/08/2019	Elected by Parents	December 2018

**Nominated Governors (September 2018)**

Function	Name
English	S Roughley
Maths	C Reichardt
Computing Science	Y Allen
R.E	T Butler
Safeguarding/PREVENT	T Butler
Special Needs/Humanities	J Reece
PE/Well being	
Governors' Forum	T Butler/S Roughley
Pupil Premium Champion	T Butler
Sports Funding Champion	
Young Carers Champion / Arts	S Pilling
Link Governor for Training	A L Friar
LAC/Post LAC	S Roughley

Class	Governor
Nursery	Y Allen
Reception	
Year 1	T Butler
Year 2	A L Friar
Year 3	C Reichardt

Year 4	S Pilling
Year 5	S Roughley
Year 6	S Roughley

Ofsted Framework Monitoring

Ofsted Inspection Area	Governor Panel
Effectiveness of Leadership & Management	T Butler
Quality of Teaching, Learning and Assessment	A L Friar/S Roughley
Personal Development, behaviour and welfare	
Outcomes for pupils	C Reichardt / S Pilling
Effectiveness of Early Years : Qualities and Standards	Y Allen





**Holy Cross Catholic Primary School**

**Structure of the Full Governing Body and Committees.**

**Full Governing Body Membership – 12 Governors**

**(Re-constituted September, 2016)**

Mrs. M. Matthews – Head Teacher

Mrs. T. Butler – Foundation Governor & Chair

Miss. K. Green – Staff Governor

Mrs C Drought – Parent Governor

Mr. S. Pilling –Parent Governor

Mr. C Reichardt – Foundation Governor & Vice Chair

Miss S Roughley – Foundation Governor

Mrs. A . Friar – Foundation Governor

Mrs. Y. Allen – Foundation Governor

Mrs P Peel – Foundation Governor

Vacancy – Foundation Governor

Adam Kenney – Local Authority Governor

Mrs J Reece – Associate Member

## Quorum: Any 6 Governors

### Nominated Governors:

a. English Governor	– S Roughley
b. Maths Governor	– C Reichardt
c. Computing Governor	–
d. RE Governor	–
e. Safeguarding Governor	– T Butler
f. Special Needs Governor	– J Reece
g. Wellbeing Governor	–
h. Governors Forum	– T Butler and S Roughley
i. Pupil Premium Champion	– T Butler
j. Sports Funding Champion	–
k. Young Carers Champion	–

## Curriculum and Standards Committee

### Membership

S Roughley; (Chair)

M Matthews;

(Vice)

J Reece; Associate

Y Allen; Foundation

### Responsibilities

Curriculum & Standards.

Community Links.

Appeals relating to; Personnel, Salaries & Disciplinary Issues.

Pupil Welfare, Discipline, Attendance & Exclusions.

### Quorum

Any three appointed Governors

The associate governor has voting rights as delegated by the full governing Body.

## **Terms of Reference & Delegated Powers**

### **Curriculum & Standards**

To advise the Governing Body on Standards, the Local Authority's Curriculum Statement, the school's Curriculum Statement and its statutory obligations under the National Curriculum.

With the assistance of staff, provide information on how the curriculum is taught, evaluated and resourced.

To review information about the school's performance/targets/achievement which the school and the Governing Body have a duty to publish.

To monitor school attainment and improvement targets and provide termly progress reports using both local and national comparative data.

To prepare the school Mission Statement.

To establish, adopt and review the policy for Collective Worship and for R.E.

To ensure that the requirements of children with special educational needs and disabilities (S.E.N.D.) and looked after children are met.

To review the information about the school's performance, which the Governing Body is required to publish.

To contribute to and monitor relevant areas of the School Improvement Plan.

To monitor school attainment and improvement targets.

To undertake a periodic review of all curriculum related policies.

Receive reports from Governors with a designated interest in a specific curriculum area.

To establish and recommend to the full Governing Body; policies on Pastoral Care, Discipline and the Exclusion of pupils.

To establish and recommend to the full Governing Body the Home - School Agreement and to review annually.

### **Community Links**

To actively promote and advertise the school, and raise the schools profile in the local community.

To endeavour to increase pupil numbers and encourage parents to select the school as their first choice.

To keep the parent body well informed of school developments, the schools attributes and to develop close links with the parish and the community it serves.

### **Appeals relating to; Personnel, Salaries & Disciplinary issues**

S Roughley

Y Allen

Vacancy

To consider any appeal against a decision relating to pay/salaries made by the 'First Committee'.

To consider any appeal against a disciplinary decision made by the 'First Committee'.

To consider any appeal against a grievance decision made by the 'First Committee'.

All the above will be conducted in accordance with procedures adopted by the Governing Body and with advice from the Archdiocese and the Local Authority.

