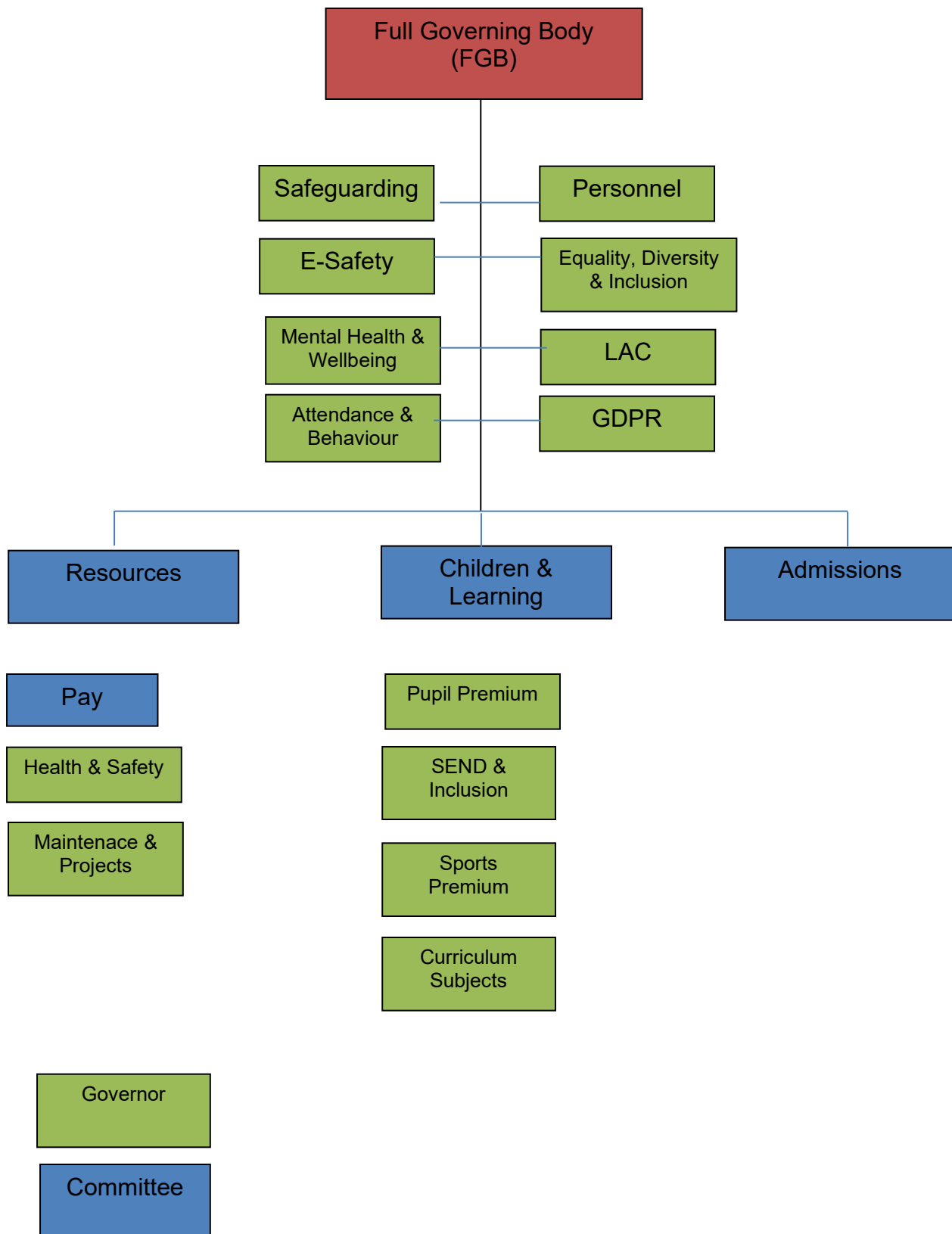


# **St Peter's Catholic Primary School Leatherhead, Surrey**

**Governing Body Committee  
Structure and  
Terms of Reference 2023-24**



# The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal and Surrey County 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.

**Diocese guidance indicates the role should be taken by a foundation governor.**

**Disqualification:** The Headteacher, Staff Governors, Pupils, Staff Members.

# The Role of the Clerk to the Governing Body

- ❖ 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 take minutes.
- ❖ 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 (e.g. assist in induction of new governors, track progress of annual task list, update Committee ToR annually, track review of policy schedule etc).
- ❖ To attend regular Clerk training activities.

**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.
- ❖ To ensure that they attend relevant training, are aware of new information and literature pertaining to the activities of the committee.

