



**St Cuthbert's
Catholic High School**

Live life in all its fullness

**THE GOVERNING BODY
COMMITTEE STRUCTURE
TERMS OF REFERENCE**

Updated-01/03/2010
Updated-14/11/2011
Updated-26/11/2012
Updated-15/03/2013
Updated-12/11/2013
Updated-02/12/2014
Updated-10/11/2015
Updated-18/10/2016

GENERAL INTRODUCTION

St. Cuthbert's Governing Body met on 21st June, 1995 and decided to recommend the following general issues concerning the setting up of its Committee Structures.

In setting up committees, St. Cuthbert's Governing Body will delegate to them some of its functions and the authority to make decisions on its behalf. The responsibility for these decisions, however, remains with the whole Governing Body.

General Issues

1. Establish committees with delegated powers.
2. In the future it would possibly establish working parties without delegated powers.
3. Delegate responsibilities to individual members.

Membership of Committees

1. All members of the Governing Body would belong to at least two committees.
2. The Chairperson to be elected by the committee. Employees of the school may not be elected to the position of Chair or Vice Chair to any committees.
3. Each committee will be allowed to decide on non-voting co-opted members. However these appointments would be subject to the ratification of the full Governing Body at their next full Governors' meeting.
4. **In line with changes to the Instrument of Government in September 2015, the Governing Body unanimously agreed at the Full Governing Body meeting on 30th June 2015, that Associate Members be given full voting powers.**
5. Other people may be invited to attend to advise on the business of that committee.

Business

1. It would be the responsibility of the Chairperson of each committee to set up the correct procedure for calling meetings, preparing agenda and taking minutes.
2. The quorum for all committees will be three Governors.
3. The Chairperson of each committee should ensure that reports, minutes and recommendations to the full Governing Body are forwarded to the Clerk at least ten working days prior to the next business meeting.
4. Committee meetings are not open to the public.

Terms of Reference

1. These are laid out with the appropriate committee structure later in the document.
2. The membership and terms of reference for all committees to be reviewed annually at the first business meeting in the autumn term.

St. Cuthbert's Governing Body met on 28th February, 2001 and decided to recommend that, in principle, each Committee should meet at least once every term, before the Full Governing Body Meeting. Appeals and Grievances should meet as and when.

ST CUTHBERT'S CATHOLIC HIGH SCHOOL GOVERNING BODY

Reconstitution of Governing Bodies

To determine the size of the Governing Body for implementation in September 2015

Governing body membership was discussed and reviewed to reflect the regulations and to create a new Instrument of Government for the school for implementation from September 2015. Recognising that as a Voluntary Aided school the foundation governors must be in the majority of two, the governors agreed to restructure and reduce the size of the Governing Body from 20 to 12 members as reflected in the following composition:

Foundation Governors	7
Parent Governors <i>(including 1 Foundation Parent)</i>	2
Staff Governors <i>(including Head Teacher)</i>	2
LA Governors	1
Total:	12
Associate Members	4

Fr. Philip Swanson	Chairman
Mr. Anthony Harvey	Vice Chairman/Foundation Governor
Mrs. Catherine Twist	Headteacher
Mrs. Honoria Arnold	Foundation Governor
Ms. Dorothy Bate	Foundation Governor
Mrs. Paula Cooke	Foundation Governor
Mr. Mel Moran	Foundation Governor
Mrs. Jane Ramsey	Foundation Parent Governor
Mr. Paul Winstanley	Foundation Governor
Mr. Simon Neal	Parent Governor
Cllr. Keith Roberts	LA Governor
Miss. Catherine Hughes	Teacher Governor
Ms. Judith Godley	Associate Member
Mr. Stuart Kingston	Associate Member
Miss. Laura Marshall	Associate Member
Cllr. Terence Shields	Associate Member

