

## Terms of Reference

### CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY 2022-23

*“The Governing Body has a strategic role. As agent of accountability, on behalf of the Catholic community and the community of the school, the governing body decides what it wants the school to achieve, in order to secure its mission, and sets the framework for making sure those intentions are realised.” –*  
(Source: Catholic Archdiocese of Birmingham, governor code of practice).

#### Committee responsibilities:

- **A leadership and management committee** - responsible for staffing including the appointment and role of the SENCO, equality and diversity, finance, PFI issues, partnership and ensuring that the governing body is represented at school improvement discussions (in relation to SEF Leadership & Management)

##### **Other responsibilities –**

**Pay Review Committee** consisting of three governors, two of whom are performance management governors as a subgroup of leadership and management.

**PFI governor** to represent the governing body on the PFI Board.

**Meeting schedule: each half term**

**An Outcomes for Students Committee** - responsible for teaching and learning matters including target setting, standards and achievement, SEN (including reporting annually on the success of the SEN policy), monitoring teaching and learning and curriculum provision (including alternative educational provision) and ensuring that the governing body is represented at school improvement discussions (in relation to SEF Achievement and Quality of Teaching).

##### **Other responsibilities –**

**Pupil behaviour and safety** - responsible for behaviour management and exclusions, safeguarding (including LAC), attendance & punctuality, the extended services agenda, extra-curricular activities, other partnerships resulting from the Children’s Services focus and to ensure the school promotes and contributes to the children’s spiritual moral social and cultural development. In addition health and safety, nutritional standards and ensuring that the governing body is represented at school improvement discussions (in relation to SEF Pupil Behaviour)

**Meeting schedule: each term**

- **An Admissions committee** – responsible for discharging the functions conferred on it by relevant Education Acts and Regulations in relation to the number of pupils to be admitted to the school and the area served by the school.

**Meeting schedule: as required to administer admissions applications**

## Establishment of Working Parties

To manage their increasing responsibilities, chairs of committee may establish working parties, which, like the governing body, operate in the context of the Catholic school's aims and ethos.

Working parties may be set up by the governing body, but have no delegated powers to act on behalf of the governing body. A working party works to a specific brief and then reports to the full governing body on its recommendations. Persons other than governors may be appointed to a working party.

**Note: Monitoring and evaluating the effectiveness of the Catholic Life of the School will be monitored across all committees**

## Leadership and Management Committee

The Chair and the committee have delegated authority from the Governing Body for overseeing the school's performance against the following areas of Ofsted evaluation and to consider and make decisions in the following areas:

### Overview

The leadership and management committee is responsible for overseeing the following aspects of the school:

- Finance and school budget
- Staffing, CPD, staff pay and appraisal
- Premises Management
- Asset Management
- School partnerships
- Parental liaison
- Equality & diversity
- All relevant policies (see below)

### Terms of Reference

- To review and monitor relevant areas of the School Development Plan

### Staffing /Personnel

- To review annually the staffing structure in relation to the school development plan.
- To review staffing levels/structure whenever a vacancy occurs and to liaise with other committees where changes have an impact on or are determined by their decisions (e.g. teaching and Learning).
- To ensure that a central record of recruitment and vetting checks is kept and updated and include in their Register whether a check was made to establish that an individual is not subject to a prohibition order or an interim prohibition
- To agree a policy on continuing staff development and ensure that resources are available to support its implementation
- To agree recruitment and selection procedures and implement these following best practice having sought advice from an HR specialist.
- To review and approve the Data Protection Policy
- To review and approve the Freedom of Information Policy
- To ensure the school meets the requirements of Equality Act 2010: Schedule 10, Paragraph 3 and that the school publishes and informs parents of its: Accessibility Plan
- To adopt and keep under review all relevant HR policies including staff disciplinary, conduct and grievance staffing reductions, performance capability and sickness attendance management.
- To review and implement the Statement of procedures for dealing with allegations of abuse against staff

### **Pay Committee (And Pay Appeals Committee).**

- To ensure that the provisions of The School Teachers' Pay and Conditions Document and any associated regulations relating to terms and conditions, including performance management and induction, have been implemented for all teachers and the Head Teacher Review annually.
- To take into account any legal changes or changes in the staffing structure, which have an impact on discretionary pay decisions.
- To implement the school pay policy and teacher appraisal policy
- To determine the pay progression of staff where appropriate