# 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 Body from time to time.

**Disqualification:** The Headteacher

# The Governing Body

*The Governing Body's core functions are:*

- Ensuring clarity of vision, ethos and strategic direction
- To hold the Headteacher to account for the School's educational performance and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

## **Terms of reference:**

- To agree constitutional matters\*, including procedures where the Governing Body has discretion
- To draw up instrument of government and any amendments thereafter
- To ensure that new members are recruited 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 set the ethos and strategic vision for the school and monitor its implementation via the FGB and the delegation of tasks to committees
- To establish the committees of the Governing Body and their terms of reference\*
- To appoint the Chair of any committee
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- To set up a Register of Governors' Business Interests
- 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 review the delegation arrangements annually\*
- To consider and decide upon any proposal to alter or discontinue voluntary foundation\*
- To lead the process of making appointments to the leadership group and sets up the selection panel for appointing a headteacher or deputy headteacher
- To decide whether to endorse the recommendation of a selection panel\*
- To delegate the decision to suspend Headteacher to Chair of Governors\*
- To end the suspension of a Headteacher\*
- To dismiss the Headteacher\*
- To discharge duties in respect of pupils with special needs by appointing a "responsible person"
- To oversee/approve arrangements for educational visits
- To regulate the GB procedures (where not set out in law)\*
- To ensure that all statutory policies are in place and regularly reviewed; any such review will include an Equality Impact Assessment to ensure adherence to the Equality Act 2010
- To ensure that statutory School policies are in place
- To ensure that there is a nominated governor for Safeguarding, Attendance & Behaviour, EDI, Personnel, LAC, E-Safety, Mental Health & Wellbeing, and GDPR and ensure termly reports are received to FGB
- To ensure governors are appointed to a Pay Committee
- To review the Supporting Pupils at School with Medical Conditions Policy and Online Safety Policy
- With regard to extended schools provision, to decide to offer additional activities and to what form these should take\*
- To cease providing extended school provision\*
- To consider requests from other schools to join the federation\* and to decide if to leave a federation\*

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

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

**Disqualification:** As per DfE Governor Handbook regulations and Constitution Regulations

<b>Name of Governor</b>	<b>Start date</b>	<b>End of term of Office</b>
Ann-Marie Bevan (Foundation: Fetcham)	11/12/18	29/11/26
Annie Cunningham (Foundation: Ashtead)	01/04/20	31/03/24
Ruth Hall (Staff-Deputy Head)	01/09/22	31/08/26
Tim Hinton (Foundation: Ashtead)	14/11/18	13/11/26
Lisa Kelly (Headteacher)	01/09/23	On going
Laura Jackson (Foundation Ashtead)	09/09/19	04/11/27
Catherine Woolford (Co-Opted)	11/07/23	10/07/27
Tom Devaney (Foundation: Ashtead)	01/07/21	30/06/25
Cary Llewellyn-Davies (Foundation: Ashtead)	10/05/21	09/05/25
Victoria Cannizzaro (Foundation: Ashtead)	6/12/22	5/12/26
Janine Hogg (Parent)	01/04/22	31/03/26
Zuzanna Konarska-Weetman (Parent)	01/04/22	31/03/26
Ian Langmead (Local Authority)	11/07/23	10/07/27
Roxanne Rodrigues (Associate Governor)	11/09/23	10/09/24

<b>Co- Chairs of the Governing Body (Laura Jackson &amp; Annie Cunningham)</b>	04/9/23	Autumn 2027
<b>Vice-Chair of the Governing Body (Ann-Marie Bevan)</b>	13/09/20	29/11/26

In attendance

<b>Clerk to the Governing Body</b>	Rochelle Thomas
<b>Honorary Treasurer (Janine Hogg)</b>	11/09/23
<b>Quorum</b>	<ul style="list-style-type: none"> <li>- One half of the number of Governors in post</li> <li>- Majority in attendance should be foundation govnmors</li> </ul>
<b>Date of review</b>	Autumn 2024

# Appeals Committee

## Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by Personnel / Staff Issues Panel\*
- 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\*
- To give due consideration to equality and diversity as required by the Equality Act 2010

\*cannot be delegated to an individual

**Membership:** No fewer members than the Staff Issues Panel

**Disqualification:** Headteacher  
Any members of the Staff Issues Panel

(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)

Name of Governor	Date Appointed to the Committee
Tim Hinton – convener	11/09/2023

Chair of the Committee	TBA when committee convened
Clerk to the Committee *	TBA when committee convened

