



**FEDERATION OF ST ANNE'S AND ST
MARTIN'S CATHOLIC PRIMARY SCHOOLS**
St Anne's and St Martins

Learning to live by faith and to be known by love



**TERMS OF REFERENCE
FOR THE GOVERNING BOARD AND
COMMITTEES OF THE FEDERATION OF ST
ANNE'S AND ST MARTIN'S PRIMARY SCHOOLS
2024 -2025**

Full Governing Board Terms of Reference

Membership	18 governors, including the two Headteachers. For full membership details, see “STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BOARD”
Terms Of Office	The Chair and Vice Chair(s) of Governors will have a term of office of one year and the term of office will end on the date of the first meeting of the Governing Board after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.
Election of Chair & Vice-Chair(s)	Appointed annually at the start of the academic year. For full Election process, see “STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BOARD”
Quorum	At least 10 governors
Meetings of the Governing Board	The Governing Board will meet at least four times in each school year. The dates of the meetings will be decided in advance and published at the beginning of the academic year.
Clerking	Clerk to governors
Terms of reference	Reviewed annually at the start of the academic year
Voting Rights	All Governors in attendance have voting rights. (Includes Heads).
Role of Governing Board (Responsibilities & powers)	See below

Business/Administration

- 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 four 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 set up working groups as and when necessary.
- Any other items agreed by the governing board

Leadership/Management

- To develop a Succession Plan for the GB.
- To ensure each school and GB meets its Statutory Requirements.
- To monitor recruitment and training needs for the GB and promote attendance on Governor Training Courses and to share information.

- To appoint Safeguarding/Link/Subject Governors.
- 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 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 prepare a timetable of governor visits to each school with an agreed focus in line with the SDP.
- To evaluate the effectiveness of the Governing Board annually.
- To undertake school and governance self-evaluation.
- To ensure the Catholic Life of the schools is paramount

Behaviour and Safety.

- 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 including the appointment of a named governor for Child Protection / Safeguarding
- To monitor & evaluate each school's Equalities Objectives & to review each school's Public Sector Equality Duties.

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

Financial Probity.

- To approve the first formal budget plan of each financial year*
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

Achievement and Progress and Quality of Teaching and Learning.

- To monitor progress against each School's Development Plan.

Pupil and staff welfare

- Ensure that appropriate Child Protection and Safeguarding procedures are in place including the appointment of a named governor for Child Protection / Safeguarding
- To review, monitor and evaluate Safeguarding Policies & Procedures.
- Determine, monitor, evaluate, review and revise as necessary all policies and procedures relating to: Pupil Welfare; equalities including the monitoring of racist and discriminatory incidents reported by the Headteachers; the Home-School agreement; the school's relationship and communications with parents.
- Receive statistical reports and analyses on exclusions and attendance and make recommendations to the Senior Leadership Team
- To monitor how the school supports pupils with medical conditions.
- Ensure arrangements are in place for seeking and considering the views of pupils, parents, staff, parishes and wider community, particularly in relation to any proposed change or development.
- Ensure that arrangements are in place to hold a staff survey once a year.

OTHER COMMITTEES (DELEGATION OF FUNCTIONS)

The Governing Board can delegate any of its statutory functions to a committee, a Governor or the Headteachers, subject to the restrictions described below. The Governing Board must review the delegation of functions annually. The Governing Board will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

Functions which cannot be delegated

The following functions will not be delegated:

- The constitution of the Governing Board
- Decision to discontinue the school.
- Decision to approve alternative arrangements for participation in any vote at full governing board and in committees.
- Decision to approve the first formal budget plan of the financial year.
- Beginning the process for appointment of headteacher or deputy headteacher.
- The appointment or removal of the Chair or Vice-Chair(s)
- The appointment of the Clerk
- The suspension of Governors
- The establishment of committees including membership and terms of reference.
- The appointment or removal of Associate Members to committees, their term of office and any voting rights.
- Decisions on which functions are to be delegated.

The Governing Board can still perform functions it has delegated. This enables the Governing Board to take decisions on matters that are discussed at meetings on functions that have been delegated

General Terms of Reference for Committees

General Terms

- To act on matters delegated by the full governing body
- To liaise and consult with other committees when necessary
- To contribute to the School Development Plan for St Anne's and St Martin's Primary Schools
- To consider safeguarding and equalities implications when undertaking all committee functions

Meetings

- The Committee meetings will not be open to the public but minutes can be made available (where appropriate) upon request
- Information relating to a named person or any other matter that the Committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the Committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the Committee shall choose a clerk for that meeting from among their number (someone who is not a member of staff)
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in their absence another member of the Committee).