FULL GOVERNING BODY

HEADTEACHER'S
PERFORMANCE
MANAGEMENT
COMMITTEE

CURRICULUM
& PROGRESS
COMMITTEE

FINANCE, HUMAN
RESOURCES &
GENERAL
PURPOSES
COMMITTEE

ADMISSIONS
COMMITTEE

STUDENTS
DISCIPLINARY
COMMITTEE

STAFF
DISCIPLINARY &
PAY COMMITTEE

STAFF
DISCIPLINARY
GRIEVANCE
APPEALS
COMMITTEE

COMPLAINTS
COMMITTEE

HEADTEACHER'S PERFORMANCE MANAGEMENT COMMITTEE

HEADTEACHER'S PERFORMANCE MANAGEMENT COMMITTEE	
Mrs H Arnold Mr S. Kingston	Foundation (Chair) Associate
Serviced by LA School Effectiveness Partner	

Quorum: Two

Chairperson: Mrs H Arnold

Vice Chairperson: Mr S Kingston

HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (Statutory)

Terms of Reference

1. To carry out the Headteacher's annual performance review as laid down in current legislation and the school's Performance Management Policy.
2. To arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance targets.
3. To review the Headteacher's performance over the previous academic year and to set and agree performance objectives for the forthcoming year.
4. To monitor through the year the performance of the Headteacher against the targets.
5. To make recommendations to the appropriate Committee responsible for making decisions on pay in respect of any incremental advance on the pay scale.

CURRICULUM & OUTCOMES COMMITTEE

CURRICULUM & OUTCOMES	
Fr P Swanson	Foundation (Chair)
Mr A Harvey	Foundation
Miss C Hughes	Teacher
Ms J Godley	Associate
Cllr. T Shields	Associate
Mr S. Kingston	Associate
Serviced by Mrs C Twist, Headteacher Clerk: To be appointed at each meeting	

Quorum: Three

Chairperson: Fr. P. Swanson

Vice Chairperson: Mr A. Harvey

CURRICULUM & OUTCOMES

Terms of Reference

1. To be responsible for ensuring that the school follows the appropriate curriculum; that academic standards are met and improved.
2. To ensure that target setting, monitoring and evaluation takes place.
3. To advise the governing body on the school's curriculum statement, the LA Curriculum Statement and their statutory obligations regarding the National Curriculum.
4. With the assistance of the staff to provide information about how the curriculum is taught, evaluated and resourced.
5. To review the policy and provision for collective worship and for Religious Education and make recommendations.
6. To review the policy and provision for sex education and make recommendations.
7. To ensure that the requirements of children with special needs are met.
8. To review the information about college performance required to be published on the school's website.
9. To contribute towards the School Improvement Plan.

FINANCE, HUMAN RESOURCES AND PREMISES

FINANCE, HR & PREMISES	
Mrs C Twist	Headteacher
Mr. M Moran	Foundation (Chair)
Mrs P Cooke	Foundation
Cllr. K Roberts	LA
Mr S Neal	Parent
Miss L Marshall	Associate
Serviced by Mr P Magee, Business Manager Clerk: To be appointed at each meeting	

Quorum: Three

Chairperson: Mr Moran

Vice Chairperson: Mrs Cooke

FINANCE

Terms of Reference

1. **The Committee will comply with the School Financial Regulations and this would cover both virement and ordering limits.**
2. To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
3. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
4. To consider each year's annual management plan priorities and present an annual budget to the governing body for approval.
5. To monitor the income and expenditure of all public funds (ie budget share, and any other funds devolved by the L.A.) and report the financial situation to the governing body each term.
6. To recommend the level of delegation to the Headteacher for the day-to-day financial management of the school, based on regulations/standing orders adopted by the governing body.
7. To vire funds, if necessary, within limits set by the governing body.
8. The Chair and Vice-Chair to work with the Headteacher to discuss and manage the forces of external funding.
9. To receive and, where appropriate, respond to periodic audit reports of public funds.
10. To review and decide staff salaries annually in accordance with Governing Body policy and relevant Pay and Conditions documents

HUMAN RESOURCES-STAFF APPOINTMENTS

1. Headteacher, Deputy and Assistant Heads:
Special arrangements apply for the appointment of the Head Teacher and Assistant Headteachers as specified in the School's Articles of Government, the Education Reform Act 1988 and the 1991 amendment to the 1989 Regulations, 25. A selection panel, appointed by the full Governing Body, must be established consisting of at least three Governors to make a recommendation for endorsement by the Governing Body which, in turn, is subject to ratification by

the LEA (Schedule 3 1988 ERA). The Chief Education Officer has the right to attend.

