



The Federation of St Mary's Catholic Schools

"As the Family of Jesus, we learn and love together"



In England, Wales and Northern Ireland, every state school has a governing body, consisting of specified numbers of various categories of governors depending on the type and size of school.

The Federation of St Mary's Catholic Schools *is a voluntary aided school in the Trusteeship of the Archdiocese of Liverpool.* The composition of the school governing body is summarized in the following table:

Category of Governor	No. of Governors in Category
Foundation	6
Parent	2
Headteacher	1
Staff (elected staff governor)	1
Local Authority (nominate by the local authority and appointed by the Governing Body)	1
Co-opted (Associate Member)	1
Total size of Governing Body	12

The total number of governors on the school governing body is 12 and the term of office for every governor is 4 years from the date of appointment.

Governors are volunteers who have an important part to play in working with the school, providing strategic leadership and accountability to ensure that the school delivers a good quality education. Governors appoint the headteacher and deputy headteacher. It is governors who hold the main responsibility for finance in the school, and it is governors who work with the headteacher to make the tough decisions about balancing resources.

Each individual governor is a member of a governing board, which is established in law as a corporate body. Individual governors may not act independently of the rest of the governing body; decisions are the joint responsibility of the governing body.

The headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing body. Working together with the headteacher, the key functions of the governing body are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- hold the head teacher to account for a school's performance
- make sure the school's budget is properly managed
- be a source of challenge and support to the head teacher (a critical friend)

Serving Governors (Autumn Term 2017)

Name	Category of Governor	Date Appointed	Term of Office	Appointed By	Business, pecuniary or material interests
Mr Nick Gribben	LA Governor Chair of Governors	01.09.15	4 years (2 as Chair)	Governing body (on recommendation of (LA)	Vice Principle. FE College
Mrs Vanessa Wells	Parent Governor Vice Chair of Governors	01.09.15 (11.10.17)	4 (2 years Vice)	Elected by Parents	None
Mrs Rebecca Dean	Executive Headteacher	01.09.15	whilst in post	Automatically a member by virtue of office	Headteacher, The Federation of St Mary's Catholic Schools
Mr Mark Driscoll	Foundation Governor	10.10.16	4	The Archbishop of Liverpool	None
Mr Steve Massey	Foundation Governor	01.09.15	4	The Archbishop of Liverpool	None
Mr Chris Sonne	Foundation Governor	01.09.15	4	The Archbishop of Liverpool	None
Mrs Samantha Birchall	Foundation Governor	19.12.16	4	The Archbishop of Liverpool	Headteacher & Governor Primary
Mrs Jeanette Banks	Foundation Governor	12.05.17	4	The Archbishop of Liverpool	Local Cllr Haydock Ward Governor, Special School
Vacancy	Foundation Governor				
Vacancy	Foundation Governor				
Mrs Gillian Tuck	Parent Governor	28.11.17	4	Elected by Parents	None
Ms Joanne Edge	Staff Governor	01.09.15	4	Elected by Staff	Employee, The Federation of St Mary's Catholic Schools
Associates					
Mrs Joanne Marcroft	Associate Member <i>(No voting rights)</i>	01.09.15	4	The Governing Body	Employee, The Federation of St Mary's Catholic Schools

Governors who have served at any point over the last 12 months (Autumn Term 2017)

Name	Category of Governor	Date Appointed	Term of Office	Appointed By	Date Stepped down
Father V Fedigan	Foundation	01.09.15	4	Archdiocese	20.04.2017
Mrs Elizabeth Twist	Parent	01.09.15	4	Parents	06.10.2017
Mrs Karen Finnen	Foundation	01.09.15	4	Archdiocese	23.10.2017

Committee Structures (Autumn Term 2017)

Curriculum Committee

Ms Joanne Edge (Chair)
Mr Steve Massey
Mrs Joanne Marcroft*
Mrs Vanessa Wells
Mrs Rebecca Dean

Quorum: 3

Headteacher Performance Review

Mr Nick Gribben (Chair)
Mr Mark Driscoll
Mrs Jeanette Banks

Quorum: 3

Standards Committee

Mrs Vanessa Wells (Chair)
Mrs Samantha Birchall
Mr Nick Gribben
Mrs Rebecca Dean
Mrs Jeanette Banks

Quorum: 3

Admissions Committee

Mrs Rebecca Dean (Chair)
LA Rep
Mrs Samantha Birchall
Mrs Jeanette Banks
Mr Mark Driscoll

Quorum: 3

Finance, Resources & Complaints Committee

Mr Chris Sonne (Chair)
Mrs Rebecca Dean
Mr Mark Driscoll
Mr Nick Gribben
Mrs Elizabeth Twist
Mrs Karen Finnen

Quorum: 3

TERMS OF REFERENCE FOR A

CURRICULUM COMMITTEE

Membership

The membership of the Committee shall be the Executive Headteacher and at least four governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

Quorum

a) The quorum shall be 3 governors.

b) The committee shall not meet without the Executive Headteacher being present or a substantive replacement nominated by him/her.

