



## **ST. BEDE'S CATHOLIC JUNIOR SCHOOL**

*celebrates life and learning*



### **GOVERNOR INFORMATION**

The Governing Body was reconstituted with effect from 1<sup>st</sup> April, 2015.

Chair and Vice Chair of the Full Governing Body and Committee Membership and Terms of Reference and Chair and Vice Chair of Committees are reviewed annually in the autumn term.

“As reflected in the law the purpose of maintained School Governing Bodies is to ‘conduct the school with a view to promoting the high standards of educational achievement at the school’.

The three core strategic functions of the Governing Body are:

- 1. Ensuring clarity of vision, ethos and strategic direction;*
- 2. Holding the Headteacher to account for the educational performance of the school and its pupils; and the performance management of staff;*
- 3. Overseeing the financial performance of the school and making sure its money is well spent.”*

(DfE Governors’ Handbook, January 2015 p.7)

These functions are reflected in the School Governance Regulations and in OFSTED criteria to judge the effectiveness of Governance.

As a Voluntary Aided School Governors have responsibility as an Admission Authority and Employer of Staff.



**ST. BEDE'S CATHOLIC JUNIOR SCHOOL GOVERNING BODY**

<b>NAME</b>	<b>START DATE FOR THIS TERM OF OFFICE</b>	<b>END DATE</b>	<b>GOVERNOR TYPE</b>	<b>RESPONSIBILITIES 2020-2021</b>	<b>ATTENDANCE RECORD FOR FULL GOVERNING BODY MEETINGS 01/09/19 – 31/8/20 APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED</b>	<b>RELEVANT BUSINESS AND PECUNIARY INTERESTS</b>
Paul Owen	06/07/20	05/07/24	Foundation	Chair of Governing Body Chair of Finance/Resources Committee Designated Governor for Child Protection, Safer Recruitment and Safeguarding, Safer Recruitment trained	3/3	None declared/ recorded
Gillian Geoghegan	01/09/19	31/08/23	Staff	Designated Governor for Pupil Premium and Covid Catch Up	2/3	None declared/ recorded
Philip Glover	01/09/20	31/08/24	Foundation	Designated Governor for Health and Safety	2/3	None declared/ recorded

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Julie Rourke	16/03/19	15/3/23	Foundation	Vice Chair Designated Governor for Religious Education and Relationships and Sex Education and Mental Health/Wellbeing: staff Safer Recruitment Trained	3/3	Governor Our Lady Perpetual Succour, Widnes and St Ambrose, Speke
Paula Talbot	26/11/18	25/11/22	Parent	Designated Governor for Children in Care and Post Looked After and Mental Health/Wellbeing: pupils	3/3	None declared/recorded
Mary Wynne	06/06/22					None declared
Faith Tiernan			Headteacher	Designated Governor for Educational Visits and Mental Health/Wellbeing: staff	3/3	Board Member Archdiocese of Liverpool Primary School Improvement

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						Trust
Louise Davies						

This year, rather than designated governors for individual subject areas we have established teams:

<b>TEAM</b>	<b>STEM</b>	<b>CREATIVE &amp; HUMANITIES</b>	<b>SMSC / PERSONAL DEVELOPMENT</b>
<b>SUBJECTS</b>	Maths Science Design Technology Computing	English Art and Design Music History Geography PMFL	SEND RE PSHE PE Arts
<b>GOVERNORS</b>	Phillip Glover Paul Owen	Gill Geoghegan	Julie Rourke Paula Talbot



**COMMITTEE STRUCTURE AND MEMBERSHIP**

The number and type of committees is not set in statute but each school's Governing Body is free to determine how many Committees and Governor Panels it should have and the terms of reference of these Committees/Panels. The following details the structure and membership of St. Bede's Catholic Junior School's Governing Body Committees and Panels.

<b>ST. BEDE'S CATHOLIC JUNIOR SCHOOL COMMITTEE STRUCTURE AND MEMBERSHIP</b>				<b>RELEVANT BUSINESS AND PECUNIARY INTERESTS</b>
<b>PUPIL SUPPORT COMMITTEE (INCLUDES ADMISSIONS AND SAFEGUARDING)</b>				
Paul Owen	Foundation		Chair	None declared/ recorded
Paula Talbot	Parent			None declared/ recorded
Faith Tiernan		Headteacher		Board Member Archdiocese of Liverpool Primary School Improvement Trust

<b>FINANCE/RESOURCES COMMITTEE (INCLUDES BUDGET, STAFFING AND PREMISES)</b>				
Paul Owen	Foundation		Chair	None declared/recorded
Philip Glover	Foundation			None declared/recorded
Julie Rourke	Foundation			Governor Our Lady Perpetual Succour, Widnes and St Ambrose, Speke
Faith Tiernan		Headteacher		Board Member Archdiocese of Liverpool Primary School Improvement Trust

<b>ST. BEDE'S CATHOLIC JUNIOR SCHOOL COMMITTEE STRUCTURE AND MEMBERSHIP</b>				<b>RELEVANT BUSINESS AND PECUNIARY INTERESTS</b>
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## **STANDARDS COMMITTEE (INCLUDES CURRICULUM, TEACHING AND LEARNING, AND PUPIL PREMIUM)**

Rose Chambers				None declared/recorded
Gill Geoghegan	Staff			None declared/recorded
Paul Owen	Foundation			None declared/recorded
Julie Rourke	Foundation		Chair	Governor Our Lady Perpetual Succour, Widnes and St Ambrose, Speke

## **HEADTEACHER'S PERFORMANCE REVIEW PANEL**

Paul Owen	Foundation		Chair	None declared/recorded
Julie Rourke	Foundation		Clerk to Committee	Governor Our Lady Perpetual Succour, Widnes and St Ambrose, Speke
Phil Glover	Foundation			None declared/recorded



