



St. Mary's Catholic Primary School, Birchley
Governing Body (October 2017)

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.

St Mary's Catholic Primary School, Birchley 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	7
Parent	2
Head teacher	1
Staff (elected staff governor)	1
Local Authority (nominated by the local authority and appointed by the Governing Body)	1
Co-opted	0
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 head teacher and deputy head teacher. It is governors who hold the main responsibility for finance in the school, and it is governors who work with the head teacher 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 head teacher is responsible for the internal organization, management and control of the school and the implementation of the strategic framework established by the governing body. Working together with the head teacher, 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)

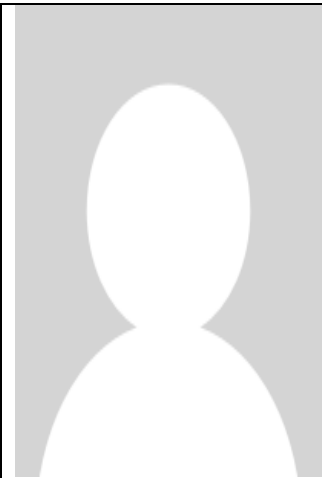


Serving Governors (October 2017)

Name	Category of Governor	Date Appointed	Term of Office	Appointed By	Business, pecuniary or material interests
Mr. Wayne Leatherbarrow	L A Governor. Chair of Governors	20.05.2013	19.05.2021	Governing body (on recommendation of LA)	Wife employed at school in non-teaching capacity (Clerical Officer)
Mrs. Melanie Snowdon	Foundation Governor Vice Chair of Governors	14.11.2016	13.11.2020	The Archbishop of Liverpool	
Mrs. Andrea Hymers	Head teacher	n/a	n/a	Automatically a member by virtue of office	Employee
Rev. Father. Bernard Jackson	Foundation Governor	09.03.2017	08.03.2021	The Archbishop of Liverpool	
Mrs. Christine McDonnell	Foundation Governor	07.11.2016	06.11.2020	The Archbishop of Liverpool	
Mrs. Jenny Dwyer	Foundation Governor	22.07.2013	21.07.2021	The Archbishop of Liverpool	
Mr. John Andrew McDonald	Foundation Governor	01.08.2015	30.06.2019	The Archbishop of Liverpool	
Mrs Eileen McBirnie	Foundation Governor	21.10.2015	20.10.2019	The Archbishop of Liverpool	
<i>Vacancy</i>	Foundation Governor			The Archbishop of Liverpool	
Mrs. Melanie Lawley	Parent Governor	01.07.2013	30.06.2017	Elected by Parents	
Mr. Adam Mooij	Parent Governor	01.11.2015	31.10.2019	Elected by Parents	
Mrs. Bridget Hrabowenskyj (Acting Assistant Headteacher)	Staff Governor	13.11.2013	12.11.2017	Elected by School Staff	Employee
Associates					
Mrs. Jane Talbot-Davies (Acting Deputy Headteacher)	Associate Member (No voting rights)	n/a	n/a	Governing Body	Employee



Serving Governors (October 2017)



Mrs. Andrea
Hymers



Mr. Wayne
Leatherbarrow



Mrs. Melanie
Snowdon



Rev. Father Bernard
Jackson



Mrs. Melanie
Lawley



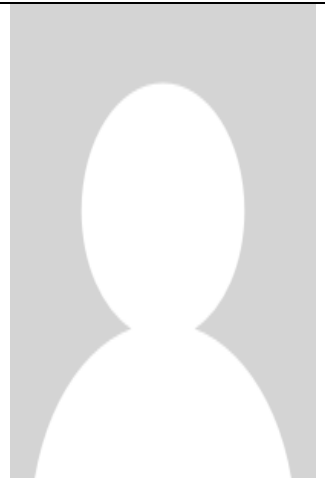
Mrs. Jenny
Dwyer



Mrs. Christine
McDonnell



Mr. Andrew
McDonald



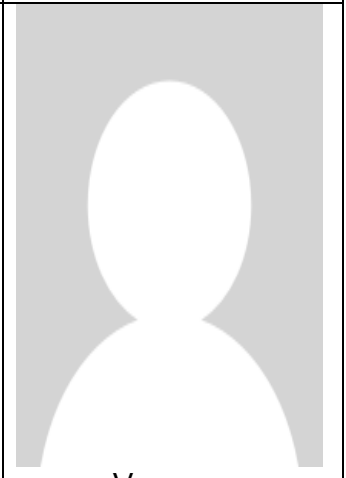
Mrs. Eileen
McBirnie



Mr. Adam
Mooij



Mrs. Bridget
Hrabowenskyj



Vacancy
Foundation Governor



Governors who have served at any point over the last 12 months (October 2016 - October 2017)