\*May be provided by LA when Area Insurance purchased

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
<b>Date Committee established</b>	11/09/2023
<b>Date of review</b>	Autumn 2024

# Admissions Committee (Voluntary Aided Schools)

## 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 annually and to make recommendations for changes to the governing body
- Ensure all changes to the admission policy undergoes the statutory consultation process and adheres to the Equality Act 2010
- To ensure the School website contains relevant admissions policies and supplementary information forms (e.g. current, next year and any policy under consultation); clear information about deadlines and details of appeals process
- To ensure that at least one member of the committee has attended relevant Diocesan admissions training

\*cannot be delegated to an individual

**Membership:** 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.

Name of Governor	Date Appointed to the Committee
Annie Cunningham (Chair)	11/09/2023
Catherine Woolford	11/09/2023
Laura Jackson	11/09/2023
Tim Hinton (Vice Chair)	11/09/2023
Cary Llewellyn-Davies	11/09/2023
Ann-Marie Bevan	11/09/2023

Invited Attendee: Alison Cardy

Observer: Lisa Kelly

<b>Chair of the Committee</b>	Annie Cunningham
<b>Clerk to the Committee</b>	n/a
<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
<b>Date Committee established</b>	11/09/2023
<b>Date of review</b>	Autumn 2024

# Pay Committee

## Terms of reference:

- Implement the Pay Policy with reference to staffing and financial budget plans.
- Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- Recommend to governors the annual budget needed for the payment of staff. \*

Name of Governor	Date Appointed to the Committee
Janine Hogg	11/09/2023
Laura Jackson	11/09/2023
Annie Cunningham	11/09/2023

Advisory Capacity: Lisa Kelly

<b>Chair of the Committee</b>	TBA when committee convened
<b>Clerk to the Committee *</b>	TBA when committee convened

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
<b>Date Committee established</b>	11/09/2023
<b>Date of review</b>	Autumn 2024



# Pupil Discipline Committee

## Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*).
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6 and 50 school days after receiving notice of the exclusion*).
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6 and 15 school days after receiving notice of the exclusion*).
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee.
- To give due consideration to equality and diversity as required by the Equality Act 2010
- Any items which individual governing bodies may wish to include.

**Membership:** 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

**Disqualification:** The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Name of Governor	Date Appointed to the Committee
Annie Cunningham & Laura Jackson	11/09/2023

Chair of the Committee	TBA when panel convened
Clerk to the Committee *	TBA when panel convened

\*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3
Date Committee established	When required
Date of review:	Autumn 2024

# Resources Committee

## **Terms of reference:**

The principle goal of this committee is to ensure financial standards are achieved and that resources are used optimally to benefit pupils.

## **Tasks – resources**

- To monitor Health and Safety aspects of the site and premises termly.
- To receive/respond to information concerning Health & Safety, the site and premises.
- To provide an Annual Building & Grounds Health & Safety audit and ensure the school buildings & grounds comply with legal requirements.
- To review the Health & Safety Policy (biannual) and Emergency Plan annually.
- To oversee arrangements for the use of school premises by other users and review relevant policies.
- To provide an annual report addressing school maintenance and repair needs in order to ensure an optimal environment for teaching and learning. To encourage and support submission of grant applications as appropriate.
- To consider and advise annually on the long term need for space in relation to pupil numbers for the efficient delivery of the curriculum. To develop and assess proposals for as necessary.
- To respond to funding initiatives and liaise with Diocese on major projects.
- To review the School's Asset Management Plan annually.

## **Tasks – financial**

- To annually agree a draft budget in accordance with the Policy of the Governing Body (Autumn term) and submit approved budget (Summer term). Ensure Best Value and Value for Money (using Benchmarking data) is achieved. This can be delegated to budget subgroup.
- To appoint a budget sub group when necessary.
- To undertake annual self-evaluation of financial processes (SFVS) and other audits of financial practices as required by DfE.
- To review budget and expenditure, by receiving monthly financial monitoring reports, and in addition mid-way through the academic year provide a budget review and evaluation to the whole Governing Body advising any adjustments that may be required to the School Improvement Plan. Review virement decisions.
- To make decision on expenditure following recommendations from other committees.
- Ensure Voluntary Funds are administered to Audit Commission and LA standards.
- Manage Building & Resources Fund (including arranging regular audits) and approve expenditure.
- To annually review the Finance, Charges and Remissions; School Trips and Visits, and Pay policies (any other policies delegated by the FGB).
- To biannually review the Governor Allowances and Expenses policy.
- To make decisions in respect to service agreements using Benchmarking data.
- To monitor the running costs of the premises and recommend possible savings and funding, for example by using Benchmarking data.
- Investigate additional ways to generate school income
- Ensure that Diocesan insurance is adequate for both building and persons on site.
- Ensure School Fund (auditor appointed by HT) is audited annually and communicate.
- To monitor pupil premium and sports premium.
- Respond to any other financial matters as they arise.
- To give due consideration to equality and diversity as required by the Equality Act 2010

