

HOLY FAMILY CATHOLIC PRIMARY SCHOOL



TERMS OF REFERENCE

Reviewed: November 2024
To be reviewed: November 2025

SEND, SAFEGUARDING & EYFS COMMITTEE

Membership

The committee shall consist of *(at least 3)* members of the governing body.

The committee will elect a chair from within its own membership or The governing body will elect the chair of the committee.

Non-voting participants may be invited to meetings by the committee as and when required. These could include:

- senior leaders
- middle leaders
- special support advisers (if the school is designated as having special support)

The committee shall have such associate members, non-voting, as the governing body shall appoint. The committee may make recommendations for these appointments. The committee shall have (x) associate members with voting rights appointed by the governing body.

The membership of the committee will be reviewed and determined annually by the governing body. The agreed membership of the committee is attached. The governing body will appoint a clerk to the committee, who will not be another governor.

Quorum: The quorum shall be a minimum of 3 governors, including the headteacher, but excluding any associate members.

Meetings: The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and those minutes presented to the next meeting of the governing body. The committee shall meet at least once each term and otherwise as required.

Responsibilities:

1. Monitor and evaluate aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management and Special Educational Needs and Disability (SEND) and inclusion;
2. Be mindful of the requirements of the Equality Act 2010.
3. Review and evaluate the effectiveness of external support and intervention, where appropriate;
4. To ensure that the Code of Practice for children with special educational needs is met.
5. To provide support and guidance for the Headteacher in all matters relating to safeguarding, security and health and safety to ensure the school complies with all relevant health & safety regulations.
6. To ensure that formal DBS checks are carried out for all new members of staff and that the school
7. maintains a 'Single Central Record' for inspection purposes.
8. To ensure the school fulfils its role in relation to child protection issues and has the required procedures in place.
9. To ensure that the school follows safe recruitment practices and has a formal induction programme for all new staff members.
10. To oversee the operation of the school's behaviour policy and oversee the use of exclusions and their
11. effectiveness.
12. To oversee the operation of the school's Pupil Premium allocation and oversee the use of its effectiveness.
13. To receive and review attendance data and reports.
14. To receive and review the annual safeguarding and health & safety reports.
15. To draw up, and keep under review, an accessibility plan, which will meet the requirements of the Disability Discrimination Act 1995, as amended and updated by the Disability Discrimination Act 2005 and to report on measures taken by the school to ensure that pupils with disabilities are treated no less favourably than other pupils.
16. To establish and maintain policies relating to Safeguarding, SEND and the EYFS.

FINANCE AND OPERATIONS COMMITTEE

The committee shall consist of *(at least 3)* members of the governing body.

The committee will elect a chair from within its own membership or The governing body will elect the chair of the committee.

Non-voting participants may be invited to meetings by the committee as and when required. It is recommended that the School Finance Officer is co-opted to serve the governing body as they will be able to advise on financial considerations.

The committee shall have such associate members, non-voting, as the governing body shall appoint. The committee may make recommendations for these appointments. The committee shall have (y) associate members with voting rights appointed by the governing body.

The membership of the committee shall be reviewed and determined annually by the governing body. The agreed membership of the committee is attached. The governing body will appoint a clerk to the committee, who will not be another governor.

Quorum: The quorum shall be a minimum of 3 governors, including the headteacher, but excluding any associate members.

Meetings: The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing body. The committee shall meet at least once a term and otherwise as required

FINANCE

Responsibilities:

1. To ensure proper and effective use of the school's financial resources.
2. To provide guidance and assistance to the headteacher and the governing body on all finance related matters
3. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the county council.
4. To approve virements between budget headings where the value is in excess of the sum delegated to the headteacher under the school's Internal Financial Regulations.
5. To consider budget plans presented by the headteacher and to make recommendations for a balanced, well informed and sustainable budget to the governing body for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).
6. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and where necessary, make recommendations to the governing body.
7. To establish and regularly monitor a three-year financial plan using the latest available information as required in SFVS.
8. To consider unofficial funds information provided by the headteacher including
 - a. Details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund;
 - b. As soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the headteacher and the auditor appointed by the governing body;
 - c. Confirmation that the headteacher has submitted the unofficial school funds information to the county council in the required format.

Note: The governing body of a school must spend the school's official funds "for the purposes of the school". This means making educational provision for pupils on roll at the school.

