



**Governance Structure**

**and**

**Terms of Reference  
(Scheme of Delegation)**

**for**

**The Federation of St Anne's and St Martin's  
Catholic Primary Schools**

**2017-18**

## The Role of the Chair of the Governing Board

- ❖ To ensure the business of the Governing Board (GB) is conducted properly, in accordance with legal and LA 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 effective relationships 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 Board acts as a sounding board to the Headteacher and provides strategic direction

**Qualification – The Diocese expects, where possible, that the Chair (and Vice Chair) will be Foundation Governors. It is the role of all Foundation Governors to ensure that the schools uphold the ethos and tenets expected of all Catholic Schools as set out on the Birmingham Diocesan Education website.**

## The Role of the Clerk to the Governing Board

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- ❖ To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Board
- ❖ To attend meetings of the Governing Board and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Board from time to time

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

## The Role of Chair of a Committee/Working Group

The Federation adopted a governance structure on its formation in 2017 which does not include any statutory committees, instead operating through a regular series of full governing board meetings with reports from governor Working Groups established by the GB from time to time. These guidelines are therefore only relevant should this situation change and can be used as guidance for the conduct of the Working Groups should they appoint a chair/convenor.

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements and any delegated authority. The Working Groups do not have any delegated authority to make decisions, unless otherwise agreed by the GB.
- ❖ 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 ensure the Committee or Working Group reports back to the Governing Board

**Disqualification – none**

## The Role of the Clerk to Committees

- ❖ 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 Board from time to time
- ❖ The Clerk will not be required to attend meetings of Working Groups unless specifically agreed.

**Disqualification – Headteacher**

## Membership of Committees/Working Groups

- ❖ As agreed by the Governing Board

**Disqualification – None**

## The Governing Board of The Federation

*The Governing Board needs to take a strategic role, act as a critical friend to the Schools 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 Board has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Board meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Board\*
- To establish the committees of the Governing Board and their terms of reference if any\*
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals\*
- To receive reports from any individual, group or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary\*
- To monitor the safeguarding arrangements in the school to ensure that a high standard of child protection is in place which complies with the statutory requirements laid down by DfE
- To ensure all the other statutory school policies are in place and up to date as a result of regular reviews in compliance with DfE guidance
- To approve the first formal budget plan of each 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 other items agreed by the governing board

**\*these matters cannot be delegated to a committee, a working group or an individual**

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

**Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations**

**These terms of reference agreed by the Governing Board**

*(Date to be inserted)*

<b>Name of Governor</b>	<b>End of term of Office</b>
Yvonne Mubanga (Chair)	01.01.2021
Margot Buller	N/A
Adriana Valencia-Trujillo	01.01.2021
Charlotte Talbot	01.01.2021
Jennifer Mendonca	01.01.2021
Karen Ind	01.01.2021
Maria Duaso	01.01.2021
Meena Anand	01.01.2021
Paul Fallon	01.01.2021
Peter Kayes	01.01.2021
Rebecca Mee	01.01.2021
Sheelagh Bowker	01.01.2021
Teresa Cattle	01.01.2021
Yasmin Sanchez-Pearson	26.06.2022
<b>Chair of the Governing Board</b>	Yvonne Mubanga
<b>Vice-Chair of the Governing Board</b>	
<b>Clerk (s) to the Governing Board</b>	Sue Witten

<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
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