Name	Category of Governor	Date Appointed	Term of Office	Appointed By	Date stepped down
None					

Nominated Governors (October 2017)

Function	Name
Governors' Forum/Link Governor	Mrs J Dwyer
Literacy Governor	Mrs Melanie Lawley
Numeracy Governor	Mr A McDonald/ Mr A Mooij
RE Governor	Reverend Father Bernard Jackson
Safeguarding & Looked After Children Governor	Mrs Melanie Lawley and Mrs Chris McDonnell
Health & Wellbeing Governor	Mrs Melanie Lawley
Special Education Needs & Disabilities Governor	Mrs Eileen McBirnie
Equalities Governor	Mrs Eileen McBirnie
ICT Governor	Mrs. J Dwyer



Governance Committee Structures (October 2017)

Curriculum Committee	Resources Committee	Health, Safety & Welfare Committee
Mr W Leatherbarrow (Chair) Mrs J Dwyer Mrs B Hrabowenskyj Mrs M Lawley Mrs E McBirnie Mr A McDonald Mr A Mooij Mrs A Hymers (Head Teacher)	Mr W Leatherbarrow (Chair) Father Bernard Jackson Mrs C McDonnell Mrs M Lawley Mrs M Snowdon Mrs B Hrabowenskyj Mrs Jenny Dwyer Mr A McDonald Mr A Mooij Mrs A Hymers (Head Teacher)	Mrs M Lawley (Chair) Father Bernard Jackson Mrs C McDonnell Mrs B Hrabowenskyj Mrs E McBirnie Mrs A Hymers (Head Teacher)
Pupil Admissions Committee	Pupil Welfare, Discipline & Exclusions	Complaints Committee
Father Bernard Jackson (Chair) Mr W Leatherbarrow Mrs M Snowdon Mrs A Hymers (Head Teacher)	Mrs M Lawley (Chair) Mr W Leatherbarrow Mrs E McBirnie Mrs C McDonnell	Mrs M Snowdon Rev. Father B Jackson Mrs M Lawley Mrs E McBirnie
Staff Grievance Committee	Staff Discipline Committee	Appeals Committee
Father Bernard Jackson Mrs C McDonnell Mr W Leatherbarrow Mrs M Snowdon	Father Bernard Jackson Mrs C McDonnell Mrs M Snowdon	Mrs M Lawley Mrs E McBirnie Mrs J Dwyer
Head Teacher Performance Review	Pay Committee	
Mr W Leatherbarrow (Chair) Rev. Father B Jackson Mrs M Snowdon	Mrs Snowdon (Chair) Mr W Leatherbarrow Mr A Mooij Mr A McDonald	



Committee Terms of Reference (October 2016 – October 2017)

CURRICULUM COMMITTEE

This committee will continue to scrutinize the effectiveness of teaching and learning and the delivery of the curriculum in meeting the needs and raising the achievement of all children.

- To advise the Governing Body on the school's curriculum statement and their statutory obligations regarding the National Curriculum.
- To establish and review policies relating to curriculum provision and delivery.
- With the assistance of the staff, to assess how the curriculum is taught, evaluated, resourced and delivered.
- To establish and review the policy and provision for Collective Worship and for Religious Education and make recommendations to the full Governing Body.
- To establish and review the policy and provision for relationships and sex education and make recommendations to the full Governing Body.
- To ensure that the requirements of children with special needs and disabilities are met.
- To review the information about school performance, targets and achievement, which the Governing Body have a duty to publish.
- To contribute towards the School Development Plan.
- To have an input into the School's Self Evaluation Form (SEF).
- To have input into the School Profile Document.
- To establish and review the School's Home/School Agreement.
- To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.
- To receive reports from Governors with a designated interest in a specific curriculum area.

Quorum: Any four Governors

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee to submit minutes of meetings to the full Governing Body.



RESOURCES COMMITTEE (*Integration of existing Finance, Personnel and ABC Committees 2017*)

This committee will continue to ensure that the school deploys its resources to achieve best value, that it robustly monitors the school's finances & financial systems and that it supports the Head teacher in securing and maintaining the best staffing arrangements. This will include extra provision provided through childcare and clubs.

- To consider and report back upon such matters as may be delegated or devolved to the committee by the Governing Body.