## **Pupil Welfare, Discipline & Exclusions**

To be three Governors from Committee 1 to consider any particular exclusion.

If a Governor has a connection with a pupil or incident that could affect their ability to act impartially they should not serve on that particular hearing.

To discuss all aspects of discipline and pastoral care and recommend any changes to the Governing Body.

To review the School Behaviour Policy and recommend any changes to the Governing Body.

To review the use of exclusion within the school.

To consider and deal with any pupil exclusion, paying particular attention to the DfE document entitled "*Exclusion from maintained Schools, Academies and Pupil Referral Units in England – A Guide for those with legal responsibilities in relation to exclusion*" published August 2015

To consider whether the Head Teacher has complied with the correct exclusion procedures and has regard to Government guidance before excluding any pupil.

To decide whether or not to confirm exclusions of more than 5 days, or where a pupil would miss an opportunity to take a public examination.

To consider any statement from parents where the exclusion is less than 5 days.

To consider exclusions where a pupil has been excluded several times for fewer than 5 days, and the total number of days exceeds 5 days in any one term and when the same pupil is excluded again that term.

## **Administrative Responsibilities**

To ensure there are effective Clerking arrangements in place for the Committee

To submit minutes to the full Governing Body

## **Finance, Premises Health and Safety Committee Membership**

C. Reichardt (Chair);

A Friar (Vice Chair);

M Matthews;

T Butler;

S Pilling;

## **Responsibilities**

Buildings & Premises/ Health & Safety.

Finance.

Personnel.

Staff Grievance & Discipline 'First Committee'.

Salaries

### **Quorum**

Any three appointed Governors

### **Terms of Reference & Delegated Powers**

#### **Buildings, Premises / Health & Safety**

To provide support and guidance to the Head Teacher on all matters relating to the school's premises, security and health and safety requirements.

To annually inspect the grounds and prepare a statement of priorities for maintenance and development ( linked to the school's Asset Management Plan) for approval by the Governing Body. This will include periodic inspections of plant, equipment and buildings.

To advise the Governing Body on costs for maintenance, repairs and redecoration within the budget allowance.

To ensure that the school complies with all relevant Health and Safety legislation.

To consider the Local Authority's policies on Health and Safety and to recommend a policy for the school, to be adopted by the Governing Body.

To establish and keep under review a buildings development plan and an accessibility plan.

To prepare a Lettings and Charging Policy for the approval of the Governing Body.

To ensure that all extended provision complies with the school's Health and Safety Policy.

To oversee the implementation of contracts.

To periodically review fire procedures.

#### **Finance**

To set and present an annual budget to the Governing Body for approval by 31<sup>st</sup> March each year and submit to the Local Authority.

To consider each year's financial priorities within the Local Authorities Scheme of Delegation.

To provide guidance and assistance to the Governing Body on all matters relating to budget and finance.

To ensure that the financial resources of the school are used to support the aims of the school's Development Plan.

To ensure that earmarked funds are used for designated purposes.

To review at each meeting the latest financial statement.

To prepare for the School's Financial Value Standard (S.F.V S.).

To receive and where appropriate, respond to periodic reports.

To approve virements and ordering of work, goods and services in accordance with the limits agreed by the Governing Body and as documented in the School's Financial Regulations.

To ensure by periodic review, spending does not exceed the grand total of the annual budget.

Virements above the Head Teachers delegated limits (see Schools Internal Financial Regulations) must be presented to Finance Committee or the full Governing Body prior to the movement of funds. In urgent circumstances the Chair can authorise the expenditure and report to the next meeting of the Full Governing Body. The latter must only be authorised when it would be detrimental to the school not to do so.

### **Personnel**

In conjunction with the Head Teacher, draw up a staffing structure (teaching and none staffing, posts of responsibility etc) and review it annually.

To undertake the responsibilities of the Governing Body in respect of newly qualified teachers.(N.Q.T).

To set an individual school range, ascertain the school group size, set a salary point for the Head Teacher.

Delegate the process for the Deputy Head Teachers Performance Management.

To review the operation of sickness absence procedures and monitor sickness absence.



To monitor staff continuous professional development (C.P.D.) and inset training.

To monitor and keep under review all policy documents relating to Personnel issues, and make recommendations.

To implement the school's Pay Policy, including pay for individual staff, and any salary reviews.

To monitor the school's Management Performance/Appraisal Systems.

To ensure that proper contracts of employment are issued to all staff, and that appropriate job descriptions are in place.

To consider and make recommendations relating to staff leave of absence, with or without pay.

### **Staff Grievance and Discipline – First Committee.**

C Reichardt

A Friar

T Butler

S Pilling

To consider and implement any decisions relating to staff grievance and discipline including disciplinary sanctions/actions/dismissal against an employee in accordance with procedures adopted by the Governing Body (Local Authority or Catholic Education Service policies & procedures).

