



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	6
Parent	2
Head teacher	1
Staff (elected staff governor)	1
Local Authority (nominated by the local authority and appointed by the Governing Body)	1
Total size of Governing Body	12

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 (2020-2021)

Name	Category of Governor	Date Appointed	Term of Office	Appointed By	Business, pecuniary or material interests
Mrs Theresa Butler	Foundation Governor Chair of Governors	18/09/2012	17/10/2022	The Archbishop of Liverpool	Serves on Board of St Helens Young Carers
Mr Colin Reichardt	Foundation Governor Vice Chair of Governors	07/11/2013	06/11/2021	The Archbishop of Liverpool	
Mrs Carol Gillespie	Headteacher	n/a	n/a	Automatically a member by virtue of office	Foster Carer for Liverpool City Council Related to Pastoral Manager
Mrs Yvonne Allen	Foundation Governor	18/06/2018	17/06/2022	The Archbishop of Liverpool	Brownies Leader
Mrs Anne-Louise Friar	Foundation Governor	09/10/2017	08/10/2021	The Archbishop of Liverpool	
Mrs Claire Drought	Foundation Governor	28/10/2020	27/10/2024	The Archbishop of Liverpool	
Br Ben Foy	Foundation Governor			The Archbishop of Liverpool	
Vacancy	Foundation Governor			The Archbishop of Liverpool	
Mr Mark Knapper	LA Governor	18/12/2020	17/12/2024	Governing Body	
Mr Stephen Spencer	Parent Governor	20/11/2020	19/11/2024	Elected by Parents	
Mr Colin Rylance	Parent Governor	20/11/2020	19/11/2024	Elected by Parents	
Mrs Kate Chauveau	Staff Governor	10/12/2019	09/12/2023	Elected by School Staff	

Governor Attendance Records (Sept 2021 - August 2022)

Meeting	Date	Mrs T Butler	Mr C Reichardt	Mrs C Gillespie	Mrs Y Allen	Mrs A Friar	Mrs C Drought	Vacancy	Vacancy	Mr M Knapper	Mr S Spencer	Mr C Rylance	Mrs K Chauveau
Full Governing Body	30/11/2021	X	X	X		X							X
	15/03/2022	X		X	X	X	X	X			X		X
	21/06/2022	X		X	X		X	X					X
Curriculum and Standards Committee	19/10/2021	X		X	X		X						X
	01/02/2022	X		X	X		X	X					X
	17/05/2022	X		X			X	X				X	X
Finance, Premises and Health and Safety Committee	05/10/2021	X	X	X		X				X			X
	18/01/2022	X	X	X		X							X
	10/05/2022	X	X	X				X		X			X

ITEMS OF BUSINESS

The following lists are suggested key tasks that our Governing Body will undertake throughout the 2021-2022 academic year as part of our agenda planning process.

Standard Governing Body Agenda Items
Apologies for absence and consent to absence
Declaration of pecuniary interest
Review governing body membership
Minutes of the last meeting and matters arising
<p style="text-align: center;">Headteacher's report</p> <ul style="list-style-type: none"> • Report on the provision for Looked After Children • Report on the provision for disadvantaged children (pupil premium) <ul style="list-style-type: none"> • Update on self-evaluation • Update on school development and improvement plan
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)

Items for the Autumn Term	Responsibility
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
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 th 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
Undertake pay review for headteacher, deputy head and teaching staff	Finance, Premises and Health and Safety 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
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Monitor and evaluate the school development plan
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Update self-evaluation documentation

Monitor spending plan/school budget

Evacuation and Emergency Procedure

Governance Committee Structures (September 2021)	
Function	Name
English	
Maths	C Reichardt
R.E	Y Allen / C Drought
Safeguarding	T Butler
Special Needs/Equalities	M Knapper
PE (including Sports premium) /Well being	C Drought / S Spencer
Governors' Forum	T Butler
Pupil Premium Champion	T Butler
Young Carers Champions	C Rylance / Y Allen
Link Governor for Training	T Butler
LAC/Post LAC	
Health and Safety	AL Friar / T Butler
British Values with Prevent Duty & Diversity	S Spencer
Foundation Curriculum/Humanities	M Knapper / C Rylance
Website compliance	AL Friar

Class	Governor
EYFS	Y Allen
Y1	T Butler
Y2	A L Friar / S Spencer
Y3	C Reichardt
Y4	C Drought / M Knapper
Y5	
Y6	C Rylance

Area	Governor	Staff
Quality of education	M Knapper AL Friar C Rylance	Headteacher Deputy Headteacher SENDCO TLR Holders/Senior Leaders
Behaviour and Attitudes	C Drought	Headteacher Deputy Headteacher Behaviour Lead Pastoral Lead Safeguarding Lead SENDCO
Personal development	Y Allen S Spencer	Headteacher Deputy Headteacher Pastoral Lead SENDCO Re Lead
Leadership and Management	T Butler C Reichardt	Headteacher Deputy Headteacher SENDCO TLR Holders/Senior Leaders

