

STRUCTURE AND TERMS OF REFERENCE FOR THE GOVERNING BODY AND GOVERNORS' COMMITTEES ACADEMIC YEAR 2020 - 2021

THE BOARD OF GOVERNORS

The objectives of the Board of Governors of St Bernard's Catholic High School are to focus on improving the School and monitoring its performance against agreed objectives, to include Quality of Education, Behaviour and Attitudes, Leadership and Management, and Personal Development. The Governors meet for Full Governing Body meetings once every half term in order to conduct their regular business, after the meetings of the committees have taken place. Occasionally circumstances may require additional meetings or Extraordinary Full Governing Body meetings.

THE GOVERNING BODY

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities. The Governing Body including the Chair, Vice-Chair, Finance, Buildings & Staffing Committee Chair and members were elected for a two year academic period in September 2019, unless the Head Teacher leaves or Governors leave the Governing Body and members therefore need to be replaced.

TERMS OF REFERENCE OF THE GOVERNING BODY

- . To agree constitutional matters, including procedures where the Governing Body has discretion.
- . To recruit new members 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 establish the committees of the Governing Body and their terms of reference.
- . To appoint or remove a Clerk to each committee.
- . To suspend a Governor.
- . 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 approve the first formal budget plan of the financial year.
- . To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- . To review the delegation arrangements annually.
- . To ensure that all required information pertaining to Governors is included on the website.

THE ROLE OF THE CHAIR OF THE GOVERNING BODY

- . To ensure the business of the Governing Body is conducted properly, in accordance with Cumbria 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 Head Teacher 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 Head Teacher and provides strategic direction.

Disqualification – The Head Teacher, Staff Governors, Pupils, Staff Members

THE ROLE OF THE CLERK TO THE GOVERNORS

- . To work effectively with the Chair of Governors, the other Governors and the Head Teacher to support the Governing Body.
- . To convene meetings of the Governing Body.
- . To attend meetings of the Governing Body and ensure minutes are taken.
- . 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.

Disqualification – Governors, Associate Members, the Head Teacher

GOVERNORS' COMMITTEES

Committee membership and terms of reference are approved at a Full Governing Body meeting at the start of the academic year (first meeting if feasible), reflecting the fact that ultimate responsibility for all of the activities handled by the committees remains legally with the Governing Body.

Functions that cannot be delegated to a committee are those relating to the:

- . Constitution of the Governing Body.
- . Appointment or removal of the Chair and Vice-Chair.
- . Establishment of committees.
- . Delegation of functions.
- . Suspension of Governors.

Persons who have the right to attend committee meetings are:-

- . Any member of the committee, provided that the member of the committee is not a Governor who has been suspended.
- . The Head Teacher of the School, whether or not they are a member of the committee (the Head Teacher does not have a vote unless they are a member of the committee). N.B. The

Head Teacher at St Bernard's is a member of each sub-committee and therefore has a voting right for each committee.

- . The Clerk to the committee.
- . Other persons that the committee decide can make a valuable contribution due to their skills and expertise (Associate Members, Senior Leadership Team members, etc.)

Every question to be decided at a committee meeting is to be determined by the majority of votes of the members present. If there is an equal division of votes the Chair or the person who is acting as Chair for the purposes of the meeting will have a second or casting vote.

The quorum for a Local Authority maintained school committee meeting is 3 Governors who are members of the committee or half of the committee membership if the membership is greater than 6.

A decision can be made to reschedule a meeting if it is felt that more than 3 Governors or half of the sub-committee are required to be present, for example to present the first budget of the academic year, particularly when the presence of the Head Teacher invokes the quorate number. A decision can also be made to hold a meeting that is not quorate but only discussions can take place and no decisions can be made.

POWERS OF COMMITTEES

Committees report back to the main Governing Body unless they are given specific authority to make decisions on behalf of the Governing Body.

THE ROLE OF THE COMMITTEE CHAIR

- . 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.