An unofficial fund is any fund, other than official school funds, which is controlled either wholly or in part by the Headteacher or other members of the staff by reason of their employment in the school. The county council has no direct responsibility for their management and use. The headteacher is responsible to the school governors for any unofficial funds and the use to which they are put.

9. To access, review and monitor Service Level Agreements (SLA) and to make decisions in respect of SLAs if above the limit delegated to the headteacher under internal financial regulations.
10. Approve, monitor and review all finance-based policies on behalf of the governing body, including, but not limited to, those related to Charges & Remissions, Lettings and Governors' Expenses
11. To contribute to the School Development/Improvement Plan including consideration of the longer-term resource requirements of the school.
12. To consider the appropriate level of reserves and balances taking account of guidance produced by the county council.
13. To consider audit reports and other relevant reports and make recommendations to the governing body.
14. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).
15. To consider and advise on any financial matter referred to it by the governing body.
16. To respond, on behalf of the governing body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.
17. The committee has the responsibility to review and monitor the income and expenditure of the schools extended services.
18. The committee has the responsibility to review and revise the benefit and impact the extended services has on pupils.

STAFFING

Responsibilities:

1. To prepare staff policies for approval by the governing body.
2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation. This includes ensuring that the governing body adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.
4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the Headteacher and one committee member the appointment of all other support staff.
5. To delegate to the headteacher all provision of supply cover of under one term's duration.
6. To ensure that consultations take place as required (e.g. over pay policy) with all staff or with recognised trade unions.
7. To ensure that appropriate job descriptions are in place.
8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of staff development and training and ensure it meets the needs of the School Development/Improvement Plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the full governing body.
11. Review annually the unit total of the school and the effect, if any on the ISR

NOTE The appointment of a headteacher or deputy headteacher is not a function of this committee.

HEALTH AND SAFETY

The governing body's responsibilities for health and safety are often incorporated in the remit of the Premises committee. A further committee may be required by the Safety Representatives and Safety Committee Regulations 1977, which states that if two union members formally request a safety committee to be set up, this must be done within three months. Representation on this committee is usually from the school staff. In any event, the Health and Safety (Consultation with Employees) Regulations 1996 extends the right of consultation on health and safety matters to all workers, not just those represented by trade union representatives.

Objectives: The objectives are broadly similar:

1. Prepare and review Health and Safety Policy
2. Study accident reports and statistics
3. Examine safety inspection reports
4. Analyse and implement information provided by the LA
5. Develop safe systems of work
6. Determine risk assessments
7. Promote and review safety culture
8. Communicate health and safety issues to all concerned
9. Identify training requirements
10. Act as a school safety forum

In this document the health & safety remit has been included in that of the Premises committee as outlined below.

PREMISES

Responsibilities:

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body.
3. To advise the governing body on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body, are progressed and where appropriate that the payments are made.
5. To act on behalf of the governing body in monitoring the implementation and progress of all building related plans.
6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the governing body, to make recommendations to the governing body on the appointment of consultants or the providers of premises related services.
8. To determine the use of the school premises outside school session time including advice to the governing body on a possible charging policy which must be determined by the governing body.
9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body with regard to its compliance with health and safety regulations.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. To examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Equality Act 2010.

CURRICULUM AND STANDARDS COMMITTEE

Membership

The committee shall consist of *(at least 3)* members of the governing body.

The committee will elect a chair from within its own membership or The governing body will elect the chair of the committee.

Non-voting participants may be invited to meetings by the committee as and when required. These could include:

- senior leaders
- middle leaders
- special support advisers (if the school is designated as having special support)

The membership of the committee will be reviewed and determined annually by the governing body. The agreed membership of the committee is attached. The governing body will appoint a clerk to the committee, who will not be another governor.

Quorum:

The quorum shall be a minimum of 3 governors, including the headteacher, but excluding any associate members.

Meetings:

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and those minutes presented to the next meeting of the governing body. The committee shall meet at least once each term and otherwise as required.