Curriculum and Standards Committee	Finance, Premises, Health and Safety	Pay Committee
C Gillespie - Headteacher	C Gillespie - Headteacher	C Gillespie - Headteacher
C Drought – Chair	C Reichardt- Chair	C Reichardt- Chair
Y Allen - Vice chair	A L Friar - Vice	T Butler
T Butler	T Butler	M Knapper
K Chauveau	S Spencer	S Spencer
C Rylance	M Knapper	
Appeals relating to; Personnel, Salaries & Disciplinary issues	Complaints Committee	Staff Grievance and discipline
Y Allen	T Butler	C Reichardt
C Drought	C Drought	A Friar
A L Friar - Vice	Y Allen	T Butler
Headteachers Performance Review Panel		
C. Reichardt		
T Butler		

Recent Governor Training

Governor	Training	Date
Kate Chauveau	Safer recruitment Training	08/02/2022
Yvonne Allen	Children's Social care Overview	15/11/2021
Theresa Butler	Children's Social care Overview	15/11/2021
Yvonne Allen	Pupil premium Internal Audit	04/11/2021
Theresa Butler	Safeguarding for governors	04/10/2021
Kate Chauveau	Designated Safeguarding Lead Refresher	04/10/2020
Carol Gillespie	Designated Safeguarding Lead Refresher	04/10/2020
Claire Drought	Being Ofsted ready	30/09/2021
Mark Knapper	Being Ofsted ready	30/09/2021
Carol Gillespie	Annual Headteacher Safeguarding Briefing	21/09/2021
Stephen Spencer	PREVENT	June 2021
Stephen Spencer	How can governors integrate staff and pupils well being and then embed the approach in school culture	June 2021
Claire Drought	EYFS Reforms	23/06/2021
Theresa Butler	EYFS Reforms	23/06/2021
Mark Knapper	Governors Forum	22/06/2021
Claire Drought	Completion of DFE Governing Development programme	May 2021
Theresa Butler	Self Evaluation of Governing Body	May 2021
Theresa Butler	SEND Training	25/05/2021
Yvonne Allen	Being a strategic governing body Roles and Responsibility	04/05/2021
Carol Gillespie	Safeguarding: Neglect Workshop	29/03/2021
Kate Chaveau	Safeguarding for Designated Leads – New to Role	24/03/2021
Sharon Roughley	Governors Forum	17/03/2021
Theresa Butler	Governors Forum	17/03/2021
Claire Drought	Pupil Premium	10/03/2021
Theresa Butler	Pupil Premium	10/03/2021
Mark Knapper	Financial Efficiency for Governors	04/03/2021
Theresa Butler	Financial Efficiency for Governors	04/03/2021
Theresa Butler	School Equality Policy and Governor Responsibilities	10/02/2021
Mark Knapper	School Equality Policy and Governor Responsibilities	10/02/2021
Yvonne Allen	Being Ofsted Ready	03/02/2021
Theresa Butler	Being Ofsted Ready	03/02/2021
Claire Drought	Being Ofsted Ready	03/02/2021
Yvonne Allen	Exclusion Panels	01/02/2021
Theresa Butler	Exclusion Panels	01/02/2021
Mark Knapper	Exclusion Panels	01/02/2021
Theresa Butler	Governor Forum	15/12/2020
Theresa Butler	Criminal Child Exploitation (CCE) & Child Sexual Exploitation (CSE)	25/11/2020
Sharon Roughley	Criminal Child Exploitation (CCE) & Child Sexual Exploitation (CSE)	25/11/2020
Theresa Butler	Governors Forum	04/11/2020
Sharon Roughley	Governors Forum	04/11/2020
Claire Drought	Governors Development Programme DFE Commenced 6 sessions	02/11/2020
Carol Gillespie	St. Helens SEND - New Headteacher Induction	14/10/2020
Theresa Butler	Head Teachers Performance Management.	08/10/2020
Carol Gillespie	Headteachers Finance Induction	08/10/2020

Carol Gillespie	Designated Safeguarding Lead Refresher	05/10/2020
Carol Gillespie	St. Helens Health & Safety - New Headteacher Induction	02/10/2020
Carol Gillespie	Safeguarding in St. Helens - New Headteacher Induction	29/09/2020
Carol Gillespie	Annual Safeguarding update for Headteachers	23/09/2020
Sharon Roughley	Governor Forum	01/07/2020
Theresa Butler	Governor Forum	01/07/2020
Theresa Butler	Governor Forum	11/02/2020
Sharon Roughley	Effective Chairing Skills	13/11/2019
Claire Drought	Introduction to Governance	12/11/2019
Anne-Louise Friar	Governors conference	02/11/2019
Yvonne Allen	Governors conference	02/11/2019
Anne-Louise Friar	Is your school Ofsted ready	07/10/2019
Claire Drought	Is your school Ofsted ready	07/10/2019
Sharon Roughley	Is your school Ofsted ready	07/10/2019
Theresa Butler	Looked after Children and Virtual school	03/10/2019
Theresa Butler	Governors Forum	11/06/2019
Sharon Roughley	Governors Forum	11/06/2019