



**St Cuthbert's
Catholic High School**

Live life in all its fullness

**THE GOVERNING BOARD
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
Updated-28/03/2017
Updated-21/11/2017
Updated-30/08/2018
Updated – 06/11/2018
Updated – 15/07/2019
Updated – 24/09/2019

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 Board 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 Board.

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 Board 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 Board 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 Board 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 Board Meeting. Appeals and Grievances should meet as and when.

ST CUTHBERT'S CATHOLIC HIGH SCHOOL GOVERNING BOARD

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 | 2 |
| Staff Governors <i>(including Head Teacher)</i> | 2 |
| LA Governors | 1 |
| Total: | 12 |
| Associate Members | 3 |

| | |
|-----------------------------|--|
| 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 |
| Mrs. Jane Ramsey | Foundation Governor |
| Mr. Paul Winstanley | Foundation Governor |
| Mrs. Paula Lawson | Parent Governor |
| Mrs. Cathy Holland | Parent Governor |
| Mr. Simon Neal | LA Governor |
| Ms. Joanne Grimes | Teacher Governor |
| Ms. Judith Godley | Associate Member |
| Mr. Stuart Kingston | Associate Member |
| Mr. Mel Moran | Associate Member |



FULL GOVERNING BOARD

**CURRICULUM
& OUTCOMES
COMMITTEE**

Termly

**FINANCE, HUMAN
RESOURCES &
PREMISES COMMITTEE**

Termly

**PASTORAL
COMMITTEE**

Termly

**HEADTEACHER'S
PERFORMANCE MANAGEMENT
COMMITTEE**

Annually

PAY COMMITTEE

Annually

ADMISSIONS COMMITTEE

As required

**STUDENTS DISCIPLINARY
COMMITTEE**

As required

**STAFF DISCIPLINARY &
GRIEVANCE**

As required

**STAFF DISCIPLINARY &
GRIEVANCE APPEALS
COMMITTEE**

As required

**COMPLAINTS
COMMITTEE**

As required

CURRICULUM & OUTCOMES COMMITTEE

| CURRICULUM & OUTCOMES | |
|--|------------------------|
| Fr P Swanson | Foundation (Chair) |
| Ms J Godley | Associate (Vice Chair) |
| Ms J Grimes | Staff |
| Mr S Kingston | Associate |
| Serviced by Mrs C Twist, Headteacher Clerk: Mr S Travis | |

Quorum: Three

Chairperson: Fr. P. Swanson

Vice Chairperson: Ms. J Godley

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 Board 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 school 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 | |
|--|------------------------|
| Fr P Swanson | Chairman (Chair) |
| Mrs C Twist | Headteacher |
| Mr. M Moran | Associate (Vice Chair) |
| Mrs P Cooke | Foundation |
| Mrs C Holland | Parent |
| Ms J Grimes | Staff |
| Serviced by Mr P Magee, Business Manager Clerk: Mr S Travis | |

| | |
|-------------------|------------|
| Quorum: | Three |
| Chairperson: | Fr Swanson |
| Vice Chairperson: | Mr Moran |

FINANCE

Terms of Reference

- 1. The Committee will comply with the School Financial Regulations and this would cover both virement and ordering limits.**
- To provide guidance and assistance to the Headteacher and the Governing Board in all matters relating to budgeting and finance.
- To prepare and review financial policy statements, including consideration of long term planning and resourcing.
- To consider each year's annual management plan priorities and present an annual budget to the governing Board for approval.
- 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 Board each term.
- 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 Board.
- To vire funds, if necessary, within limits set by the governing Board.
- The Chair and Vice-Chair to work with the Headteacher to discuss and manage the forces of external funding.
- To receive and, where appropriate, respond to periodic audit reports of public funds.
- To review and decide staff salaries annually in accordance with Governing Board policy and relevant Pay and Conditions documents

HUMAN RESOURCES-STAFF APPOINTMENTS

- 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,



2. A selection panel, appointed by the full Governing Board, must be established consisting of at least three Governors to make a recommendation for endorsement by the Governing Board which, in turn, is subject to ratification by the LEA (Schedule 3 1988 ERA). The Chief Education Officer has the right to attend.