<b>Name of Governor/Associate Member</b>	<b>Date Appt to the Committee</b>
Janine Hogg (Chair), Tom Devaney (Vice Chair), Tim Hinton, Cath Woolford, Ann-Marie Bevan, Zuzanna Konarska-Weetman, Annie Cunningham, Laura Jackson and Lisa Kelly.	11/09/2023
<b>Chair of the Committee</b>	Janine Hogg
<b>In attendance</b> Honorary Treasurer (Governor) and School Bursar	
<b>Date Commtee established</b>	11/09/2023
<b>Quorum</b>	4
<b>Clerk to the Committee</b>	Rochelle Thomas
<b>Date of review</b>	Autumn 2024

# Children and Learning Committee

**Terms of reference:**

To review and monitor the delivery of the curriculum. To ensure the learning and achievement of all pupils through strategic leadership and through implementation of the School Improvement Plan and other related consultation and policy initiatives from external bodies such as DoE, Surrey LEA and the Diocese. To review and monitor the impact and success of the SIP and other initiatives.

**Tasks:**

- To consider and make recommendations to the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the school curriculum policies
- To monitor and review the policies and provision for SEN, Relationship and Sex education, collective religious worship and RE curriculum and make recommendations as necessary.
- To ensure that the positions of LINK governor for key curricular area are filled. To receive regular reports and advise Governing body
- To monitor 'Teaching and Learning' and the Curriculum through reports from the subject co-ordinators, the senior management team, LA, OfSTED and Diocesan consultants and also through a programme of planned classroom visits
- To monitor progress of every child for English, Maths, Religious Education and Science through regular reports and committee discussions
- To monitor the provision for specific groups of children (e.g. SEN, FSM, EAL, more able, by ethnic group and gender) through receive regular reports from Inclusion Governor(s), pupil progress Governor and committee discussions
- To monitor how we achieve better outcomes around health and wellbeing of children through PE and Sports Premium reporting
- To review, analyse and report on statistical data received from external bodies that relate to curriculum matters (e.g. Surrey schools data, Analysing School Performance Data-Inspection Data Summary Report).
- To receive and discuss curriculum related information generated in conjunction with the School Improvement partner
- To report on and discuss yearly SAT's results
- To review curriculum information for school website and online prospectus.
- To review implementation and impact of pupil premium and PE/Sports premium spend and ensure that the Pupil Premium and Sports Premium report and other statutory items are on the school website and regularly updated.
- Review the procedures for communicating about the curriculum and the school's performance with parents
- To review arrangements for Governors' visits to school (e.g. Governor visit policy)
- To report termly on safeguarding, e-safety, equality issues and British Values relating to the curriculum
- To ensure that the Curriculum policy is regularly reviewed by the SLT
- To issue and review the behaviour statement (published on website); to review the Behaviour Management policy (and related policies)
- To review the Attendance Policy and Home School Agreement
- To establish and keep under review an Accessibility plan and ensure plan is published on the website to comply with the Equality Duty.
- To give due consideration to equality and diversity as required by the Equality Act 2010

<b>Name of Governor/Associate Member</b>	<b>Date Appointed to the Committee</b>
Cath Woolford (chair), Ruth Hall (Vice Chair), Lisa Kelly, Laura Jackson, Annie Cunningham, Ann-Marie Bevan, Victoria Cannizzaro, Cary Llewellyn-Davies and Ian Langmead	11/09/2023
<b>Chair of the Committee</b>	Catherine Woolford
<b>Clerk to the Committee</b>	Rochelle Thomas
<b>Quorum (minimum of 3 but committee can determine higher number)</b>	3
<b>Date Committee established</b>	11/09/2023
<b>Date of Review</b>	Autumn 2024

# Headteacher's Performance Review Group

## Terms of reference:

- To arrange to meet with the appointed external consultant to discuss the Headteacher's performance targets.
- To decide, with the support of the external consultant, 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 Pay Committee in respect of awards for the successful meeting of targets set.
- To give due consideration to equality and diversity as required by the Equality Act 2010

**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

Name of Governor	Date Appointed to the Group
Annie Cunningham	11/09/2023
Laura Jackson	11/09/2023

