



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
Updated - 16/09/2020
Updated - 14/10/2020
Updated - 25/11/2020
Updated - 10/12/2020
Updated - 13/05/2021
Updated - 06/07/2021
Updated - 16/09/2021
Updated - 11/03/2022
Updated - 12/05/2022
Updated - 22/11/2022
Updated - 19/09/2023
Updated - 07/11/2023



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	1

NAME	ROLE	TERM OF OFFICE
Fr. Philip Swanson	Chairman/Foundation Governor	01/09/2008 01/09/2012 01/09/2016 01/09/2020 - 31/08/2024
VACANT	Foundation Governor	
Mrs. Catherine Twist	Headteacher	01/09/2015
Mrs. Paula Thompson	Foundation Governor	11/12/2012 11/12/2016 11/12/2020 – 10/12/2024
Mrs Patricia St Pier	Foundation Governor	01/09/2021 – 31/08/2025
Mr. Paul Winstanley	Foundation Governor	01/09/2008 01/09/2012 01/09/2016 01/09/2020 - 31/08/2024
Mrs Christine Williams	Foundation Governor	07/11/2022 – 06/11/2026
VACANT	Foundation Governor	
Ms. Judith Godley	Local Authority Governor	01/11/2011 (AM) 31/08/2018 (AM) 25/11/2020 – 24/11/2024
Ms E. Earps	Parent Governor	29/03/2023 – 28/03/2027
Mrs. Shirley Nield	Parent Governor	28/03/2022 – 27/03/2026
Ms. Joanne Grimes	Teacher Governor	05/11/2019 18/10/2023 – 17/10/2026
Mr. Stuart Kingston	Associate Member	01/11/2011 31/08/2018 - 31/08/2022



FULL GOVERNING BOARD

**QUALITY OF EDUCATION
COMMITTEE**

Termly

**FINANCE, HUMAN
RESOURCES & PREMISES
COMMITTEE**

Termly

**ETHOS
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



QUALITY OF EDUCATION COMMITTEE

Governors	Staff
Ms J Godley (LA) (Chair) Fr P Swanson (Foundation) (Vice-Chair) Mrs P St Pier (Foundation) Mr P Winstanley (Foundation)	Mrs C Twist (Headteacher) Miss J Grimes (Staff and Deputy Headteacher) Ms D Anderson (Assistant Headteacher) (by invitation) Mr S Holland (Deputy Headteacher) Miss N Ward (CEIAG Lead) by invitation
Serviced by Mrs C Twist, Headteacher Clerk: Ms J Sullivan	

Quorum: Three

QUALITY OF EDUCATION

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.
10. To review information about the school's CEIAG and destinations data.



FINANCE, HUMAN RESOURCES AND PREMISES

Governors	Staff
Fr P Swanson (Foundation) (Chair) Mrs P Thompson (Foundation) (Vice-Chair) Ms E Earps (Parent) Mrs S Nield (Parent)	Mrs C Twist (Headteacher) Miss J Grimes (Staff and Deputy Headteacher) Mr M Booth (Business Leader) M S Holland (Deputy Headteacher)
Serviced by Mr M Booth, School Business Manager Clerk: Ms J Sullivan	

Quorum: Three

FINANCE

Terms of Reference

- 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,
- 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.
- 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 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 Leader 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.



ETHOS COMMITTEE

Governors	Staff
Fr P Swanson (Foundation) (Chair) Mrs P St Pier (Foundation) Mr S Kingston (Associate Member with voting rights) Mrs C Williams (Foundation)	Mrs C Twist (Headteacher) Mr S Holland (Deputy Headteacher) Mr J McAuley (Assistant Headteacher) (by invitation) Mrs C Barrett (Assistant Headteacher) (by invitation) Miss N Ward (CEIAG Lead) (by invitation) Mrs N McDonagh (CL for RE and Leader of Catholic Life) (by invitation)
Serviced by Mr S Holland, Deputy Headteacher Clerk: Ms J Sullivan	

Quorum: Three

ETHOS COMMITTEE

Terms of Reference

1. The role of the Committee is to advise the Governing Board about all matters aspects linked to the development of the whole child.
2. To guide all stakeholders in the living out of the Catholic mission, values and vision of St Cuthbert's.
3. To be responsible for ensuring that the school follows the appropriate safeguarding procedures.
4. To be responsible for ensuring that the school follows the appropriate attendance and punctuality procedures and to review on a termly basis.
5. To ensure that behaviours and rewards are reported and analysed.
6. To review and analyse data on various student groups including SEND, Disadvantaged, LAC and to ensure that the school follows the appropriate procedures.
7. To be responsible for ensuring the overview of students involved in Social Care issues.
8. To be responsible for ensuring the overview of students attending The Melrose Centre.
9. To support the school in all aspects of being Ofsted ready.



