

**MOUNT CARMEL R.C. PRIMARY SCHOOL TERMS OF REFERENCE**

Role of the:

 Chair of Governors

 Clerk

 Chair of a Committee

 Clerk to a Committee

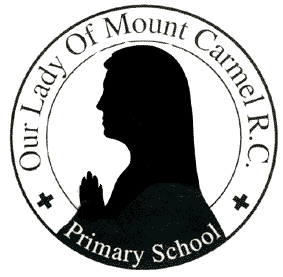
Delegation of Responsibility to Individuals

Model Terms of Reference, Membership and

Disqualifications and Quorum of:

* The Governing Body
* Hearings Committee
* Appeals Committee
* Admissions Committee (VA Schools)
* Premises, Finance & Staffing Committee
* Curriculum Committee
* Headteacher’s Performance Review

Committee



**MOUNT CARMEL R.C. PRIMARY SCHOOL**

**The Role of the Chair of Mount Carmel RCPS Governing Body**

**Mrs. C. Anderson**

 To ensure the business of the Governing Body is conducted properly, in accordance with legal and Manchester City Council delegation requirements.

 To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

 To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other’s roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

**Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members**

**The Role of the Clerk to Mount Carmel RCPS Governing Body**

**Miss Alison O’Connor**

 To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body

 To advise the Governing Body on Constitutional and Procedural Matters, duties and powers

 To convene meetings of the Governing Body

 To attend meetings of the Governing Body and ensure minutes are taken

 To maintain a register of members of the Governing Body and report vacancies to the Governing Body

 To give and receive notices in accordance with relevant regulations

 To perform such other functions as may be determined by the Governing Body from time to time

**Disqualification – Governors, Associate Members, the Headteacher**

**The Role of the Chair of a Committee**

 To ensure the business of the Committee is conducted properly, in accordance with legal requirements

 To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

**Disqualification – none**

**The Role of the Clerk to Committees**

**Miss Alison O’Connor**

 To advise the Committee on procedural and legal matters

 To convene meetings of the Committee

 To attend meetings of the Committee and ensure minutes are taken

 To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

**Disqualification – the Headteacher**

**Delegation of Responsibility to Individuals**

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

**Terms of reference:**

* To liaise with the appropriate member(s) of staff

 To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their

knowledge of the School

 To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within

their area of responsibility

 To raise the profile of the area of responsibility when related matters are considered by the Governing Body

 To attend training as appropriate

 Any items which individual governing bodies may wish to include

**Disqualification:**

The following functions CANNOT be delegated to an individual: Functions relating to:

 The alteration, closure or change of category of maintained schools

* The approval of the first formal budget plan of the financial year ·
* School discipline policies

 Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)

* Admissions

**These terms of reference agreed by the Governing Body on ………………**

**Date Delegation agreed ……………………………………………………………**

**Date of Review……………………………………………………………………….**

**The Governing Body**

*The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.*

**Terms of reference:**

* **To agree constitutional matters\***, including procedures where the

Governing Body has discretion

* To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
* **To hold at least three Governing Body meetings a year\***
* **To appoint or remove the Chair and Vice Chair\***
* **To appoint or remove a Clerk to the Governing Body\***
* **To establish the committees of the Governing Body and their terms of reference\***
* To appoint the Chair of any committee *(if not delegated to the committee itself)*
* **To appoint or remove a Clerk to each committee\***
* **To suspend a governor\***
* **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
* **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\***
* To approve the first formal budget plan of the financial year
* To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
* **To review the delegation arrangements annually\***
* *Any items which individual governing bodies may wish to include*

\***these matters cannot be delegated to either a committee or an individual**

**Membership – As per the Instrument of Government**

**These terms of reference agreed by the Governing Body** 21/09/2021

|  |  |
| --- | --- |
| **Name of Governor** | **End of term of Office** |
| Mrs. J. Potts | N/A |
| Mrs. L. McCauley | 20/01/24 |
| Mrs. C Anderson | 08/10/24 |
| Mrs. A. Donoghue | 26/09/25 |
| Mrs. V. Shaw | 17/05/25 |
| Ms. V. Parry | TBC |
| Mrs. N. Malone | 06/06/25 |
|  |  |
|  |  |

**Chair of the Governing Body** Mrs. C. Anderson

**Vice-Chair of the Governing Body** Mrs. N. Malone

**Clerk (s) to the Governing Body** Miss A. O’Connor

**Quorum: One half of the number of Governors in post**

**All committees must be clerked and meetings must be minuted. All committees must have a quorum of at least three Governors.**

**Experience of the first year of the new procedural arrangements indicates that where the Governing Body appoints only the minimum 3 as the membership of a committee, the committee struggles to be quorate. This can lead to long delays in work being done. Chairs should make sure that any committee meetings, which have to be postponed, are promptly re-scheduled.**

**HEARINGS COMMITTEE**

**Members:** Mrs. N. Malone, Mrs. L. McCauley & vacancy.

**Purpose of committee:**

This committee would be established to make decisions regarding disciplinary, grievance and capability under the Governing Body's personnel procedure.

**Terms of reference:**

* To make any determination to dismiss any member of staff (unless delegated to the headteacher)

 To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action **\***

 To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (unless delegated to the Headteacher)

* To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others

 To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:

 Additional items which individual Governing Bodies may wish to include

**\* Cannot be delegated to an individual**

**Membership:** Not less than 3 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee).

**Disqualification:** The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member).

These terms of reference agreed by the Governing Body on – 21.09.21

**APPEALS COMMITTEE**

**Members:** Mrs. C. Anderson, 2 Vacancies

**Purpose of committee:**

This committee would be established to consider any appeals following a decision made by the Hearings Committee.