2. Other Staff:

The Committee will short-list and make appointments for:-

- a) full-time, permanent teaching and ancillary staff posts
- b) part-time and temporary teachers and ancillary staff posts

or

Delegate to the Headteacher as and when appropriate.

All members of the Governing Body are to be informed of decisions made.

PREMISES-INCLUDING HEALTH & SAFETY

Terms of Reference

1. To assist the Governing Body, the Headteacher and the Business Manager to discharge their responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation in collaboration with the LA., ensuring the school complies with the same.
2. To consider the L.A.'s policies on Health and Safety and recommend a policy for the school, for adoption by the Governing Body and compliance by the school.
3. To ensure that the necessary school management organisation is in place to implement the policy.
4. To monitor the effectiveness of the school's Health and Safety arrangements, make periodic inspections of the buildings and equipment and report at least once a year to the Governing Body.
5. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and Health & Safety matters.
6. To request the Liverpool Archdiocesan Clerk of Works to attend the school and agree a 'Statement of Priorities' for maintenance and development for the approval of the Governing Body.
7. To ensure that the school complies with health and safety regulations.
8. To discuss and approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
9. To monitor and oversee the preparation and implementation of contracts.
10. To ensure the Governors' responsibilities are discharged under the Environmental Protection Act 1990.
11. To ensure any necessary liaison takes place with the authority's Property Services Department.
12. To prepare a lettings and charges policy for the approval of the Governing Body.
13. To ensure that the principles of Best Value are being applied in all Site and Buildings contexts, and that a Best Value Statement is submitted with the annual budget plan.
14. To ensure that the Governors' responsibilities regarding the Disability Discrimination Act, Accessibility and Inclusivity are met.

ADMISSIONS

ADMISSIONS (Voluntary Aided Schools)	
Fr Swanson	Foundation (Chair)
Mrs Twist	Headteacher
Mr Harvey	Foundation
Mr Moran	Foundation
Mrs Cooke	Foundation
Serviced by: Mrs C Twist, Headteacher Clerk: To be appointed at each meeting	

Quorum: Three

Chairperson: Fr P Swanson

Vice Chairperson: Mrs P Cooke

Terms of Reference:

1. To determine within statutory provisions and the Governing Body policy whether any child should be admitted to the school.
2. To review admissions arrangements and to make recommendations for changes to the Governing Body.
3. To have regard to any guidance/advice on Admissions from the Diocesan Board.
4. To prepare information concerning admissions.
5. Any items which individual Governing Bodies may wish to include.

STUDENTS DISCIPLINARY COMMITTEE

STUDENTS DISCIPLINARY COMMITTEE	
Ms D Bate Mr M Moran Mrs P Cooke Mr S Kingston	Foundation Foundation Foundation Associate
Serviced by - Mr. J. McAuley, Assistant Headteacher Clerk: To be appointed at each meeting	

Quorum: Three

Chairperson: Ms D Bate (Chair)

Vice Chairperson: Mr Moran (Vice Chair)

EXCLUSIONS

Terms of Reference

FIXED TERM EXCLUSIONS

1. To have regard for the school behaviour policy.
2. To review the use of exclusion within the school.
3. To decide whether or not to confirm permanent exclusion.
4. 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.
5. To consider any statement from parents where the exclusion is for less than 5 days.
6. To consider exclusions where a pupil has been excluded several times for fewer than five days and the total number of days exceeds 5 days in any one term and when the same pupil is excluded again that term.
7. To hear representation from parents concerning exclusion (following guidance in Annex A received from the L.A).
8. To make recommendation concerning the fixed term exclusion.
9. To deal with exclusions as laid out in DFE Circular 10/94.