Disqualification – none

MEMBERSHIP OF COMMITTEES

The Chair of every committee and at least one further member of each committee are Governors. The committee Chair may, with the consent of the Chair of Governors, invite suitably qualified individuals who are neither Governors nor members of staff, to join a committee where it is felt that this other expertise and vision would be of value. The Head Teacher and a member of the Senior Leadership Team attend committee meetings.

OPERATION

Each committee Chair is selected by the Chair and the Governors by using the Skills Audit matrix with a view to making the best use of their skills and attributes. Each Chair is responsible for reporting on

the activities of their committee to the next meeting of the Full Governing Body. The Clerk to the Committees is responsible for circulating minutes, agendas and papers, arranging meeting dates, to advise the Committee on procedural matters, taking minutes, and from time to time to perform such other functions with respect to the Committee as may be determined by the Governing Body. The Clerk will include all the committees' minutes and reports in the pack of papers circulated to the meetings of the Full Governing Body, and ensures that each committee Chair is allocated an agenda item at Governors' meetings in order to present their report. This formal structure is needed in order for the Governing Body to effectively:-

- . Monitor policies
- . Monitor standards
- . Ensure decisions are properly communicated

For the academic year 2019 -2020, the Clerk to the Governors will carry out the role of Clerk to each of the School's committees, except for the Admissions meeting.

Disqualification – the Head Teacher

PROFESSIONAL ADVISORS

The Chair of the Governors' policy is that external professional advisers should be used by St Bernard's Catholic High School in the following circumstances:-

- . Where a potential material risk to the School, or to its reputation, has been identified, or could become an issue.
- . Where there is the possibility that the Governors or School Leadership Team could be in breach of their duties towards the School.
- . Where a need for professional advice has been identified.

The School is governed prudently and systematically. The priority is the best interests of the pupils, their parents and the staff.

STRUCTURE

St Bernard's Catholic High School currently has the following committee, which meets three times a year:-

Finance, Buildings and Staffing

There are also the following committees that meet once a year:-

Pay Review

Pay Appeals Panel (if required)

Admissions

Ad hoc committees are set up from time to time to deal with specific short-term issues, such as the appointment of a new Head (which would be handled up to the short list stage by a core team), Disciplinary and Governing Body Exclusion Panels. In the case of the latter two panels, the Governing Body has to identify a panel of two or three Governors, who would be prepared to act as an independent panel to hear an appeal from either a member of staff who has launched an official

grievance, to investigate in order to uphold or reinstate a permanently excluded pupil or a pupil who has been fixed term excluded for more than 15 days in one term, or from a pupil who has appealed against exclusion. As these panels are required infrequently, members will be selected on an availability basis when such circumstances arise.

The set-up of the committees was reviewed in July 2019 and the decision was taken to only retain the Finance, Buildings and Staffing committee as a separate entity. As of academic year 2019-20, Catholic Life, Disadvantaged Pupils and Curriculum and Data will form part of the agenda items and will be discussed and focussed upon under the 4 Ofsted headings of Leadership and Management, Quality of Education, Behaviour and Attitudes, and Personal Development at each of the twice-termly Full Governing Body meetings. If the Governing Body consider that Catholic Life, Disadvantaged Pupils and Curriculum and Data are not being covered adequately at the Full Governing Body meetings, separate committee meetings will be re-established.

FINANCE, BUILDINGS AND STAFFING COMMITTEE

Chair *Mrs Louise Pucknell*

Members *Mrs Sally Andrews Mrs Sue Birkett, Mr Peter Croft, Mrs Becky Holmes, Mrs Maureen McKendry (SLT), Mr Phil Newby.*

Terms of Reference of the Finance, Buildings and Staffing Committee

Delegated: The Finance & Buildings Committee has the power to act on behalf of and make decisions for the full Governing Body in the areas identified below and will present progress reports through committee meeting minutes at the full Governing Body meetings held termly. The Chair of this committee works closely with the Business Manager, and maintains regular telephone and email contact throughout the year, supplemented by regular informal meetings when budgets, management and statutory accounts etc. are being prepared. The Head Teacher and Business Manager attend all meetings of this committee.