### **Finance (Including delegated responsibility to Finance Governor)**

- To draft and approve an annual budget.
- To agree the limit of virement that may be authorised by the Head Teacher or the Leadership and Management Committee
- To agree the level of delegation to the Head Teacher for the day to day financial management of the school.
- To authorise staff responsibilities for signing orders, invoices and petty cash claims.
- To authorise the Head Teacher to enter into contracts/service level agreements up to an agreed limit
- To complete and sign a self-assessment against the Schools Financial Value Standard (SFVS).
- To review and approve the school statutory charging and remission policy and to arrange for this to be published online.
- To approve and review the statutory policy for payment of governor expenses (Governors' allowances (schemes for paying)
- To approve a whistleblowing policy
- To ensure the pupil premium and other resources are used to overcome barriers to learning, including reading, writing and mathematics.
- To respond to any audit reports on the management of the budget and financial procedures.
- To consider, each year resourcing annual school development plan priorities
- To review pupil numbers and the effect on budgets.
- Ensure that the full governing body has minuted 1) the adoption of the LA's Standing Orders with respect to contracts for schools with delegated budgets and 2) the adoption of Financial Regulations.
- To liaise with those responsible for the unofficial school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To monitor and evaluate partnerships with parents and carers including promoting Parent view and ensuring that surveys are carried out on a regular basis.
- To ensure efficiency and value for money through benchmarking and consideration of collaboration arrangements.
- To ensure minutes of, and papers considered at, meetings of the committee are distributed within 7 days of the meeting and made available.
- To make decisions as they arise on issues relating to Premises Management and Asset Management.

### **Policies**

To review the policy and provision and monitor the:

- Staff disciplinary, conduct and grievance procedures\*
- Staff capability policy and procedure\*
- Pay Policy
- Appraisal Policy\*
- Managing Sickness Policy
- Leave of Absence Policy
- Staffing structure\*

- Central record of recruitment and vetting checks
- CPD policy
- Rehabilitation of ex-offenders Policy
- Complaints policy\*
- Parent Partnership Policy
- School Charging and Remission Policy\*
- Whistleblowing policy
- Statement of procedures for dealing with allegations of abuse against staff\*
- Confidentiality Policy
- Dealing with allegations of abuse against teachers and other staff
- Data protection policy\*/ freedom of information policy\*
- Policy for the Acceptable Use of Internet in School
- Probation Policy
- Governors' Induction Pack and Governors' Allowances policy\*
- Any other relevant policy deemed to be relevant

Key: \* statutory policies for schools

## Outcomes for Students Committee

### Overview

The Chair and the committee have delegated authority from the Governing Body for overseeing the school's performance against the following areas of Ofsted evaluation and to consider and make decisions in the following areas:

- Achievement of pupils at the school
- Quality of teaching in the school

The committee therefore focuses on areas such as

- Standards/pupil outcomes/data including attainment and achievement
- Teaching & learning
- 'Narrowing the gap'/Gifted and talented/EAL
- SEND
- Target setting and monitoring performance by year group and subject
- Curriculum
- Careers guidance
- All relevant policies including: Teaching and learning; assessment policy; SEN policy; marking and feedback policy

### Committee Terms of Reference

- To advise governors on all matters relating to the curriculum and consider any disapplication for pupil(s)
- To monitor the implementation and delivery of the curriculum (including programmes of learning).
- To monitor the quality of teaching and learning and evaluate strategies in place to bring about further improvement.
- To review the process for reporting to parents on learning
- To review and monitor relevant areas of the School Development Plan
- To review and monitor all relevant self-evaluation by the school, subject departments and other teams
- To monitor each department through Link Governor visits at least once per term
- To monitor the following and take action as appropriate:

- b) Attainment, including comparison with national standards including review of the Ofsted data dashboard and RAISE-online annually in terms of pupil attainment, progress and narrowing the gap.
  - c) Provision for and achievement of pupils in receipt of pupil premium, SEND and vulnerable groups
  - d) Provision for and achievement of more able pupils (G&T)
  - e) Lesson Planning
  - f) Teaching strategies
  - g) Targets and challenge
  - h) Engagement of pupils
  - i) Engagement of parents in supporting student's learning, including the Home School Agreement
  - j) Learning to learn (metacognition)
  - k) Marking, feedback and reporting
  - l) Special Educational Needs
  - m) To review the collective worship and RE policies
- To monitor responsibilities relating to the assessment, and review of children with special educational needs.
  - To review when appropriate the assessment arrangements for pupils.
  - To comply with duties under Section 29 of the Education Act 2011 in respect of careers advice and guidance provision.
  - To monitor the procedure for parental complaints about curriculum provision.
  - To monitor the provision of information to parents on academic progress, and engagement of parents in pupils' learning.
  - To monitor and inform the governing body where necessary the performance of the curriculum in relation to overall standards and the achievement and attainment of students for:
    - All curriculum subjects
    - EBACC
    - Vulnerable groups including SEN, LAC ,
    - More able children (G & T)
  - To highlight any teacher staffing issues to the Leadership and Management committee
  - To highlight any related financial issues to the Leadership and Management Committee.
  - To make arrangements for the governing body to be represented at discussions with the School Improvement Adviser and for reports to be received by the governing body
  - To approve and review marking policy and homework policy
  - To review and monitor relevant policies
  - To ensure minutes of, and papers considered at, meetings of the committee are distributed within 7 days of the meeting and made available.