Resources Committee Terms of Reference

(1) Constitution of the Resource Committee

Membership	At least 5 governors, including the two Headteachers
Terms Of Office	The Chair will have a term of office of one year and the term of office will end on the date of the first meeting of the Committee after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.
Election of Chair	<p>Appointed annually at the start of the academic year. The election process replicates the process used for electing the Chair of Governors, as outlined in "STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BOARD".</p> <p>In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number (someone who is not a member of staff).</p> <p>Per the Financial Procedure Manual, "the Resources Committee will ensure an appropriately experienced person chairs the Resources Committee to be able to challenge."</p>
Quorum	Three governors (at least two of whom must be non-staff governors).
Meetings of the Committee	The Committee will meet at least four times in each school year. The dates of the meetings will be decided in advance and published at the beginning of the academic year.
Clerking	<p>Provided by the Clerk to the Governors.</p> <p>In the absence of the clerk, the Committee shall choose a clerk for that meeting from among their number (someone who is not a member of staff)"</p>
Terms of reference review	Reviewed annually at the start of the academic year
Voting Rights	All Governors in attendance have voting rights (Includes Heads).
Role of Committee: (Responsibilities & powers).	See below

(2) Financial planning

- (2.1) To review and approve a Financial Procedures Manual which includes appraising the local scheme of delegation for spending and budgetary adjustments (virements) for the Committee, Headteachers and other nominated staff.
- (2.2) To establish a three-year financial plan, taking into the account priorities of the School Development Plans, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- (2.3.1) To review and propose to the governing body for adoption of the draft annual school budget
 - Take into account the priorities of the School Development Plan and considering benchmarking information
 - Includes review and propose to FGB for signing an "application for a licensed deficit for schools" letter, required for deficit (not in year but total carried forward balances) over £5,000.
 - Review any / all additional funding grants to ensure they have been completed

- 2.3.2 To consider benchmarking as an input to the annual budgeting process.
- (2.4) Review the contract register and service level agreements.
 - Includes approval of Governor subscriptions and any associated SLAs
 - All contracts are operational and therefore owned by the Heads, with the exception of HR contract(s), which the Governors (as the employer of staff) may need to access directly. Ownership of HR contract(s) are delegated from the FGB to the Resource Committee. Changes to HR contract(s) must be reviewed and approved by the Resource Committee prior to taking effect.
- (2.5) To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteachers.
- (2.6) Review Building fund levels, plans for Building fund expenditure, and support Building fund communications
- (2.7) Review School fund levels, plans for School fund expenditure, and review any School fund initiatives
- (2.8) Review what insurance coverage there is and consider if it is sufficient, balancing value for money with risk.

(3) Financial monitoring

- (3.1) 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 (three per academic year) budget monitoring reports from the Headteachers.
 - 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 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 Federation.
- (3.2) To monitor the three year financial plan taking into the account priorities of the School Development Plans, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- (3.3) To complete and approve the School Financial Value Standard (SFVS) before sharing with FGB. The Chair of Governors submits it to the LA,
 - To oversee the completion of any remedial action identified as part of the SFVS.
- (3.4) To review and approve an annual report of (I) physical inventory items including completed investigation of any discrepancies, and (II) an annual report of any / all write-offs and disposals.
- (3.5) To receive and act upon any issues identified by a local authority audit.

(4) Premises / Health and Safety

- (4.1.1) To ensure that an annual inspection of the premises and grounds takes place and a report identifying any issues is received and reviewed. The report should include a proposed order of priorities for maintenance and development, for the approval of the governing body. The report may recommend a project committee where necessary for major developments.
- (4.1.2) To receive at least termly (three per academic year) premises progress reports, to provide support and guidance for the governing body and the Headteachers on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
 - includes progress on issues identified in annual inspection.
 - includes confirmation of any professional surveys required.

- includes notification of any emergency work required or undertaken. (The Headteachers are 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 or Chair of Governors at the earliest opportunity.)
- Includes updates on litter, refuse and dog excrement supporting the governing body's responsibilities regarding Section 89 of the Environmental Protection Act 1990, so far as is practicable.
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- (4.2) Ensure accessibility audits are performed as required (anticipate approximately every three years). Ensure plans are in place to address findings.
- (4.3) Review the asset register is in place and maintained for each school.
 - Review and approve the asset management plan, which all schools should have, as outlined in the SFVS. Ensure it contains the spending priorities for maintaining premises and other assets for at least the next three years, aligned to the School Development Plan, as outlined in the Financial Procedures Manual.
- (4.4) To review, adopt and monitor a Health and Safety policy.
- (4.5) Includes reviewing each school's accident reports regularly.
 - Includes making sure there is an appointed person in charge of first aid.
- (4.6) Note reports from the H&S Governor following their site visits
- (4.7) Review that "both schools meet the statutory guidance on School Food Standards, including a review of meal take-up and healthy food provision."
- (4.8) To review at start of the year the list of all school trips and approve risk assessments of any trips that require governor approval as per policy.
- (4.9) Annual review of the "Rainbow plan" to ensure it is maintained and tested at each school.
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(5) Data Protection