The responsibilities of the Finance, Buildings and General Purpose Committee are:

- . To advise the Governing Body on financial strategy and policy within the resources available.
- . To receive, consider and present to the Governing Body, an approved annual estimate of the school's budget, and revised forecasts as appropriate.
- . To monitor the timely submission of grant applications and financial returns to the LA and DfE (where appropriate).
- . To advise the Governing Body on the application of the Individual Schools Budget and other payments made to the school in accordance with current legislation.
- . To receive regular reports on the school's income and expenditure as compared with budget, and report to the Governing Body.
- . To keep under general review the personnel establishment of the school and to approve the financial limits for salaries and wages within the overall school budget.
- . To advise the Governing Body on the provision of resources and services to the school and to undertake the setting up of contracts for services as determined by the Governing Body.
- . To review the Financial Procedures Manual from time to time together with any related matters concerning administrative systems and related equipment.

- . To monitor all financial controls.
- . To oversee the operation of the School Budget/School Fund Accounts.
- . To determine policy with regard to virement between budget headings.
- . To review from time to time the Register of Governors' business interests and to ensure its accuracy.
- . The chair of the Finance, Buildings and Staffing Committee should be responsible for signing the annual accounts on behalf of the Governing Body.
- . To ensure the school has a comprehensive insurance policy, to include premises, contents and public liability insurance.
- . Assist in the preparation of how the school plans to maintain or improve their accommodation and grounds to provide a suitable, healthy and safe environment.
Premises management should take into account a large range of issues which fall into three main categories:
 - . Maintaining current premises so that they are fit for purpose.
 - . Making the best use of the premises.
 - . Planning necessary changes / improvement to the premises.
- . Health & Safety.
- . Working with school staff to review risk assessment procedures and documentation.
- . Working with school staff to review and evaluate school security.
- . Arrange and carry out Annual Health and Safety inspections.
- . Human Resources.
- . Staff Structure (including any Changes).
- . Staff Updates.
- . Staff Health and Well Being.
- . HR policy approval.

This information is held within the school's financial procedures document.

Structure and Terms of Reference agreed on 18 January 2021.

GOVERNING BODY CONSTITUTION / INSTRUMENTS OF GOVERNMENT

The Governing Body was reconstituted in September 2015 (in line with DfE regulations) and consists of 12 members and 4 Associate Members:

- . Seven Foundation Governors
- . Two Parent Governors
- . One Head Teacher
- . One Staff Governor
- . One Local Authority Governor
- . Four Associate Members (No voting rights and not part of the Instruments of Government)
- . Nil co-opted Governors