PERMANENT EXCLUSIONS

1. To have regard for the school behaviour policy.
2. To hear representation from parents concerning exclusion (following guidance in Annex A received from the L.A).
3. To deal with exclusions as laid out in DFE Circular 10/94.

STAFF DISCIPLINARY GRIEVANCE & PAY COMMITTEE

STAFF DISCIPLINARY, GRIEVANCE & PAY COMMITTEE	
Ms J Godley (Chair) Cllr Roberts Mr Winstanley	Associate LA Foundation
Serviced by Mrs Twist	

Quorum: Three

Chairperson: Ms J Godley

Vice Chairperson: Mr Winstanley

STAFF DISCIPLINARY, GRIEVANCE & PAYCOMMITTEE

Terms of Reference

1. To consider and to make any initial decisions about
 - a) matters relating to the dismissal of staff
 - b) staff grievances, in accordance with LA procedures
2. To meet in the Autumn Term to receive recommendations and make decisions regarding salaries of all teachers including those on the leadership spine who are eligible for pay progression.
3. Where the Headteacher has not been delegated the responsibility for pay decisions, he/she will submit recommendations regarding pay progression to the Pay Committee for all teaching staff including Deputy and Assistant Headteachers.
4. The Pay Committee will not make professional judgements about the effectiveness of individual teachers, but will satisfy themselves that the recommendations made by the Headteacher are evidence based.
5. For the Head Teacher, the committee will take recommendation from the nominated governors who are responsible for the Headteacher's performance management and will ensure that these are evidence based.
6. The decisions made by the Pay Committee will be communicated to staff within 5 days of the date of the meeting.
7. Where pay progression has not been awarded, the individual concerned will receive full written details of the reasons why pay progression has not been awarded.

STAFF DISCIPLINE AND GRIEVANCE
APPEALS COMMITTEE

APPEALS	
Cllr T Shields Ms D Bate Mr S Kingston	Associate Foundation Associate
Serviced by LA Personnel Officer Clerk: To be appointed at each meeting	

Quorum: Two

Chairperson: Cllr T Shields

Vice Chairperson: Ms D Bate

APPEALS

Terms of Reference

1. To consider and decide on any appeals against the decision of the first committee, in accordance with LA procedures.

COMPLAINTS

COMPLAINTS	
Mr A Harvey Mrs J Ramsey Mr P Winstanley	Foundation (Chair) Foundation Foundation
Serviced by: LA Personnel Clerk: To be appointed at each meeting	

Quorum: Three

Chairperson: Mr A Harvey

Vice Chairperson: Mrs J Ramsey

Terms of Reference:

1. To consider, investigate and respond to any complaint referred to the Committee in accordance with procedures adopted by the Governing Body.

Membership – It is considered good practice to appoint the Headteacher onto any admissions committee, but Headteachers cannot act in place of the Governing Body in determining the school’s admissions policy, or in deciding on the admission of any individual child.

MATTERS WHICH CANNOT BE DELEGATED TO COMMITTEES UNDER SCHOOL GOVERNMENT REGULATIONS

1. Matters concerning the constitution and composition of the Governing Body
2. Election of Chair and Vice-Chair
3. Removal from office of the Chair during the school year
4. Duty to hold at least one full Governors' meeting per term
5. Procedures for acquisition of Grant maintained status
6. Decision to discontinue or alter the voluntary nature of the school
7. Approval of arrangements to monitor school's performance and budget expenditure.