- Resource Committee will provide governance to check that appropriate security is in place to protect personal data. It will complete the following:
 - (5.1) Ensure an annual Data Protection Officer report from the third-party provider is reviewed. (Per <https://www.gov.uk/guidance/data-protection-in-schools/responsibilities>, this should include confirmation on the network security (to keep personal data protected), and how the schools' monitor their data protection performance.)
 - (5.2) Annual review of the business continuity plan to ensure it is in place, up to date, and includes data protection (cyber security). (Per <https://www.gov.uk/guidance/data-protection-in-schools/responsibilities>.)
 - (5.3) Discuss and review any data protection concerns / breaches. (Both schools confirmed they have their own Internal Breach Register).

(6) Admissions / Marketing

- (6.1) Review the marketing plan (including school prospectus and other marketing information) annually (towards the end of the school year, ready for the following school year). Ensure the plan is in place supporting the School Development Plan.
 - Review progress updates during the year on the marketing plan and expected admissions.

(7) Staffing

- (7.1) Ensure that the schools are staffed sufficiently for the fulfillment of the schools' development plans and the effective operation of the schools. As part of this,
 - Review staff absences.

- Review School Development Plan progress
- Approve staffing structure changes (per Scheme of delegation),
- (7.2) AD-HOC BASIS: If / when required, oversee, in consultation with staff, any process leading to staff reductions.
- (7.3) AD-HOC BASIS: If / where required, determine dismissal payments/early retirement.
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- **(8) Policies:** To regularly review all additional policies as delegated to the Resource Committee by the FGB and outlined in the policy schedule, including but not limited to:
 - (8.1) a charging and remissions policy (which is required by law)
 - (8.2) governors' allowances and expenses policy (per scheme of delegation)
 - (8.3) a Pay Policy for all categories of staff
 - (8.4) a first aid policy
 - (8.5) recruitment and selection policies, ensuring they follow equalities legislation, and conform with safer recruitment practice
 - (8.6) staff discipline and grievances policies
 - (8.7) The Schools' Letting policy

(9) Other duties

- - (9.1) To monitor and promote the school's publicity and positive links with the parishes and the wider community
 - (9.2) To identify and celebrate pupil achievements.
 - (9.3) AD-HOC BASIS: If / when required, review and approve governors' expenses.
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Curriculum committee Terms of Reference

Curriculum Planning and Delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - School Self-evaluation form
 - School Development Plan
 - Targets for school improvement to the governing body
- To develop and review policies identified within the Federation's policy review schedule and in accordance with its delegated powers (e.g. relationship and sex education and pupil behaviour/discipline).

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.

- To consider recommendations from external reviews of the schools (e.g. Ofsted or School Effectiveness 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 resources committee on the relative funding priorities necessary to deliver the curriculum.
- To review, monitor & evaluate provision for Pupil Premium pupils.
- To review, monitor & evaluate provision to ensure all pupils are challenged
- To prepare internal targets for Key Stages for current and following academic year in conjunction with the School Effectiveness Officer and present targets to the FGB for approval.

SEND Provision

- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive reports from the headteacher/SENCO
- To monitor and evaluate SEND provision and the use of the Individual Educational Health Care Plans.

Pay Committee Terms of Reference.

Membership	3 non-staff governors
Terms Of Office	The Chair will have a term of office of one year and the term of office will end on the date of the first meeting of the Committee after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.
Election of Chair	Appointed annually by members of group, at the start of the academic year. The election process replicates the process used for electing the Chair of Governors, as outlined in "STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BOARD" In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number (someone who is not a member of staff).
Quorum	2 governors
Meetings	The Pay Committee will meet ad-hoc as required, in consultation with the Chair of Governors. Anticipated this will be twice per year. .
Clerking	Clerking is NOT provided by the clerk to the governors. Rather, the Pay Committee shall choose a clerk for that meeting from among their number.
Reporting	<ul style="list-style-type: none"> - Minutes will either be approved in a subsequent Pay Committee meeting or over email. - Key outcomes are shared as appropriate (e.g. with Chair / Heads / Bursars regarding pay change approvals). - A summary (removing any sensitive information) can be shared with the FGB.

Terms of reference	Reviewed annually at the start of the academic year
Voting Rights	Only Full Governors have voting rights.
Role of Committee (Responsibilities & powers.)	See below

Pay Committee responsibilities & delegated powers.