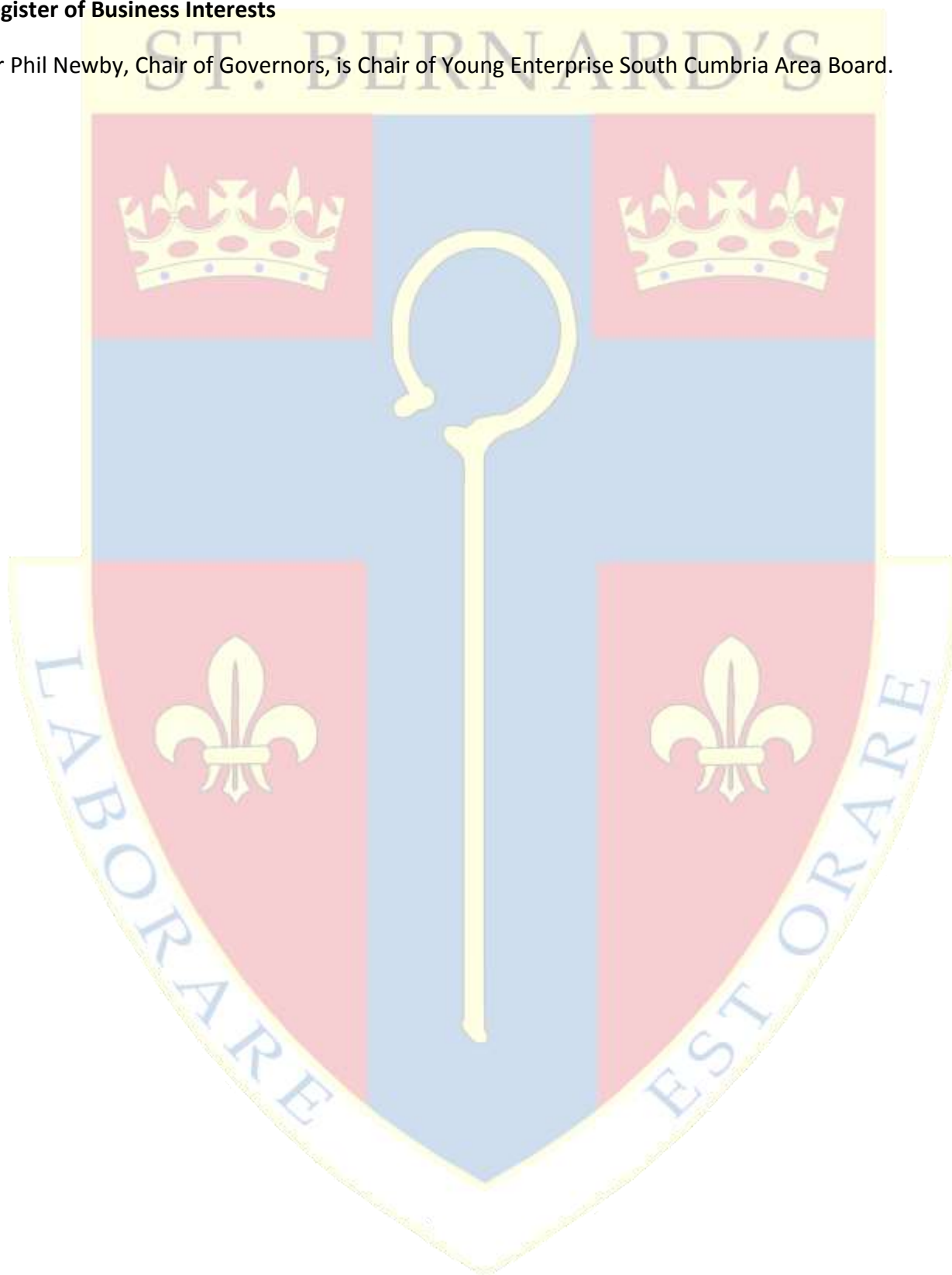
The Governing Body follows the Instrument of Governance for voluntary aided schools in the Catholic Diocese of Lancaster and Cumbria County Council. The governing body is responsible for the governance of the school as a voluntary aided school, the employment of staff and the admission of pupils.

The Clerk to the Governors is Mrs Rachel Jewell. Please direct any correspondence to email clerk@stbernardsschool.uk

BUSINESS AND PECUNIARY INTERESTS OF GOVERNORS

Register of Business Interests

Mr Phil Newby, Chair of Governors, is Chair of Young Enterprise South Cumbria Area Board.



POLICIES FOR WHICH THE FULL GOVERNING BODY IS RESPONSIBLE

The following policies must be approved by the Full Governing Body:-

- . Special Educational Needs and Disability Policy (review September yearly)
- . Safeguarding and Child Protection Policy (review September yearly)
- . Supporting Pupils with Medical Conditions Policy (review September yearly)
- . Behaviour Policy (review September yearly)
- . Curriculum Policy (review September yearly)
- . Procedures for Addressing Staff Discipline, Conduct and Grievance (review September bi-yearly, unless new guidance/advice comes in force)
- . The Instruments of Government (review September yearly)
- . Staff Appraisal (review September yearly)
- . Teachers' Pay (review September yearly)
- . Admissions (review December yearly)
- . Provider Access Policy (review January yearly)

The Structures and Terms of Reference for the Governing Body and the Finance, Buildings and Staffing Committee were agreed by all Governors present at the Full Governing Body meeting on 18 January 2021.

Signed

CHAIR OF GOVERNORS

Date