3. 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 postsor
Delegate to the Headteacher as and when appropriate.

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

PREMISES-INCLUDING HEALTH & SAFETY

Terms of Reference

1. To assist the Governing Board, 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 Board 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 Board.
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 Board.
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 Board.
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.

PASTORAL COMMITTEE

| PASTORAL | |
|---|--|
| Fr P Swanson Mrs C Twist Mr S Neal Mrs P Lawson | Foundation (Chair) Headteacher LA (Vice Chair) Parent |
| Serviced by Mr J McAuley, Assistant Headteacher Clerk: Mr S Travis | |

Quorum: Three

Chairperson: Fr. P. Swanson

Vice Chairperson: Mr. S Neal

PASTORAL

Terms of Reference

1. The role of the Committee is to advise the Governing Board about all matters relating to the school's pastoral arrangements; and to undertake certain responsibilities for the Governing Body concerning the pastoral work of the school.
2. To be responsible for ensuring that the school follows the appropriate safeguarding procedures.
3. To be responsible for ensuring that the school follows the appropriate attendance and punctuality procedures and to review on a termly basis.
4. To ensure that behaviours and rewards are reported and analysed.
5. To review and analyse data on various student groups including SEND, Disadvantaged, LAC and to ensure that the school follows the appropriate procedures.
6. To be responsible for ensuring the overview of students involved in Social Care issues.
7. To be responsible for ensuring the overview of students attending The Melrose Centre.
8. To support the school in all aspects of being Ofsted ready.

HEADTEACHER'S PERFORMANCE MANAGEMENT COMMITTEE

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

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.

PAY COMMITTEE

| PAY | |
|--|-------------------|
| Ms Godley | Associate (Chair) |
| Mr Neal | LA |
| Mr Winstanley | Foundation |
| Serviced by LA Personnel Officer | |
| Clerk: To be appointed at each meeting | |

Quorum: Three

Chairperson: Ms J Godley

Vice Chairperson: Mr P Winstanley

PAY COMMITTEE

1. 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.



ADMISSIONS

| ADMISSIONS (Voluntary Aided Schools) | |
|---|--------------------|
| Fr Swanson | Foundation (Chair) |
| Mrs Twist | Headteacher |
| Mr Harvey | Foundation |
| Mrs Cooke | Foundation |
| Mr Moran | Associate |
| 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 Board policy whether any child should be admitted to the school.
2. To review admissions arrangements and to make recommendations for changes to the Governing Board.
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 | |
|---|------------|
| Mr A Harvey | Foundation |
| Mrs P Cooke | Foundation |
| Mr P Winstanley | Foundation |
| Serviced by - Mr. J. McAuley, Assistant Headteacher Clerk: To be appointed at each meeting | |

Quorum: Three

Chairperson: Mr A Harvey (Chair)

Vice Chairperson: Mr Winstanley (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

| STAFF DISCIPLINARY & GRIEVANCE COMMITTEE | |
|--|--|
| Mr Harvey Mrs Arnold Mrs Cooke | Foundation (Chair) Foundation Foundation |
| Serviced by Mrs Twist, Headteacher | |

Quorum: Three
Chairperson: Mr Harvey
Vice Chairperson: Mrs Arnold

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

STAFF DISCIPLINE & GRIEVANCE APPEALS COMMITTEE

| APPEALS | |
|--|--|
| Mr S Kingston Ms D Bate Mr M Moran | Associate (Chair) Foundation Associate |
| Serviced by LA Personnel Officer Clerk: To be appointed at each meeting | |

Quorum: Three
Chairperson: Mr S Kingston
Vice Chairperson: Ms D Bate

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 | Foundation (Chair) |
| Mrs J Ramsey | Foundation |
| Mr P Winstanley | 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 Board.