Chair of the Group	Laura Jackson
Review Officer	
Quorum (minimum of 2 suggested)	2
Date Group established	11/09/2023
Date of review	Autumn 2024

# 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 and follow the Governor Visits policy.
- 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 (and provide written reports as required) to the Governing Body, the Children and Learning Committee or the Resources Committee, 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.
- To give due consideration to equality and diversity as required by the Equality Act 2010

**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.

ROLE	LEAD(S)/CONVENOR	STAFF LIASON	Reporting to
Safeguarding	Ann-Marie Bevan Laura Jackson	Ruth Hall Lisa Kelly	FGB
Anti-Bullying	Ann-Marie Bevan	Lisa Kelly Ruth Hall	FGB
Equality, Diversity & Inclusion	Victoria Cannizzaro	Ruth Hall	FGB
Attendance and Behaviour	Catherine Woolford & Ruth Hall	Lisa Kelly (Alison Cardy)	FGB
Health and Safety	Tom Devaney	Debbie Hussey & Lisa Kelly	Resources/FGB
Looked after Children	Ian Langmead	Lisa Kelly	FGB
Allegations of Abuse by Headteacher	Annie Cunningham & Laura Jackson	Surrey LADO	FGB
Communications	Cary Llewellyn-Davies	Ruth Hall and Debbie Hussey	FGB
EYFS (TERMLY REPORT)	Roxanne Rodrigues	Clotilde Di Crescenzo	Children and Learning
SEND & Inclusion	Cath Woolford & Tim Hinton	Barbara Tucker	Children and Learning
Pupil Premium (TERMLY REPORT)	Cath Woolford & Ann Marie Bevan	Lisa Kelly	Children and Learning
Pupil Progress (TERMLY REPORT)	Zuzanna Konarska-Weetman	Lisa Kelly & Ruth Hall	Children and Learning /FGB
Forest Learning	Tom Devaney	Alice Williams	Children and Learning
Online Safety	Cath Woolford	Ruth Hall / Guy Barlow	FGB
Religious Education (TERMLY REPORT)	Cary Llewellyn-Davies	Nadine Lloyd & Ruth Hall	Children and Learning
Personnel Governor	Cary Llewellyn-Davies	Lisa Kelly	FGB

English, Phonics  Reading (inc. Early Reading),  Writing (TERMLY REPORT)	Ann-Marie Bevan	Lorrina Howland, Julia Bolden & Clotilde DeCresenzo  Lorrina Howland & Alice Williams  Julia Bolden & Christina Shaw	Children and Learning
Maths (TERMLY REPORT)	Janine Hogg	Alex McWilliams & Tom Tyler	Children and Learning
Science (TERMLY REPORT)	Zuzanna Konasske- Weetmen	Alice Williams & Alex McWilliams	Children and Learning
GDPR	Tom Devaney	Lisa Kelly	FGB
Mental Health & Wellbeing (staff)	Laura Jackson	Ruth Hall	FGB
Mental Health & Wellbeing (pupils)	Victoria Cannizzaro & Laura Jackson	Ruth Hall & Amanda Walsh	FGB
RHSE & PSHE	Victoria Cannizzaro	Lisa Kelly, Ruth Wilson & Ruth Hall	Children and Learning
Languages	Annie Cunningham	Ruth Hall & Cath Woolford	Children and Learning
History	Tim Hinton	Tom Tyler & Lorrina Howland	Children and Learning
Geography	Ian Langmead	Alice Williams	Children and Learning
Art	Annie Cunningham	Clair Ballard & Daniella Davies	Children and Learning
Design & Tech (D&T)	Tom Devaney	Guy Barlow & Clair Ballard	Children and Learning
Music	Tim Hinton	Christina Shaw	Children and Learning
Physical Education (PE) & Sports Premium	Ian Langmead	Daniella Davies & Ruth Hall	Children and Learning
Computing	Ann-Marie Bevan	Guy Barlow	Children and Learning
Medicines	Tim Hinton & Roxanne Rodrigues	School Office /Debbie Hussey	Children and Learning
Projects & Maintenance	Tom Devaney	Lisa Kelly	Resources
Eco Schools	Laura Jackson	Alice Williams	Children & Learning
ECT's & Mentor Relationships	Ann-Marie Bevan	Christina Shaw  Sophie Chapman/Ruth Hall  Katie Smith/Alice Williams	FGB
Policies	Tim Hinton & Victoria Cannizzaro	Cath Woolford & Lisa Kelly	FGB
<b>Date Delegation Agreed</b>	11/09/2023		