## **Policies**

To review the policy and provision and monitor the:

- Collective Worship policy
- Curriculum Policy\*
- SEND policy and arrange to publish online information about the policy\*
- Assessment and Target setting policy
- Homework policy
- Literacy Policy
- Marking & feedback policy
- Teaching & learning policy
- Education in personal relationships policy (sex education)\*

- Personal, Social, Health. Citizenship (PSHCE)
- Homes school agreement\*

Key: \* statutory policies for schools

### **Behaviour and Safety (incorporated into Outcomes for Students Committee)**

The Chair and the committee have delegated authority from the Governing Body to consider and make decisions in the following areas:

- Behaviour Management
- Attendance and punctuality
- Safeguarding and child protection
- Health and Safety including educational school visits
- Pastoral care
- Spiritual, moral, social and cultural development
- Personal Development & Well Being including healthy schools
- Equalities, Discipline and Exclusions
- All relevant policies

### **Terms of Reference**

To advise Governors on all matters relating to Behaviour, such as:

- Exclusions
- Lateness
- Attendance
- Behaviour incidents
- Sanctions applied
- Rewards
- To review and monitor relevant areas of the School Development Plan
- To consider how school can further encourage pupils' spiritual, moral and cultural development
- To monitor the implementation and consistent delivery of a robust and practical Behaviour policy
- To ensure that all pupil disciplinary matters are dealt with fairly / consistently and appropriate strategies are applied
- To review and monitor relevant areas of the School Development Plan
- To ensure that Safeguarding is robust, meets current requirements and all necessary training and processes are followed
- To monitor and evaluate the effectiveness of provision for looked after children
- To ensure that a central record of recruitment and vetting checks is kept and updated (ensuring checks are made to ensure that individuals are not subject to a prohibition or an interim prohibition order)
- To monitor the use and management of the school inclusion
- To monitor how the school deals with Equality issues
- To ensure that there is a clear understanding of how school visits are run and managed and how the pupils attending are protected within these "new" environments
- To monitor and evaluate that the school has a proactive and thorough careers development process to assist pupils within our school.
- To monitor the healthy schools programme and ensure that the school meets any nutritional requirements
- To progress the development of relevant extended service provision
- To highlight and relate any financial issues to the L&M committee.
- To review and monitor relevant policies

- To ensure minutes of, and papers considered at, meetings of the committee are distributed within 7 days of the meeting and made available.

## Policies

To review the policy and provision and monitor the:

- Anti-bullying Policy
- Administration of medication policy
- Anaphylaxis Policy
- Attendance Policy
- Behaviour Management Policy including Screening, searching & confiscation advice for teachers and staff\*
- E-safety Policy and guidance
- Equality Opportunities Policy
- Exclusion of Pupils (leaflet)\*
- Care & control Policy
- Careers Policy
- Child Protection and Safeguarding Policy\*
- Diabetic Policy
- Intimate Care Policy; Moving and Handling Policy
- Fire Safety Management Policy
- Physical Restraint Policy
- Safer Working Practices
- Sex, Drug and Alcohol education
- Educational visits policy
- Data Protection Policy
- Information Sharing Policy
- Single equality model scheme\* and Accessibility Policy and Plan for Disabled Pupils\*

Key: \* statutory policies for schools

## Admissions Sub Committee

The Chair and the committee have delegated authority from the Governing Body to consider and make decisions in the following areas:

- To review admissions arrangements and to make recommendations for changes to the governing body
- To fulfil on behalf of the Governing Body its responsibilities as the Admissions Authority for Cardinal Heenan Catholic High School.
- To determine whether a child should be admitted to the school
- To administer the Governing Body's Admissions Arrangements policy in relation to the annual Year 7 intake and any in year applications within the timescales imposed by Education Leeds.
- To review annually the school's Admissions Arrangements policy, including completing any necessary consultation processes within required timescales.
- Working with the appropriate Senior Leadership Team member, to make all necessary arrangements for the preparation for, and conduct of, the Governing Body's case at Admissions Appeals, including ensuring Governor attendance at all hearings wherever possible.
- The Committee will have full regard to the School Admissions Code and comply with all of the mandatory provisions of the Code

## **Policies**

To review the policy and provision and monitor the:

- Secondary school SIF
- School Admissions Policy\*
- School Response to Parent Appeal (booklet)

IYFA Policy (In Year Fair Access Policy)

## **Health and Safety – Governor reporting to Full Governing Body**

- To ensure that the school meets all relevant health and safety legislation
- To approve and implement a Health and Safety policy
- To review and advise the governing body on all matters relating to community use including the charging policy
- To ensure there is an effective system of consulting with and informing staff of health and safety issues including the induction of new staff
- To ensure that Health and safety is understood, and the school held to account for incidents

## **Policies**

To review the policy and provision and monitor the:

- Health and Safety policy\*