Membership – It is considered good practice to appoint the Headteacher onto any admissions committee, but Headteachers cannot act in place of the Governing Board 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 Board
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

| | |
|---|---------------|
| Safeguarding/Child Protection/Transition: | Ms Grimes |
| SEND: | Mrs Lawson |
| Attendance: | Mrs Ramsey |
| Admissions: | Fr Swanson |
| Anti-Bullying/Equality/GDPR: | Mrs Cooke |
| Curriculum: | Fr Swanson |
| Equality & CEIAG: | Mr Winstanley |
| 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 and HAPs: | Ms Godley |
| Young Carers: | Mr Neal |

As agreed at the Full Governing Board Business Meeting held on 24th September 2019

CURRICULUM GOVERNORS

ENGLISH: Mr Kingston
 MATHS: Mrs Ramsey
 SCIENCE: Mrs Cooke
 RE: Mr Harvey
 ML: Mr Kingston
 GEOGRAPHY & HISTORY: Mrs Arnold
 PE and HEALTH & SOCIAL CARE: Mr Winstanley
 ART: Mrs Lawson
 MUSIC: Mrs Lawson
 CREATIVE COMPUTING & TECHNOLOGY and BUSINESS: Ms Godley
 DRAMA: Mr Neal

PRIORITY AREAS

Quality of Education: Mr Kingston and Ms Godley
 Leadership & Management (L & M): Fr Swanson
 Personal Development: Ms Bate
 Site & Health & Safety: Mr Moran
 Life in Modern Britain (LIMB): Mr Harvey
 Finance & GDPR: Mrs Cooke

CROSS REFERENCE FOR AREA OF RESPONSIBILITY AND MEMBERSHIP OF COMMITTEES

| NAME | AREA OF RESPONSIBILITY |
|------------------|---|
| Fr. P. Swanson | Chairman of Governors, Finance, HR & Premises (Chair), Curriculum & Outcomes (Chair), Pastoral, Admissions (Chair), Teaching, Learning & Assessment, Leadership & Management |
| Mr A. Harvey | Vice Chairman of Governors, Governors Forum Representative, Students Disciplinary (Chair), Complaints (Chair), Admissions (Vice Chair), Staff Disciplinary & Grievance (Chair), Life in Modern Britain, Religious Education |
| Mrs C. Twist | Headteacher, Curriculum & Outcomes, Finance, HR & Premises, Pastoral, Admissions, Staff Discipline & Grievance, Pay |
| Mrs H. Arnold | Foundation Governor, Headteacher's Performance Management (Chair), Staff Disciplinary & Grievance (Vice Chair), Looked After Children, Geography, History |
| Ms D. Bate | Foundation Governor, 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, Staff Disciplinary & Grievance, Anti-Bullying/Equality, Science, Finance, GDPR |
| Mrs J. Ramsey | Foundation Governor, Complaints (Vice Chair), Attendance, Maths |
| Mr P. Winstanley | Foundation Governor, Pay (Vice Chair), Students Disciplinary, Complaints, Physical Education and Health & Social Care, Equality & CEIAG |
| Mr S. Neal | LA Governor, Pastoral, Pay, Young Carers, Drama, Schools Forum |
| Mrs P. Lawson | Parent Governor, Pastoral, SEND, Art & Music |
| Mrs C. Holland | Parent Governor, Finance, HR & Premises |
| Ms J. Grimes | Teacher Governor, Curriculum & Outcomes, Finance, HR & Premises, Safeguarding/Child Protection/ Transition |
| Ms J. Godley | Associate Member, Curriculum & Outcomes (Vice Chair), Pay (Chair), Pupil Progress/Pupil Premium and HAPs, Quality of Education, Creative Computing & Technology. |
| Mr S Kingston | Associate Member, Headteacher's Performance Management (Vice Chair), Curriculum & Outcomes, Staff Discipline & Grievance Appeals (Chair), Literacy & Numeracy, English, Modern Languages, Quality of Education |
| Mr M. Moran | Associate Member, Finance, HR & Premises (Vice Chair), Health & Safety, Site, Staff Discipline & Grievance Appeals. |