FINANCE

- To set an annual balanced budget and ensure that this complies with the Local Authority Scheme of Delegation.
- To consider the School Development Plan priorities and link these to annual spending priorities.
- To review financial planning, including long term planning and resourcing.
- To monitor and evaluate budget spending within a Best Value framework (Compare, Challenge, Consult and Compete) and to be accountable for balancing costs in terms of income/expenditure, economy and efficiency.
- To provide guidance and assistance to the Head teacher and the Governing Body in all matters relating to budgeting and finance.
- To monitor income and expenditure of all delegated funds (including money delegated for specific purposes) against the agreed budget and report the financial position to the full Governing Body.
- To ensure that the approved Financial Regulations for the School are implemented.
- 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.
- To vary specific budget categories by defined amounts, which will be reported to a subsequent full Governing Body meeting (amounts as per the school's Financial Regulation).
- To receive and where appropriate respond to periodic audit reports.
- To draw up and review the School's Lettings and Charging Policy.
- To ensure that the School achieves and maintains the School Financial Value Standard (SFVS).

PERSONNEL

- To undertake the requirements of the whole school pay policy (as adopted) with delegated powers to implement the review of salaries.
- The committee is required to set Individual School Ranges for the Leadership posts, ascertained by the school group size.
- To determine the staffing structure and review staffing on an annual basis.
- To establish and review policies relating to staff performance and attendance.
- To undertake the selection/recruitment of teaching staff below Head and Deputy Head Teacher level (which is covered by legislation).
- To consider and make decisions that could result in the termination of employment of any employee on the grounds of performance capability in accordance with any procedures adopted by the Governing Body.



- To consider and make decisions relating to staff leave of absence with or without pay.
- To review the operation of sickness absence procedures and monitor sickness absences.
- To consider and make decisions about matters relating to the dismissal of staff arising from redundancy or redundancy arising from ill health or incapacity, which may be referred to the committee in accordance with any procedures adopted by the Governing Body (taking into account any statutory and LA guidance).

AFTER & BEFORE SCHOOL CHILDCARE (ABC)

- Ensure that the school's childcare offer is financially sustainable by monitoring income and expenditure, and to be accountable for balancing costs.
- To determine the staffing structure and review staffing on an annual basis.
- Ensure that key policies and procedures relating to childcare for the out of school club are implemented and adopted.
 - An admissions policy
 - A safeguarding children policy/procedure
 - A policy for ensuring equality of opportunities and for supporting children with special educational needs and/ or disabilities
 - A policy for administering medicines including effective management systems to support individual children with medical needs
 - A behaviour management policy
 - A procedure for dealing with concerns and complaints from parents
 - A procedure to be followed in the event of a parent failing to collect a child at the appointed time
 - A procedure to be followed in the event of a child going missing
 - A procedure for the emergency evacuation of the premises
 - A procedure for recovering payment arrears

Quorum: Any four Governors

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee to submit minutes of meetings to the full Governing Body.



HEALTH, SAFETY & WELFARE COMMITTEE

This committee will continue to ensure that the school meets all of its statutory duties in order to keep pupils and staff safe, ensuring that the school has robust systems for recruiting new staff, dealing with safeguarding issues and that the school site is safe.

- To provide support and guidance for the Head Teacher on all matters relating to the school premises and grounds, security, health and safety.
- 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 the approval of the Governing Body.
- To assist the Governing Body and Head Teacher to discharge their responsibilities under the Health & Safety at Work Act and the Environmental Protection Act.
- To consider the LEA's policies on Health & Safety and recommend a Policy for the school to be adopted by the Governing Body.
- To establish and review policies relating to matters of pupil and staff health and welfare.
- To ensure that the necessary school management and organizational process is in place to implement the Policy.
- To monitor the effectiveness of the school's Health & Safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body.
- To report costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To oversee the preparation and implementation of contracts.
- To ensure that the school complies with Health & Safety regulations.
- To monitor the school's Asset Management Plan.
- To ensure any necessary liaison with the LEA's Property Services Department.
- To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

Quorum: Any four Governors

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee to submit minutes of meetings to the full Governing Body.



PUPIL ADMISSIONS COMMITTEE

- In consultation with the Head Teacher and the Local Authority, to review and agree the school's admissions policy, including criteria, which must be approved annually by the full Governing Body.
- To assume responsibility for the implementation of the policy.
- To report in broad terms all admissions to the Governing Body.
- To consult as appropriate with other admission authorities on the school's admission policy.
- To draw up the timescale during which the admission arrangements are completed.
- To apply the admissions criteria to all applicants and decide which are to be admitted and which are to be refused a place.
- To ensure that all procedures regarding the notification to the parents of the refusal of a place and the right to appeal are carried out.
- To prepare the case to be made in defence of the Governors refusal to admit a pupil or pupils at an Independent Appeals Panel hearing.