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## **COMMITTEE/PANEL TERMS OF REFERENCE**

### **FINANCE/RESOURCES COMMITTEE**

#### *Financial Policy and Planning*

- Plan and prepare a draft budget, taking into account the priorities of the School Management Plan, and ensure that the budget plan is agreed by the Governing Body and submitted to the Local Authority by no later than 30<sup>th</sup> June each year;
- To review, adopt and monitor a scheme of delegation for spending and budgetary adjustments (virements) for the Committee, Headteacher and other nominated staff;
- Take financial decisions in accordance with the scheme of delegation agreed at the meeting of the full Governing Body;
- To review, adopt and monitor financial policies, including a Charging and Remissions Policy;
- To establish and maintain a three year financial plan, taking into account priorities of the School Management Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information;

- Ensure that the requirement for non-public funds to be audited is carried out at least annually and a copy of the audited accounts are approved by the full Governing Body, and a copy of the audit certificate is sent to the Internal Audit Section of the LA;
- To make decisions in respect of service level agreements.

### Financial Monitoring

- To ensure that the school operates within the Financial Regulations of the LA;
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- To receive at least termly budget monitoring reports from the LA;
- To report back to each meeting of the full Governing Body and to alert them of potential problems or significant anomalies at an early date;
- To determine and monitor the use and impact of the Pupil Premium and Sport Funding and report to the full Governing Body;
- To meet with other committees and provide them with the information they need to perform their duties;
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school;
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body;
- To review, complete and submit the School Financial Value Standards (SFVS);
- To undertake any remedial action identified as part of the SFVS;
- To receive and act upon any issues identified by a Local Authority audit.

### Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's Management Plan and the effective operation of the school;
- To consider and recommend for adoption to the full Governing Body the school's Pay and Appraisal Policies, including the criteria for pay progression (including the arrangements and operation of the school's appraisal procedures for the Headteacher);
- To agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the Headteacher;
- To ensure that appropriate arrangements for linking appraisal to pay are in place and can be applied consistently and that pay decisions can be objectively justified;
- To approve teachers' salaries, including recommendations from the Senior Leadership Team on whether to award performance pay in line with the school's Pay Policy;
- To make recommendations to the Finance/Resources Committee on what provision should be made in the school's budget for pay progression and discretionary pay awards;
- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check that processes operate fairly;
- To ensure that staffing procedures (including recruitment procedures) follow current qualities legislation;
- To annually review procedures for dealing with staff discipline, capability and grievances and make recommendations to the Governing Body for approval;

- To monitor approved procedures for staff discipline capability and grievance and ensure that staff are kept informed of these;
- To recommend to the Governing Body staff selection procedures, ensuring that they conform with safer recruitment practice and to review these procedures as necessary;
- In consultation with staff, to oversee any process leading to staff reductions;
- To establish the annual and longer term salary budgets and other costs relating to personnel, e.g., training.

### Premises

- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
- To inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Body;
- To arrange professional surveys and emergency work as necessary:
 

*The Headteacher is authorised to commit expenditure without the prior approval of the Committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the Committee Chair at the earliest opportunity;*
- To create a project committee where necessary to oversee any major developments;
- To establish and keep under review an Accessibility Plan and a Building Development Plan;
- To review, adopt and monitor a Health and Safety Policy.

### **PUPIL SUPPORT COMMITTEE**

- To review and monitor safeguarding at and admissions into the school;
- To assist the Governing Body in fulfilling its oversight responsibilities for: child protection and safeguarding at the school provide additional support for the Nominated Safeguarding Governor;
- To make decisions regarding requests for admission, in accordance with the criteria contained in the school's Admission Policy;
- To ensure that the school's safeguarding and admissions policies are properly implemented;
- Provide the Governing Body with sufficient information to exercise its collective responsibility for supporting pupils;
- To ensure that policies are compliant with published legislation and regulations.

### Admissions

- To decide request for admission, in accordance with the criteria contained in the school's Admission Policy.

### **STANDARDS COMMITTEE**

- To review, monitor and evaluate the curriculum offer;
- To recommend for approval to the full Governing Body the:

## School Self-Evaluation

### School Management Plan

Targets for school improvement;

- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups;
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the Committee's area of operation;
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g., Behaviour for Learning and Relationships and Sex Education);
- To monitor and evaluate the effectiveness of leadership and management;
- To monitor and evaluate the impact of quality teaching on rates of pupil progress and standards of achievement;
- To monitor and evaluate the impact of continuing professional development on improving staff performance;
- To monitor and evaluate provision for all groups of vulnerable children (e.g., Looked After Children) and ensure that all of their needs have been identified and addressed, and to evaluate their progress and achievement;
- To ensure that the requirements of children experiencing special needs are met, as laid out in the Code of Practice, and receive termly reports from the SENCO and an annual report from the SEN Governors;
- To consider recommendations from external review of the school (e.g., OFSTED or local School Improvement Link Officer), agree actions as a result of reviews and evaluate regularly the implementation of the plan;
- To ensure that all children have equal opportunities;
- To advise the Finance/Resources Committee on the relative funding priorities necessary to deliver the curriculum;
- To monitor the school's publicity, public presentation and relationships with the wider community;
- To identify and celebrate pupil achievements;
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

### **HEADTEACHER'S PERFORMANCE REVIEW PANEL**

- To agree appraisal objectives for the Headteacher with the support of an External Adviser;
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually;
- To monitor and evaluate the performance of the Headteacher against the agreed objectives, within the mandatory annual cycle; and
- To review the salary of the Headteacher annually, in accordance with the most recent Teachers' Pay and Conditions document;
- To make recommendations to the Finance/Resources Committee in respect of awards for the successful meeting of targets set.