1. To advise the Governing Body on standards, the School's Curriculum Statement, the LA's Curriculum Statement and its statutory obligations under the National Curriculum.
2. With the assistance of staff, to provide information to the Governing Body about how the curriculum is taught, evaluated and resourced.
3. To establish, adopt and review the policy and handbook for Collective Worship and for Religious Education.
4. To establish, adopt and review the policy and provision for Relationship and Sex Education.
5. To ensure that the requirements of children with Special Education Needs (SEN) and Looked after Children (LAC) are met.
6. To approve the School Prospectus.
7. To establish, adopt and review the home-school agreement.
8. To review, after consultation with the Executive Headteacher, staff and parents, the school policies on pastoral care, welfare, health and safety and school uniform.
9. To receive reports from Governors with a designated interest in specific curriculum areas.
10. To support, encourage and value the fact that the school is a Catholic School and should reflect Catholic aims and teaching.
11. To oversee Safeguarding on behalf of the Governing Body and to challenge the Executive Headteacher as appropriate

Administrative Responsibilities

12. To ensure there are effective Clerking arrangements in place for the Committee.
13. To submit minutes to the full Governing Body.

TERMS OF REFERENCE FOR A
FINANCE, RESOURCES & COMPLAINTS COMMITTEE

Membership

The membership of the Committee shall be the Executive Headteacher and at least four governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

Quorum

- a) The quorum shall be 3 governors, 3 of whom should be non-staff governors.
- b) The committee shall not meet without the Executive Headteacher being present or a substantive replacement nominated by him/her.

FINANCE

1. To provide guidance and assistance to the Executive Headteacher and Governing Body in all matters relating to budgeting and finance.
2. The Executive Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Executive Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.
3. To oversee the preparation and implementation of contracts.
4. To prepare and agree a lettings and charges policy and to monitor its implementation.
5. To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
6. To set and present an annual balances budget to the Governing Body and consider each year's financial priorities linked to school improvement priorities.
7. To oversee the statutory and efficient management of the school budget and to ensure that financial controls are in place and review financial planning including long term planning and resourcing.
8. To agree the level of delegation to the Executive Headteacher for the day to day financial management of the school.
9. To approve virements and ordering of work, goods and services in accordance with the limits agreed by the Governing Body and as documented in the School's Financial Regulations.
10. To receive and review the results of Staff Surveys and to make recommendations to the Corporation.
11. Ordering of works and services by Executive Headteacher up to £10,000, Resources Committee up to £20,000, full Governing Body over £20,000

12. Virement levels: Executive Headteacher has power to vire income and expenditure up to £10,000; Resources committee approval to vire income and expenditure £10,000 to £20,000; full Governing Body to Vire over £20,000.
13. To receive and, where appropriate, respond to periodic audit reports.
14. To ensure that the school achieves and maintains sound financial managements, by implementing the School Financial Value Standard (SFVS) and working to policies and standards adopted by the school and from the Local Authority.
15. To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

PERSONNEL INCLUDING SALARIES

16. To review the staffing structure for the school at least annually in relation to the School Improvement Plan.
17. To undertake the recruitment and appointment of staff below Deputy Headteacher level.
18. To draw up for approval by the Governing Body all policy documents relating to Personnel issues and to keep them under regular review and in line with LA Policies/Procedures and statutory legislation.
19. To monitor staff absences in line with any sickness/attendance procedures adopted by the Governing Body.
20. To consider and make decisions relating to staff leave of absence, with or without pay
21. To draw up for approval by the Governing Body all policy documents relating to Personnel issues and to keep them under regular review.
22. To monitor staff absences in line with any sickness/attendance procedures adopted by the Governing Body.
23. To monitor Continuous Professional Development (CPD)
24. To consider and make decisions that could result in a disciplinary sanction / action against an employee.
25. To consider and make decisions relating to the compulsory redundancy of any employees in line with the school's redundancy policy as necessary taking into account any statutory and LA Guidance.
26. To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health or incapacity.
27. To receive reports from Committees which deal with staff related matters.
28. To undertake the responsibilities of Governing Body in respect of newly qualified teacher/probationary teachers.
29. To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

PREMISES

30. Provide support and guidance for the Head Teacher on all matters relating to the school premises and grounds, school security and health and safety requirements.
31. To annually inspect the premises and grounds and prepare a statement of priorities for maintenance and development (linked to the school's Asset Management Plan) for approval by the Governing Body. This will include periodic inspections of buildings, plant and equipment,
32. To assist the Governing Body and the Headteacher to discharge their responsibilities under the Health and Safety at Work Act and the Environmental Protection Act.
33. To consider the Local Authority's policies on Health and Safety and recommend a policy for the school to be adopted by the Governing Body.
34. To ensure that the necessary school management organisation is in place to implement the policy and monitor the effectiveness of the school's Health and Safety Policy.
35. To ensure that the school complies with Health and Safety Regulations.
36. To approve the costs, the arrangements for maintenance, repairs and redecoration of the premises within the appropriate budget allocation.
37. To establish and keep under review a building development plan and an accessibility plan.
38. To ensure that the school undertakes any necessary liaison/ consultation with the Local Authority's Property Services Section where appropriate.
39. To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

TERMS OF REFERENCE

STANDARDS COMMITTEE

Members are reminded that any external interests, which may conflict with any of the presented agenda items, must be declared at the start of the meeting

The committee aims to meet on a monthly basis

Number of members: 3

Quorum Requirements: 3

Memberships is determined by the Governing Body

The Committee, reports to the Governing Body through the Chair of the Standards Committee, who presents the Minutes of each meeting to the Governing Body.