Quorum: Any two Governors

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee to submit minutes of meetings to the full Governing Body.

PUPIL WELFARE, DISCIPLINE AND EXCLUSIONS COMMITTEE (statutory)

- To discuss aspects of discipline and pastoral care.
- To review the School discipline/behaviour policy and make recommendations to the full Governing Body.
- To advise the Governing Body on matters of discipline and pastoral care.
- To consider and deal with any pupil exclusion, paying particular attention to the DfE and Local Authority guidance.
- To consider the appropriateness of any permanent exclusion.
- To consider whether the Head Teacher has complied with the correct exclusion procedures and had regard to Government guidance before excluding any pupil.
- To consider any representations made by parents or the pupil.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee.

Quorum: Any three Governors

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee to submit minutes of meetings to the full Governing Body.



COMPLAINTS COMMITTEE (statutory)

- To ensure that the school has in place a procedure to deal with complaints, so as to meet its obligations under Section 29 of the Education Act 2002.
- To provide parents with information about the Complaints Procedure and to ensure that parents understand what they can complain about and how to complain.
- To ensure that the Head teacher has access to guidance and support about how to respond to complaints.
- To consider, investigate and respond to any complaint referred to the Committee in accordance with procedures adopted by the Governing Body, ensuring that complaints are dealt with appropriately and within relevant timescales.
- Types of complaint to be considered by the Committee include Bullying, Unfair treatment of pupil by staff, Behaviour and Discipline, Pupil Safety, Handling of Concerns, Communication with Parents, Temporary Exclusions, Extra-Curricular activities, School Uniform, School Policy or Working practices.
- Circumstances under which this procedure should not be used
- The Committee will not investigate or deal with matters relating to the National Curriculum, Collective Worship, Religious Education, Hate Crime, Safeguarding, Non-approved external qualifications, Withdrawal of pupils from the national curriculum, Pupil Admissions, Pupil Exclusions, Special Educational Needs, Staff Grievance & Capability or Financial Impropriety, which should be dealt with via other procedures.

Quorum: Any three Governors

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee to submit minutes of meetings to the full Governing Body.



STAFF GRIEVANCE COMMITTEE

- To ensure that where a member of the teaching staff is aggrieved on any matters involving other staff, he/she has discussed the matter initially with the individual(s) concerned and steps have been taken to resolve the matter informally.
- To consider any formal grievance that may arise between members of the teaching staff, where the informal procedure has failed to resolve the matter, or is deemed by either party to be inappropriate, and seek to settle the matter.
- Where the grievance is against another employee at the School, the case shall be considered by the School Governors. If the grievance is against a Governor/Governing Body, the matter should be laid before a special meeting of the School Governors. If the grievance is against an officer of the Education Authority or any other Council employee, it will be laid before the Local Education Authority.
- Any Governor who has been involved in the particular action taken, or who is to be called as a witness, or who is in any material way an interested party, shall not participate as a Governor in the proceedings.

Quorum: Any three Governors

STAFF DISCIPLINE COMMITTEE

- To consider disciplinary cases & decide upon any disciplinary action against or dismissal of a teacher on the grounds of conduct.
- This committee shall also serve as the staff dismissal committee.
- Any Governor who has been involved in the particular action taken, or who is to be called as a witness, or who is in any material way an interested party, shall not participate as a Governor in the proceedings.

Quorum: Any three Governors

STAFF DISCIPLINE, GRIEVANCE or SALARY APPEALS COMMITTEE

- To consider appeals against decisions of the staff grievance committee.
- To consider appeals against decisions of the staff disciplinary committee.
- To consider appeals against decisions of the staff pay committee.
- To confirm in writing the findings of the Appeal Panel, which will be final and binding on all parties.
- Any Governor who has been involved in the particular action taken, or who is to be called as a witness, or who is in any material way an interested party, shall not participate as a Governor in the proceedings.

Quorum: Any three Governors



HEAD TEACHER'S PERFORMANCE REVIEW PANEL (statutory)

- To carry out the Head Teacher's annual performance review as laid down in current legislation and the School Performance Management Policy.
- To review the Head Teacher's performance over the previous academic year and to set and agree performance objectives for the forthcoming year.
- Make a recommendation on Head teacher pay progression to the Pay Committee.