Responsibilities:

The main function of the committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided. In particular, the committee will:

1. monitor pupil progress in relation to the targets set and with specific reference to particular groups;
2. monitor the impact of curriculum policies and planning on students' learning;
3. monitor the progress and evaluate the impact of new initiatives across the curriculum;
4. receive regular reports from the headteacher on the quality of teaching and learning and the impact of improvement strategies;
5. monitor and evaluate aspects of the school's provision e.g. pastoral care, guidance and support, leadership and management and Special Educational Needs and Disability (SEND) and inclusion;
6. ensure that the curriculum provided meets the statutory requirements and is broad and balanced;
7. review the aims of the school curriculum in relation to the current statutory requirements, including those for Religious Education, Collective Worship and Sex Education;
8. prepare or review any curriculum policy document which is the responsibility of the governing body;
9. ensure members of the committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the Self Evaluation Form (SEF), or any other evaluation exercise;
10. ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities;
11. make recommendations to the governing body on assessment policies, or arrangements;
12. request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
13. receive reports from the nominated governors, as decided by the whole governing body;
14. receive and critically review school performance data including Analyse School Performance (ASP) and IDSR (Inspection Data Summary Report – where appropriate);
15. contribute to the preparation of any appropriate action or development plans;
16. review and evaluate the effectiveness of external support and intervention, where appropriate;
17. be mindful of the requirements of the Equality Act 2010.

APPRAISAL & PAY COMMITTEE (COMMITTEE OF APPOINTED GOVERNORS)

It is permissible for the Pay Committee and the Appraisal Committee to have the same membership.

Membership

- a) The committee will consist of 3 members of the governing body, none of whom must be employed at the school.

- b) The committee will elect a chair from within its membership.
- c) Membership and the terms of reference of this committee will be reviewed annually.

Quorum

The quorum shall be a minimum of 2 governors.

Meetings

The Performance Management Committee through its chair is responsible for the arrangements for the Review/Objective setting meeting and any monitoring meetings.

Responsibilities

1. The establishment with the appointed External Adviser of the headteacher's objectives.
2. The monitoring of progress towards the objectives.
3. The arrangements for the Review.
4. The Review and the decision on whether or not objectives have been met, in consultation with the External Adviser.
5. The making of recommendations to the Pay Committee in relation to the awarding of performance related salary increases for the headteacher.
6. Monitor the effectiveness of the Performance Management Policy.

The governing body will also appoint a Review Officer/s in case the process and outcome of review and objectives setting for the headteacher is challenged.

PAY

1. To implement the school's pay policy including the pay for individual members of staff.
2. To agree any salary progression on the Individual School Range (ISR) for the headteacher, deputy headteachers and assistant headteachers.
3. To review annually for September the salaries of all teaching staff in the light of recommendations made by the headteacher and to provide individual members of staff with a statement of salary.

NOTE

- (a) Membership of this committee is open to all governors, but governors who may stand to gain directly and indirectly from any decision must not take part in those decision making processes (see the Schedule from The School Governance (Procedures) (England) Regulations 2003).
- (b) No governor who is a member of staff employed at the school can take part in any decisions about the pay or performance of an individual (Schedule 6, paragraph 4).
- (c) The normal rules of withdrawal also apply (see the Schedule from The School Governance (Procedures) (England) Regulations 2003).

ADMISSIONS COMMITTEE

Membership

- a) The committee shall consist of the headteacher and at least two governors. (It is helpful if one or two members are available during the day in order to present the school's case at any Admission Appeal Hearing)
- b) The committee must have an appointed clerk who cannot be the headteacher.

Quorum

The quorum shall be a minimum of 2 governors plus the headteacher.

Terms of Reference

All matters to do with admissions (subject to the requirement that the governing body must approve the policy). Decisions as to whether any child may be admitted may not be delegated to the headteacher or any other individual (unless there is a vacancy in

the year group).

Delegated Powers

1. Draft the admissions policy, including criteria, which must be reviewed and approved annually by the full governing body.
2. If the school is over-subscribed, apply the admissions criteria to all applicants and decide which children are to be admitted and which refused a place.
3. Ensure that all procedures regarding notification to parents of offer or refusal of a place and the right to appeal are carried out.
4. Prepare the case of the governing body to go to the Appeal Panel.
5. The Committee should be mindful of any guidance provided by the Archdiocese.

STAFF ATTENDANCE, DISCIPLINE AND DISMISSAL COMMITTEE

Membership

- a) The committee shall consist of 4 members of the governing body.
- b) The headteacher is not a member of this committee as he/she will usually be presenting a case for consideration.

Quorum

The quorum shall be a minimum of 3 governors.

Meetings

The committee will meet as and when required.