Any complaints should be sent to the Clerk

Exclusions follow DfE guidelines

Remit of Committee:

1. To set, for recommendation to the Governing Body through the Resources Committee a 3-year rolling success rate targets, taking into account national benchmarks and actual performance.
2. To review, on behalf of the Governing Body, in conjunction with the Resources Committee, a systematic monitoring process for children's success including attendance, achievement, progression and related quality issues; to scrutinise the information presented and to challenge and question the Executive Headteacher and Senior Leadership team.
3. To receive regular reports on quality standards and to consider target and benchmarking information against which to monitor the school's progress and to advise the Governing Body on best practice in relation school improvement.
4. To review information about the school performance, which Governing Body is required to publish.
5. To approve the school's Self Evaluation Form (SEF) or equivalent document.
6. To make recommendations as to a Governing Body statement on pupil behaviours and discipline, including policy on behaviour and upon exclusion of pupils.
7. To monitor and secure, balanced treatment of political issues, where required.
8. To contribute and monitor relevant areas of the School Improvement Plan.
9. To approve and monitor school attainment and improvement targets and provide termly progress reports.
10. To review all appropriate performance indicators for the school and to assist in meeting the overall strategic objectives.
11. To oversee Safeguarding on behalf of the Governing Body and to challenge the Executive Headteacher as appropriate.
12. To consider and advise the Governing Body on areas of under-performance and to identify and encourage areas for high achievement.

13. To monitor on behalf of the Governing Body the effectiveness and quality of the School's teaching and learning and to question areas when low teaching and learning observation grades may be assigned.
14. To develop a policy on visits to school by Governors and subsequently establish an annual programme of visits.
15. To receive reports from Governors with a designated interest in specific curriculum areas.
16. To support, encourage and value the fact that the school is a Catholic School and should reflect Catholic ethos and teaching.

TERMS OF REFERENCE

ADMISSIONS COMMITTEE

The main responsibility of the Admissions Committee is to administer the application process for admissions on behalf of the Governing Body, following Archdiocese Admissions policy. This also involves ensuring that parents/carers have the right to appeal if a place has been refused.

1. Membership

At least three governors, to ensure that the minimum quorum for any committee of three is met. This will normally include the Head and a member of the LA Admissions team

2. Meetings

Reception Admissions meeting decided by LA.

3. Terms of reference

- To consider applications for admission to the school and decide on the admission of pupils in accordance with the Governing Body's published admissions policy and criteria;
- To consider admissions to years other than to the nursery or reception classes, against the criteria agreed by the governing body, where there are more applications than places available, up to the School's Standard Admission Number;
- To ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place, in accordance with procedures approved by the governing body;
- To monitor arrangements for the admission of pupils and any associated appeals process and to inform the governing body of any appropriate issues;
- To report to the governing body any action taken within the powers delegated to the committee;
- To determine any other issues referred to the Committee by the governing body.

4. Delegation

The Head will admit pupils to places outside of the usual admissions timescale, up to the school's Standard Number for Admissions, but, where there are more applications than places these will be referred to the Admissions Committee for a decision.

TERMS OF REFERENCE

Head teachers Performance Management Committee

Membership – all governors other than those employed at the school

Quorum – any 3 governors who are members of the committee (regulations provide for a minimum of 2 governors to set the Head teacher's performance management targets) and one external consultant at target setting meeting who advises governors.

At least one governor must have attended relevant training.

Terms of Reference

- To set appraisal targets for the Headteacher
- To operate the performance management arrangements for the Headteacher and to take decisions about pay and progression within the pay range agreed by the governing body

Work Programme

- Carry out Headteacher's performance review Autumn
- Carry out mid- point review Spring /summer
- Carry out summary review Autumn

Attendance Records (AutumnTerm)

	Date of Meeting	Nick Gribben	Rebecca Dean	Steve Massey	Chris Sonne	Karen Finnen	Joanne Edge	Janette Banks	Vanessa Wells	Mark Driscoll	Elizabeth Twist	Sam Birchall	Joanne Marcroft	Gillian Tuck
Full Governing Body	20.09.17	✓	✓	✓	✓	✓	✓	✓	✓	x	x	x	✓	
Full Governing Body	11.10.17	✓	✓	✓	✓	✓	✓	x	✓	x		x	✓	
Full Governing Body	06.12.17 (postponed)													
Curriculum Committee	29.11.17		✓	x			✓		✓				✓	
Standards Committee	14.11.17	✓	✓					✓	✓			✓		
Finance, Resources and Complaints Committee	01.11.17 (cancelled)													
Headteacher Performance Management	29.11.17	✓	✓	✓				✓		x				