Quorum: Any two Governors

PAY COMMITTEE

- To approve and adopt the school Pay Policy, which acknowledges the Teachers' Pay and Conditions Document.
- Make a decision on pay progression for the Head teacher and also decide any additional allowances for the Head teacher, where applicable, in accordance with the Teachers' Pay and Conditions Document.
- Make/ratify pay decisions for teachers, based on recommendations from the Head teacher or the Local Authority, with consideration to Trade Union recommendations.
- Be responsible for approving applications to progress to the Upper Pay Range.
- Approve other pay related decisions e.g. the award of Recruitment & Retention benefits and/or the allocation of TLRs.

Quorum: Any three Governors

Note. All Governors are invited to attend and contribute to the Committee Meetings; this helps us to ensure that we each have an appreciation of the various matters of school business which need to be addressed over the course of the academic year. It also serves to assist the governing board to work strategically in fulfilling both our legal and statutory responsibilities by spreading tasks and responsibilities.



ITEMS OF BUSINESS

The following lists are suggested key tasks that our Governing Body will undertake throughout the 2017/18 academic year as part of our agenda planning process.

Standard Governing Body Agenda Items
Apologies for absence and consent to absence
Declaration of pecuniary interest
Review governing body membership
Minutes of the last meeting and matters arising
Head teacher's report <ul style="list-style-type: none"> • Report on the provision for Children Looked After • Report on the provision for disadvantaged children (pupil premium) • Update on self-evaluation • Update on school development and improvement plan
Reports from committees
Reports on governor visits / nominated governors
Review governor training and development
Confirm dates of next meeting
Any other business (if required)
Confidentiality (to declare confidential items)

Items for the Autumn Term	Responsibility
Appointment of Chair / Vice-Chair	Governing Body
Review of committee membership and terms of reference, including delegation structures	Governing Body
Review of governing body code of conduct	Governing Body
Register of business interest returns	Governing Body
Approval of school development and improvement Plan	Governing Body
Review governing body strategic plan/self-evaluation	Governing Body/All Committees
Ratify/approve revised school spending plan (by 31 st October)	Resources Committee /Governing Body
Review scheme for financing schools (financial regulations)	Resources Committee
Review school financial procedures	Resources Committee
Review whistle-blowing policy	Resources Committee
Review and approve local authority service level agreements	Resources Committee
Ratify/approve audited school fund account	Finance Committee/Governing Body
Monitor appraisal procedures for head teacher, SLB and teaching staff	Head teacher Performance Management Committee/Resources Committee/Governing Body
Review of SATS/national tests/examination results	Curriculum Committee
Review of admission policy	Governing Body/Admission Committee
Report on the provision for disadvantaged children (pupil premium)	Curriculum Committee/Resources Committee



Items for the Spring Term	Responsibility
Review school information published on website	Curriculum Committee
Receive RAISE Online and analysis data	Curriculum Committee/Governing Body
Approve school term and holiday dates / occasional & INSET days	Governing Body
Review asset management plan / buildings report	Health, Safety & Welfare Committee
Approve initial school spending plan	Resources Committee
Review governors and staff financial management competencies	Resources Committee
Undertake/review and approve assessment for school financial value standard (SFVS)	Resources Committee/Governing Body
Review pay policy	Resources/Personnel Committee
Undertake pay review for head teacher, deputy head teacher and staff	Resources/Personnel Committee
Report on the provision for disadvantaged children (pupil premium)	Resources Committee / Curriculum Committee

Items for the Summer Term	Responsibility
Review staffing structure	Resources Committee
Review attendance of pupils and staff	Resources Committee
Review pupil exclusions for the school year	Resources Committee
Monitor provision for special educational needs	Resources Committee/Curriculum Committee
Ratify/approve initial school spending plan (if not already completed in spring term – by 30 th June)	Governing Body/Resources Committee
Undertake financial benchmarking exercise	Resources Committee
Agree meeting schedule for governing body and committees for forthcoming school year.	Governing Body
Report on the provision for disadvantaged children (pupil premium)	Resources Committee / Curriculum Committee

Items for Any Time of the Year	Responsibility
Implementation of audit recommendations (whenever audit of school undertaken)	Resources Committee/Governing Body
Receive report from LA Link Professional/Governor	Curriculum Committee/Governing Body
Preparation for Ofsted inspection / review of action plan following inspection	Governing Body
Review statutory policies as per governing body schedule	Governing Body

Items for Consideration Every Term
Monitor and evaluate pupil progress
Monitor and evaluate provision for disadvantaged children
Monitor and evaluate quality of teaching
Monitor and evaluate the school development plan
Update self-evaluation documentation
Monitor spending plan/school budget
Evacuation and Emergency Procedure

