

Our Lady Immaculate Catholic Primary School



The terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To oversee the financial performance of the school and make sure its money is well spent
- To contribute to the School Development Plan
- To provide a framework for effective self-evaluation, monitoring and evaluation, support and challenge of the school's delivery of the National Curriculum.
- To provide a framework for effective self-evaluation, monitoring and evaluation, support and challenge of the school's achievements and standards.

Meetings

The Full Governing Body will meet at least once per half term in accordance with their published meeting schedule. Additional meetings may be scheduled as required.

The Full Governing Body will receive reports from the school in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation. Whenever possible, reports will be shared in common across the school.

Financial Elements

- In consultation with the Headteacher, to approve 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 City Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To agree annual action plans and monitor how school premiums are spent (ie PE and Sport Grant, Pupil Premium Grant)
- To make decisions in respect of service agreements.
- To make decisions on expenditure and miscellaneous financial decisions following recommendations from other Full Governing Bodies.
- To prepare financial statement for reporting to parents.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To approve virement between budget headings as necessary and up to an agreed maximum as stated in the adopted Scheme of Delegation.
- To prepare and review financial policy statements, including consideration of long-term planning and resourcing.
- To agree the level of delegation to the Headteacher for the day-to-day financial management of the school as stated in the adopted Scheme of Delegation.
- To authorise the Headteacher to enter contracts up to an agreed limit.

- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To respond to any audit reports on the management of the budget and financial procedures.
- To make pay decisions in line with the Pay Policy and legal requirements
- 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 increments.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To work closely with the Archdiocesan appointed surveyor on a 3-year plan for building and maintenance development and annually review said plan.
- In consultation with the Headteacher and surveyor to oversee premises related funding bids.
- 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 an Asset Management Plan in conjunction with the Archdiocesan appointed surveyor.
- To establish and keep under review an Accessibility Plan.
- To monitor, and report regularly to the Governing Body on:
 - Energy
 - Cleaning
 - Grounds Maintenance
 - Security
 - Maintenance
- To make recommendations for minor works related to improvements or repairs to the buildings or grounds.
- To approve the costs and contracts for maintenance, repairs, and decorations within the budget allocation.
- To establish a Health and Safety Policy for approval by the full governing body. To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Team within the school.
- To work with the Headteacher, Archdiocesan appointed surveyor and the Archdiocese to procure and maintain buildings including developing a properly funded maintenance plan.
- To establish and approve a Governor's Expenses Scheme.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Full Governing Body.
- To implement the Pay Policy approved by the full governing body, for all categories of staff and to be responsible for its administration and review.
- To establish and review 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 the Governing body.
- To consider any appeal against a decision on pay grading or pay awards.
- To formulate and review staffing and personnel policies.

Personnel elements

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Full Governing Body.
- To implement and review the school's 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 the Governing body.
- To consider any appeal against a decision on pay grading or pay awards.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.
- To review Headteachers', Deputy Headteacher s' and teachers' salaries as required by the Pay and Conditions documents.
- To determine dismissal payments and early retirement.
- To make decisions on staff dismissals (except Headteacher) in conjunction with the Headteacher and school appointed advisory bodies.

Curriculum and Standards elements

- To ensure National Curriculum is taught to all pupils.
- To ensure that all pupils receive the full statutory curriculum.
- To provide and support curriculum development as set out in the School's Development Plan
- To monitor the implementation of the governing body's plans and report back to the full governing body.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees of the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision eg SEN, Literacy Numeracy. To receive regular reports from them and advice the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named coordinator.
- To review pastoral support systems within the school.
- To review the policy and provision for pupils with special needs, ensuring that these are met.
- To discharge duties in respect of pupils with special needs by appointing a responsible person.
- To support a selected group of governors in the use of exclusion and decide whether or not to confirm all permanent and fixed term exclusion and to direct any re-instatement of excluded pupils.
- To determine whether to publish a home-school agreement (no longer a statutory requirement)
- As and when required, to consider delivery, impact and progress relating to aspects of the SEF and the SDP that have been allocated to the Committee.
- To monitor school based, local and national performance data relating to the school and evaluate achievement and progress throughout the school.
- To monitor the views of pupils on the curriculum offered by the schools and on pupil progress and achievement and to evaluate the ways in which the school actively responds to pupil views.
- To monitor provision for looked after children and evaluate their progress and achievement.

- To monitor provision for all groups of identified children, eg young carers, SEN, LAC, boys versus girls, persistent absentees, EAL, pupil premium, to ensure that their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that the assessment policy approved by the full governing body is operating effectively.
- To ensure that a teaching and learning policy is in place and resourced and to regularly review the operation of the policy.
- To recommend targets for school improvement to the governing body
- To consider recommendations from external reviews of the school, for example, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to regularly evaluate the implementation of any plan agreed.
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School Curriculum Policy.
- To review and advise the governing body on testing and assessment procedures and arrangements for reporting to parents.
- To set and publish targets for pupil achievement.

Full Governing Body Memberships

3 members of Full Governing Body must be present at any meeting for it to be declared quorate.

Mr Paul Crilly	Chair/Foundation
Mrs Claire Sime	Vice Chair/Foundation
Mrs Louise Partington	Headteacher
Mrs Rebecca Thoroughgood	Staff Elect
Fr Richard Ebo	Foundation
Mrs Joanne Howarth	Foundation
Mrs Carolyn Lawler	Foundation
Mr Mark Edwards	Foundation
Mrs Sandy Parry	Foundation
Ms Beatrix Pimental	Parent Elect
Ms Tammy Williams	Parent Elect
Mrs Nicky Beattie	LA Governor
Ms Marion Chute	Clerk (non voting)