NOMINATED GOVERNORS

Governor Representatives/Link Governors/Nominated Governors

SEND:	Cllr Shields
Attendance:	Mrs Ramsey
Admissions:	Fr Swanson
Anti-Bullying/Equality:	Mrs Cooke
Child Protection/Safeguarding:	Miss Hughes
Curriculum:	Fr Swanson
Governors Forum/Professional Development	Mr Harvey
Health & Safety:	Mr Moran
Health & Well Being:	Ms Bate
Literacy & Numeracy	Mr Kingston
Looked After Children	Mrs Arnold
Pupil Progress/Pupil Premium	Ms Godley
Young Carers	Mr Neal

As agreed at the Full Governing Body Business Meeting held on 18th October 2016

CURRICULUM GOVERNORS

ENGLISH	Mr Kingston
MATHS	Mrs Ramsey
SCIENCE	Mrs Cooke
RE	Mr Harvey
ML	Ms Godley
HISTORY	Mr Moran
GEOGRAPHY	Mrs Arnold
PE	Mr Winstanley
ART	Cllr Shields
MUSIC	Cllr Shields
CREATIVE COMPUTING & TECHNOLOGY	Mr Kingston
HEALTH & SOCIAL CARE	Ms Bate
DRAMA	Mr Neal
BUSINESS & LAW	Cllr Roberts

PRIORITY AREAS

Teaching Learning & Assessment (TLA)	Mr Kingston
Leadership & Management (L & M)	Fr Swanson
Outcomes	Ms Godley
Personal Development, Behaviour & Welfare (PDBW)	Ms Bate
Site & Finance	Mr Moran
Health & Safety	Mr Moran
Life in Modern Britain (LIMB)	Mr Harvey

**CROSS REFERENCE FOR AREA OF RESPONSIBILITY AND
MEMBERSHIP OF COMMITTEES**

<u>NAME</u>	<u>AREA OF RESPONSIBILITY</u>
Fr. P. Swanson	Chairman of Governors, Curriculum & Outcomes Chair, Admissions Chair, Teaching, Learning & Assessment, Leadership & Management
Mr A. Harvey	Vice Chairman of Governors, Governors Forum Representative, Complaints Chair, Admissions Vice Chair, Curriculum & Outcomes Vice Chair, Staff Disciplinary, Grievance & Pay, Life in Modern Britain, Religious Education
Mrs C. Twist	Headteacher, Curriculum & Outcomes, Finance, HR & Premises, Admissions, Staff Discipline, Grievance & Pay
Mrs H Arnold	Foundation Governor, Headteacher's Performance Management Chair, Looked After Children, Geography
Ms D. Bate	Foundation Governor, Students Disciplinary Chair, Staff Discipline & Grievance Appeals Vice Chair, Health & Well Being, Personal Development, Behaviour & Welfare, Health & Social Care
Mrs P. Cooke	Foundation Governor, Finance, HR & Premises, Admissions, Students Disciplinary, Anti-Bullying/Equality, Science
Mrs J. Ramsey	Foundation Parent Governor, Complaints Vice Chair, Attendance, Maths
Mr M. Moran	Foundation Governor, Finance, HR & Premises Chair, Health & Safety, History
Mr P. Winstanley	Foundation Governor, Staff Disciplinary, Grievance & Pay Vice Chair, Complaints, Physical Education
Cllr Roberts	LA Governor, Finance, HR & Premises, Business & Law
Mr S Neal	Parent Governor, Finance, HR & Premises, Young Carers, Drama
Miss C. Hughes	Teacher Governor, Curriculum & Outcomes, Child Protection/Safeguarding
Ms J. Godley	Associate Member, Curriculum & Outcomes, Staff Disciplinary, Grievance & Pay Chair, Pupil Progress/Pupil Premium, Outcomes, Modern Languages
Mr S Kingston	Associate Member, Headteacher's Performance Management Vice Chair, Curriculum & Outcomes, Students Disciplinary, Staff Discipline & Grievance Appeals, Literacy & Numeracy, English, Creative Computing & Technology, Teaching, Learning & Assessment
Miss L. Marshall	Associate Member, Finance, HR & Premises
Cllr Shields	Curriculum & Outcomes, Staff Discipline & Grievance Appeals Chair, SEND, Art, Music