Responsibilities

1. To receive reports on the attendance of staff and if necessary to recommend dismissal.
2. To receive reports relating to staff discipline in accordance with laid down procedures and if necessary recommend dismissal.
3. To work within the governing body's agreed procedures.

NOTE: Model Procedures for Attendance and Dismissal, issued by the LA, allow for the governing body to empower the Staff Discipline and Dismissal Committee to sit as the Attendance and Dismissal Committee.

STAFFING REVIEW AND DISMISSAL COMMITTEE

Membership (see note below)

- a) The committee shall consist of 4 members of the governing body.
- b) It is recommended that the chair of governors is a member of this committee.
- c) The headteacher would be present at all meetings to provide information and advice to the committee.

Quorum

The quorum shall be a minimum of 3 governors.

Meetings

As required.

Responsibilities

1. To determine the need for staffing reduction/redundancy.
2. To determine selection criteria.

3. To consult with trade unions and staff.
4. To make decisions on the selection of nominees for redundancy.
5. To consider representations against nominations for redundancy.
6. To observe the Guidelines adopted by the governing body.

Appeals relating to decisions of this committee are heard by the remaining eligible members of the governing body.

The Appeal Committee must have more members than the Staffing Review and Dismissal Committee (SRDC), therefore the number of available governors determines the size of SRDC. Members of staff who would have a material interest in the outcome of the decisions taken by either SRDC or the Appeal Committee cannot be involved at any stage.

APPEALS COMMITTEE (STAFFING MATTERS)

Membership

- a) Membership shall consist of greater than or equal to the original decision-making committee panel, excluding the headteacher.
- b) The headteacher may attend to give advice, present the case or appear as a witness.

Quorum

The quorum shall be a minimum of 3 governors.

Meetings

As required, with local authority and diocesan/church authority involvement as appropriate.

Terms of Reference

To deliberate on any appeal, in accordance with laid down procedures, from any other appropriate staff related committee.

GRIEVANCE COMMITTEE

Membership:

The committee shall consist of 3 members.

Quorum

The quorum shall be a minimum of 3 governors.

Meetings

The committee will meet as and when required.

Responsibilities

To consider and make decisions about matters relating to staff grievance procedures in accordance with the LA policy, as adopted by the governing body.

1. To hear both sides of a case, see all relevant documents, to hear and question witnesses, allow parties to make submissions, each of them being accompanied by a friend/representative, if they so wish.
2. To consider and make any initial decisions about matters relating to staff grievance in accordance with adopted procedures.

PUPIL DISCIPLINE

The main purpose of this committee is to deal with cases of fixed period or permanent exclusions and therefore the terms of reference are more prescriptive than for the working committees.

Membership

- a) Members of the committee considering a particular case should have no prior knowledge of that incident.
- b) Minimum of 3, excluding the headteacher (who presents the exclusion case(s)).
- c) The remit of this committee can be extended to consider matters other than exclusion hearings in which case the headteacher would be a member of the committee.

Quorum

The quorum shall be a minimum of 3 governors.

Meetings

- a) The headteacher shall be responsible for convening any meetings of the committee.
- b) Meetings to consider exclusions are held as and when necessary, within the prescribed timescales.

Responsibilities

To deal with cases of fixed period or permanent exclusion of pupils from the school, according to the prescribed procedures.

In all cases, parents have the right to make representations and may, if they wish, be accompanied by a friend.

- 1. To hear the case, see all relevant documents and allow representation to be made by the parents concerned.
- 2. To consider and to decide whether to confirm the exclusion, or direct the reinstatement of the pupil, as appropriate to the particular case.
- 3. To inform parents, the headteacher and the LA of the decision.

THE COMPLAINTS APPEALS COMMITTEE OF THE GOVERNING BODY

The Governing Body must establish a Complaints Appeals Committee. The committee terms of reference, membership and clerking arrangements are established by the whole Governing Body.

1. Membership

The Committee will consist of *three* governors. Neither the Headteacher nor the Chairman of Governors will be member of the Committee as they may have been involved in the matter under consideration at an early stage. The Chairman of the Committee will be elected by the Committee. Committee members must be impartial and have no prior involvement with the complaint or circumstances surrounding it.

2. Quorum

The quorum shall be three governors.

3. Meetings

Meetings will be held when required to consider formal appeals made under the Procedures for Handling Complaints in Holy Family Catholic Primary School.