**Terms of reference:**

 To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee **\***

 To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability **\***

* To consider any appeal against selection for redundancy \*
* Any items which individual governing bodies may wish to include

**\* Cannot be delegated to an individual**

**Membership:** No fewer members than the Hearings Committee

**Disqualification:** The Headteacher Any members of the Hearings Committee (It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member).

**Quorum:** Minimum of 3, committee can determine higher number.

These terms of reference agreed by the Governing Body on – 21.09.21

**ADMISSIONS COMMITTEE (VOLUNTARY AIDED SCHOOLS)**

**Members:** Mrs. C. Anderson, Mrs. J. Potts & Mrs. N. Malone

**Purpose of committee:**

Committee established to determine the school's admission policy and in deciding on the admission of individual children.

**Terms of reference:**

 To determine within statutory provisions and the Governing Body policy whether any child should be admitted to the school **\***

 To review admissions arrangements and to make recommendations for changes to the Governing Body

 Any items which individual governing bodies may wish to include

\* **Cannot be delegated to an individual**

**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.

These terms of reference agreed by the Governing Body on – 21.09.21

**PREMISES, FINANCE & STAFFING COMMITTEE**

**Members:** Mrs. C. Anderson, Mrs. J. Potts, Mrs. V. Shaw, & Miss V. Parry (Associate Governor)

**Purpose of committee:**

The PF&S Committee is established to:

1. review and agree the school's proposals for the budget and recommend it to the full Governing Body, review the school fund account and review and keep track of expenditure.
2. review and agree staff provision, agree procedures for staff selection, appointment and performance management, contribute to the appraisal of the Headteacher, review and agree staff training programmes and review and agree pay.
3. have oversight of the use of premises, grounds and extended school facilities including the lettings policy. Make recommendations on accommodation, caretaking, cleaning, decorating and maintenance.
4. promote the health, safety and welfare of all persons when on school premises and of staff and pupils when engaged upon activities relevant to the school’s purposes.

**Terms of reference:**

 In consultation with the Headteacher, to draft the first formal budget plan of the financial year

 To establish and maintain an up to date 3-year financial plan.

* To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body

 To ensure that the school operates within the Financial Regulations of the Council

 To monitor expenditure of all voluntary funds kept on behalf of the Governing Body

 To annually review charges and remissions policies and expenses policies.

 To make decisions in respect of service agreements

* To prepare financial statements for inclusion in the Governing Body report to parents

 To make decisions on expenditure following recommendations from other committees

* To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
* In consultation with the Headteacher to oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy
* To establish and keep under review a Building Development

Plan

* To establish and keep under review an Accessibility Plan
* To oversee premises-related funding bids
* To oversee arrangements for repairs and maintenance

 To determine whether sufficient funds are available for pay increments as recommended by the Headteacher

 In the light of the Headteacher Performance Management

Group's recommendations, to determine whether sufficient funds are available for increment

 To draft and keep under review the staffing structure in consultation with the Headteacher.

 To establish a Salary Policy for all categories of staff and to be responsible for its administration and review

* To oversee the appointment procedure for all staff

 To establish and review a Performance Management policy for all staff \*

* To oversee the process leading to staff reductions

 To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

 To make recommendations on personnel related expenditure

 To consider any appeal against a decision on pay grading or pay awards

 Additional items which individual Governing Bodies may wish to include

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

**Disqualification:**

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

**Quorum:**

Minimum of 3, committee can determine higher number.

These terms of reference agreed by the Governing Body on – 21.09.21

**CURRICULUM COMMITTEE**

**Members:** Mrs. J. Potts, Mrs. A. Donoghue, Mrs. L. McCauley, Mrs. N. Malone & Mrs. V. Shaw

**Purpose of committee:**

The school curriculum comprises all learning and other experiences that each school provides for its pupils. The range of responsibilities for the curriculum are shared between the Headteacher, the Governing Body, the LA and the Secretary of State for Education and Skills. The Curriculum Committee may have responsibility for monitoring test results and teaching of the national curriculum and reviewing the assessment policy, the school visit policy and the school's provision and policy on sex education, collective worship and RE.

It should also monitor provision for pupils with special educational needs or exceptional ability.

**Terms of reference:**

 To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy

 To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body

 To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and or reports to be received by the Governing Body

 To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.

 To oversee arrangements for educational visits, including the appointment of a named coordinator.

 Additional items which individual Governing Bodies may wish to include.

**Note:** Although not a statutory requirement, the Governing Body may wish to appoint governors with specific roles in relation to their collective responsibility for the curriculum including: curriculum committee, curriculum complaints committee, literacy governor (primary schools), numeracy governor (primary schools), curriculum subject governors.

**Quorum:** Minimum of 3, committee can determine higher number.

These terms of reference agreed by the Governing Body on – 21.09.21

**HEADTEACHER’S PERFORMANCE REVIEW GROUP**

**Members:** Mrs. C. Anderson, Mrs. N. Malone & Mrs. L. McCauley

**Purpose of committee:**

This committee would have responsibility for monitoring and reviewing the

Headteacher's performance against targets.

**Terms of reference:**

* To arrange to meet with the External Adviser to discuss the

Headteacher's performance targets

 To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually

* To monitor through the year the performance of the

Headteacher against the targets

* To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
* Additional items which individual Governing Bodies may wish to include

**Membership:**

2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

**Disqualification**

The Headteacher and Staff Governors

**Quorum:** Minimum of 2 suggested.

These terms of reference agreed by the Governing Body on – 21.09.21