HEADTEACHER'S PERFORMANCE MANAGEMENT COMMITTEE

Governors	Staff
Fr P Swanson (Foundation) Mrs P St Pier (Foundation) Mr St Kingston (Associate Member with voting rights)	Mrs C Twist (Headteacher)
Serviced by LA School Effectiveness Partner (Mrs P Potter)	

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

Governors	Staff
Mrs J Godley (LA) (Chair) Mr P Winstanley (Foundation) Mrs P Thompson (Foundation) Mrs C Williams (Foundation)	Mrs C Twist (Headteacher)
Serviced by Mrs C Twist (Headteacher) Clerk: Ms J Sullivan	

Quorum: Three

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 COMMITTEE

Quorum: Three Available Governors with relevant training to be appointed when required.

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

Quorum: Three Available Governors with relevant training to be appointed when required.

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

Quorum: Three Available Governors with relevant training to be appointed when required.

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

Quorum: Three Available Governors with relevant training to be appointed when required.

Terms of Reference

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

COMPLAINTS

Quorum: Three Available Governors with relevant training to be appointed when required.

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:	Mrs Williams
Transition:	Ms Grimes
SEND:	Mrs Nield
Attendance:	Mrs St Pier
Admissions:	Fr Swanson
Anti-Bullying/Equality/GDPR:	Mrs Thompson
Curriculum:	Mrs Godley
Equality & CEIAG:	Mr Winstanley
Governors Forum/Professional Development:	Mrs Godley
Health & Safety:	Fr Swanson
Health & Well Being:	Mrs St Pier
Literacy & Numeracy:	Mrs St Pier
Looked After Children/Young Carers:	Mrs Williams
Pupil Progress/Pupil Premium and HAPs:	Ms Godley

As agreed at the Full Governing Board Business Meeting held on 7 November 2023

CURRICULUM GOVERNORS

Curriculum Area	Governor	Curriculum Leader
English	Mrs St Pier	Mrs Anne-Marie Carney
Modern Languages	Mrs Godley	Mrs Danielle Hudson
Maths	Mrs St Pier	Mrs Sarah Weir
Science	Mrs Thompson	Mrs Katie Gobin
RE	Fr Swanson	Mrs Nichola McDonagh
Geography	Mr Kingston	Miss Maria Langan
History	Mr Kingston	Mrs Holly Brown
Art	Mrs Nield	Mr Marcus Kersey-Brown
Music & Drama	Mrs Williams	Mrs Ashley Dixon
Computing	Mrs Godley	Mr Scott Lane
Technology	Mrs Godley	Mrs Clare Holden-Locke
PE & H&SC	Mr Winstanley	Miss Vicky Jackson



CROSS REFERENCE FOR AREA OF RESPONSIBILITY AND MEMBERSHIP OF COMMITTEES

NAME	GOVERNOR	COMMITTEES	AREA OF RESPONSIBILITY
Fr. P. Swanson	Chairman of Governors, Foundation Governor.	<ul style="list-style-type: none"> • Quality of Education (Vice-Chair) • Finance, HR & Premises (Chair) 	<ul style="list-style-type: none"> • Admissions • Health & Safety • RE and Catholic Life
Mrs C. Twist	Headteacher	<ul style="list-style-type: none"> • Quality of Education • Finance, HR & Premises • Ethos • Pay 	
Mrs P. Thompson	Foundation Governor	<ul style="list-style-type: none"> • Finance, HR & Premises (Vice-Chair) • Pay 	<ul style="list-style-type: none"> • Anti-Bullying/Equality/GDPR. • Science
Mrs P. St Pier	Foundation Governor	<ul style="list-style-type: none"> • Quality of Education • Ethos • Headteacher's Performance Management 	<ul style="list-style-type: none"> • Attendance • Mental Health and Wellbeing • Literacy and Numeracy • Maths • English
Mr P. Winstanley	Foundation Governor	<ul style="list-style-type: none"> • Quality of Education • Pay 	<ul style="list-style-type: none"> • Equality & CEIAG • Physical Education and Health & Social Care
Mrs C Williams	Foundation Governor	<ul style="list-style-type: none"> • Ethos • Pay 	<ul style="list-style-type: none"> • Safeguarding/Child Protection • Looked After Children/Young Carers • Music & Drama
Ms J. Godley	LA Governor	<ul style="list-style-type: none"> • Quality of Education (Chair) • Pay (Chair) 	<ul style="list-style-type: none"> • Curriculum • Governors Forum/Professional Development • Pupil Progress/Pupil Premium and HAPs • Computing • Technology • Modern Languages
Mrs S. Nield	Parent Governor	<ul style="list-style-type: none"> • Finance, HR & Premises 	<ul style="list-style-type: none"> • SEND • Art
Ms E. Earps	Parent Governor	<ul style="list-style-type: none"> • Finance, HR & Premises 	
Ms J. Grimes	Teacher Governor	<ul style="list-style-type: none"> • Quality of Education • Finance, HR & Premises 	<ul style="list-style-type: none"> • Transition
Mr S Kingston	Associate Member	<ul style="list-style-type: none"> • Ethos • Headteacher's Performance Management 	<ul style="list-style-type: none"> • Geography • History