To consider and make decisions relating to dismissal arising from disciplinary procedures in accordance with any procedures adopted by the Governing Body (Local Authority or the Catholic Education Service).

To consider and make decisions about matters arising from redundancy or, redundancy arising from ill health or incapacity which may be referred to the

Committee in accordance with procedures adopted by the Governing Body (Local Authority or the Catholic Education Service).

### **Administrative Responsibilities.**

To ensure that there are adequate clerking arrangements

To submit minutes to the Governing Body

## **Head Teachers Performance Review Panel**

### **Appointed Governors**

C. Reichardt;  
T Butler;  
A Friar.

### **Quorum**

Must be two appointed Governors

### **Meetings**

Each autumn term before the 31st December

### **Terms of Reference**

To carry out the Head Teacher's annual performance review as laid down in current legislation and the school's Performance Management Policy.

To arrange to meet with the School Improvement Partner (S.I.P.)/ or independent to discuss the Head Teacher's performance targets. To review the Head Teacher's performance over the previous academic year and to set and agree performance objectives for the forthcoming year.

To decide, with the support of the S.I.P. / or independent whether the targets have been met and to set and agree new targets annually.

To monitor through the year the performance of the Head Teacher against the targets.

To make recommendations to the full Governing Body in respect of any incremental advance on the pay scale.

## Governor Training Records

Date	Attendee	Governor Role	Course Details
<b>Academic Year 2017/18</b>			
04/10/2017	Theresa Butler	Chair	Strategic School Improvement Planning
10/10/2017	Theresa Butler	Chair	Narrowing the Gap
10/10/2017	Sharon Roughley	Foundation Governor	Narrowing the Gap
16/11/2017	Sharon Roughley	Foundation Governor	Early Years
12/12/2017	Sharon Roughley	Foundation Governor	Governors Forum
23/01/2018	Theresa Butler	Chair	Governor In Service Training
23/01/2018	Sharon Roughley	Foundation Governor	Governor In Service Training
23/01/2018	Colin Reichardt	Foundation Governor	Governor In Service Training
23/01/2018	Maureen Matthews	Head Teacher	Governor In Service Training
23/01/2018	Julie Reece	Deputy Head Teacher	Governor In Service Training
23/01/2018	Stephen Pilling	Parent Governor	Governor In Service Training
31/01/2018	Sharon Roughley	Foundation Governor	Pupil Voice
01/03/2018	Theresa Butler	Chair	HR Training
01/03/2018	Sharon Roughley	Foundation Governor	HR Training
17/04/2018	Theresa Butler	Chair	Effective Chairing
18/04/2018	Theresa Butler	Chair	Governors Forum
18/04/2018	Sharon Roughley	Foundation Governor	Governors Forum
25/04/2018	Theresa Butler	Chair	Equality and Diversity for Governors
25/04/2018	Stephen Pilling	Parent Governor	Equality and Diversity for Governors
26/04/2018	Theresa Butler	Chair	Governance in a Catholic School
26/04/2018	Stephen Pilling	Chair	Governance in a Catholic School
12/06/2018	Sharon Roughley	Foundation Governor	Governors Forum
<b>Academic Year 2018/19</b>			
26/09/2018	Yvonne Allen	Foundation Governor	Governor Hub
9/10/2018	Yvonne Allen Sharon Roughley Stephen Pilling	Foundation Governor Foundation Governor Parent Governor	Exclusion as a last resort
18/10/2018	Sharon Roughley	Foundation Governor	Understanding School Performance Data
6/11/2018	Yvonne Allen	Foundation Governor	Induction for New Governors
7/11/2018	Yvonne Allen Theresa Butler	Foundation Governor Foundation Governor	DPO Training
31/01/2019	Sharon Roughley	Foundation Governor	Looked after Children and the Virtual School
12/02/2019	Sharon Roughley	Foundation Governor	Governors Forum LA
7/03/2019 14/03/2019	Adam Kenney	LA Governor	Induction/Refresher Programme for Governors
21/03/2019	Colin Reichardt Sharon Roughley Claire Drought Maureen Matthews Yvonne Allen Theresa Butler	Foundation Governor and Vice chair Foundation Governor Parent Governor Head Teacher Foundation Governor Chair	Twenty Questions Training for Governors
03/04/2019	Adam Kenney	LA Governor	School Attendance

11/04/2019	Sharon Roughley Claire Drought Theresa Butler	Foundation Governor Parent Governor Chair	Safeguarding
29/04/2019	Theresa Butler Colin Reichardt Anne-Louise Friar Stephen Pilling Yvonne Allen Claire Drought Adam Kenney	Chair Vice Chair Foundation Governor Parent Governor Foundation Governor Parent Governor Local Authority Governor	Twenty Questions Training for Governors