4. Function

Wherever possible the Governing Body would wish to see complaints resolved at an informal stage but:

- (a) function of the Committee will be to undertake the duties of the Governing Body in the consideration of complaints and the procedures for Handling Complaints at Holy Family Catholic Primary School.
- (b) Complaints covered by statutory procedures will not be considered by this Committee.
- (c) The Committee will seek advice from the Schools HR Team or the Governor Services Manager, or in the case of a Voluntary Aided School, the Diocesan/Church Authority Education Officer, as appropriate.

The Chair of the Committee

The Chair of the Committee has a key role, ensuring that:

- the remit of the Committee is explained to the parties and each party has the opportunity of putting their case without undue interruption;
- key issues are addressed;
- key findings of fact are made;
- parents and others who may not be used to speaking at such a hearing are put at ease;
- the rules of natural justice are followed;
- the complainant is notified of the panel's decision, in writing with details of any further rights of appeal; and the Governing Body are notified of any changes to procedure or reviews of policy recommended by the Committee.

THE ROLES OF NOMINATED GOVERNORS LINKED TO CURRICULUM AREAS

The roles of these governors are to:

- help the governing body understand, and monitor their area;
- ensure that regular consideration is given to matters surrounding their area;
- act as a link, alongside the headteacher, between the school and the governing body on delegated matters;
- liaise with the relevant bodies within the school to provide help and support to policy, planning and development;
- attend organised training events related to the area.

The nominated governor might:

- meet with the mathematics subject leader at least once a year to discuss how the implementation of the strategy is working;
- meet with the headteacher from time to time to become better informed about school issues surrounding the area;
- use visits to talk with teachers and see some daily operation;

- report to the governing body/Curriculum Committee as agreed;
- try to attend some courses;
- be involved in the school's attempts to inform parents and involve them in their children's learning/education.

THE ROLE OF THE SEND GOVERNOR

1. The SEN Governor is appointed by the whole governing body.
2. The main function of the SEN Governor is to keep governors informed about the way the school manages its provision for SEN, so that the governing body can fulfil its legal responsibilities.
3. The key contact for the SEN governor within the school will be the Special Educational Needs Co-ordinator (SENCO).

The responsibilities of the SEN Governor:

- be informed about relevant SEN related legislation and that relating to the role of governing body;
 - liaise with the SENCO about the school's procedures for identifying and supporting pupils with SEN;
 - with the assistance of the SENCO/headteacher to monitor and evaluate the school's SEN provision;
 - to establish and maintain the governing body's regular consideration of SEN provision and its effectiveness;
 - to be aware of the arrangements the school has made to ensure regular communication with parents of SEN pupils;
 - to be an advocate for SEN when whole school issues are being considered;
 - attend governor training sessions to improve effectiveness as a SEN Governor;
 - to represent the governing body on SEN matters.
4. The SEN Governor is in a particularly sensitive position as many people may not realise the distinctive different roles of headteacher and the governor. It is the headteacher's responsibility to manage the school and therefore SEN provision within the context of the strategic direction set by the governing body. Therefore, it is not appropriate for the SEN Governors to become involved with the case work relating to individuals, nor individual pupil progress.

THE ROLE OF THE CHILD PROTECTION & SAFEGUARDING GOVERNOR

This role will involve:

- ensuring, in liaison with the headteacher/senior designated teacher, that the school has a child protection policy and procedures in place. These should be reviewed and updated as required (annually);
- ensuring that an annual item is placed on the governing body agenda to report on changes to child protection policy/procedures, the number of incidents/cases (without details or names) and the place of child protection issues in the school curriculum;
- ensuring that appropriate child protection training is accessible for and is undertaken by the senior designated teacher and other staff, at appropriate intervals (i.e. recommend every 2 years);
- liaison (with due regard for issues of confidentiality) with the headteacher/senior designated teacher re allegations of child abuse;
- liaison with the Children and Young People Directorate, Social Services Directorate and the Police in relation to allegations of abuse made against the headteacher, including attendance at strategy meetings. This responsibility rests with the chair of governors only. (Where another member of the governing body carries the role of Child Protection Governor, their responsibility is to ensure that all school staff are aware of the existence of the relevant procedures in respect of allegations against staff);
- attendance at training for designated governors.

- Working with the headteacher to ensure that the school undertakes an annual safeguarding audit, which is reported to the governing body;
- Ensuring that appropriate safeguarding arrangements are in place for all third-party activities on the school premises.