- To determine the salary of the Headteacher from 1 September of each year, taking account of any report from the Headteacher's Performance Management Panel. (The Headteacher's Performance Management Panel in conjunction with an *External Advisor* reviews the Headteacher's objectives set for the previous year and sets objectives for the following academic year).
- To determine the salaries of the leadership group from 1 September of each year, taking account of any objectives set for the previous year, and recommendations of the Headteacher.
- To determine the salaries of all teaching staff from 1 September of each year, with reference to the current national Pay and Conditions Document and attendant Circular, the Federation's current pay policy, and the recommendations of the Headteacher.
- To determine the salaries of all support staff from 1 April of each year using the relevant scales, taking account of the current pay policy and the recommendations of the Headteacher.
- To determine the remunerations of staff directly supporting the Governing Board (Clerk to the Governors) on 1 April each year taking into account the recommendation of the Chair of Governors.

Panels and Committee Terms of Reference.

(4) Head Teacher's Performance Management Panel Terms of Reference.

Membership	3 Governors, (having undertaken HTPM training.) Staff Governors are not eligible to sit on this panel. The School Effectiveness Officer will provide support.
Type of Committee	Statutory Executive
Election of chair	Appointed each time by members of the committee
Quorum	At least 3 governors
Meetings	To be convened twice yearly.
Clerking	A governor
Terms of reference	To be reviewed annually at start of academic year.
Voting Rights	Only Full Governors have voting rights
Role of Committee	To set the Head's Performance Management criteria. Objectives for the forthcoming year. To review progress made against the previous year's objectives. To make recommendations on the Head's Pay Award to the Pay Committee.

(5) Admissions Committee Terms of Reference.

Membership	3 Governors
Type of Committee	Statutory Executive
Election of chair	Appointed each time by members of the committee
Quorum	At least 3 governors
Meetings	To be convened when required, by the Headteacher
Clerking	A governor
Terms of reference	To be reviewed annually at start of academic year.
Voting Rights	Only Full Governors have voting rights
Role of Committee	To agree admissions

(6) Staffing Appeals Committee Terms of Reference (e.g. Grievance, Capability, Discipline).

Membership	3 Governors Staff Governors are not eligible to sit on this panel. The Head Teacher can only attend in an advisory capacity.
Type of Committee	Statutory Executive
Election of chair	Appointed each time by members of the committee
Quorum	At least 3 governors
Meetings	To be convened when required, by the Clerk to the Governors, in consultation with the Chair. The Clerk to the Governors will circulate all necessary papers and give at least seven days' notice of the meeting.
Clerking	Clerk to the Governors
Terms of reference	To be reviewed annually at start of academic year.
Voting Rights	Only Full Governors have voting rights
Role of Committee	To review any appeals against Staffing Committee panel decisions regarding staffing, absence, sickness and capability issues.

(7) Pay Appeals Committee Terms of Reference.

Membership	3 Governors who did not sit on the original Pay Committee. Staff Governors are not eligible to sit on this panel. The Head Teacher can only attend in an advisory capacity.
Type of Committee	Statutory Executive
Election of chair	Appointed each time by members of the committee
Quorum	At least 3 governors
Meetings	To be convened when required, by the Clerk to the Governors, in consultation with the Chair. The Clerk to the Governors will circulate the necessary papers and give at least seven days' notice of the meeting.
Clerking	Clerk to the Governors
Terms of reference	To be reviewed annually at start of academic year.
Voting Rights	Only Full Governors have voting rights
Role of Committee	To review Staff Appeals against any Pay decisions as detailed above.

(8) Exclusions Panels Terms of Reference.

Membership	3 Governors Staff Governors are not eligible to sit on this panel. The Head Teacher cannot sit as a member on this panel, but must attend in an advisory capacity. Parent Governors must abstain from the Panel if they know the pupil/family involved.
Type of Committee	Statutory Executive
Election of chair	Appointed each time by members of the committee
Quorum	At least 3 governors
Meetings	To be convened when required, by the Clerk to the Governors, in consultation with the Chair. The Clerk to the Governors will prepare all necessary papers and give at least seven days' notice of the meeting.
Clerking	Clerk to the Governors
Terms of reference	To be reviewed annually at start of academic year.
Voting Rights	Only Full Governors have voting rights
Role of Committee	To review permanent and fixed period exclusions as detailed below.

- To hear any representations about fixed period exclusions fewer than 5 school days.
- To review any fixed period exclusion resulting in a pupil being excluded for between 5 and 15 days in any one term, **where** the parent/carers has expressed a wish to make representations.
- To review **all** permanent exclusions and **all** fixed period exclusions resulting in a pupil being excluded for more than 15 days in any one term or missing a public examination.
- The Governors Disciplinary Meeting will act in accordance with DfE regulations and the School's Exclusion Procedures.

These Terms of Reference were approved by the Full Governing Board at a meeting on 11 September 2024.

Signed.....Yasmin Sanchez-Pearson.....
(Chair of Governors.)