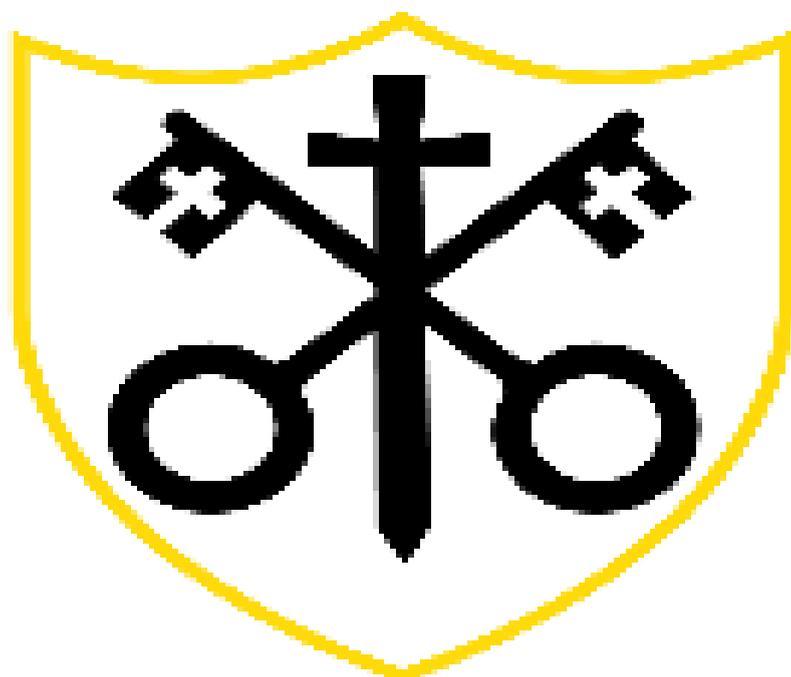


# **Terms of Reference for the Governing Board of SS Peter & Paul Catholic School**



**“Learning Together, Achieving Together in Christ”**

**Adopted: 15<sup>th</sup> September 2021**

**Reviewed:**

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### Circle Model – Whole Governing Board Approach

#### Outline

The Governing Board works collectively as a 'whole team', meeting a minimum of 6 times per year, without any separate committees. An annual planner and agenda for each meeting will include all the tasks which the Governing Board is required to consider, and the Governing Board will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes.

Any 'commissioned' working groups will have Governing Board drafted agreed terms of reference. Working groups will report any findings, actions or recommended decisions to the Governing Board. These reports will in turn inform collective strategic decision making by the Governing Board.

In addition to 'commissioning' activities or actions on their behalf, the Governing Board in order to ensure its core functions are fulfilled, will delegate monitoring responsibilities to 'monitoring pairs' or 'link individuals'. These include the statutory required individual roles and those focused on the priorities of the School Development Plan. The Governing Board recognises the delegated monitoring pairs / link individuals are replacing committees in terms of challenge, responsibility and accountability when undertaking their monitoring and reporting back to the Governing Board.

In each case where a function has been delegated there is a statutory duty to report any findings, actions or recommended decisions to the Governing Board at the next meeting to enable informed collective strategic decision making.

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**Terms of Reference for the Governing Board**

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. All governors of Catholic maintained schools have legal rights and responsibilities which ensure that they safeguard and promote their school’s denominational character. These rights and responsibilities have been recognised by Government as central to the continuing success of Catholic education. The Governing Board has resolved to conduct all its business as a full Governing board, and to work collectively without committees.

The Board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff and the effective and efficient performance management of staff: and
- Overseeing the financial performance of the school and making sure its money is well spent.

As a Catholic school the Governing Board is responsible for understanding, maintaining and developing the distinctive nature of the Catholic school within the Church’s mission of education and in awareness of the contribution the Church makes to society through this mission.

In its strategic role the governing body is accountable to:

- The Trustees who own the school - for the school’s effectiveness as a Catholic school, ensuring that the school is managed in accordance with the Diocesan Trust Deed.
- The LA which maintains the provision - for the school’s effectiveness in providing a broad, balanced and relevant education that meets the needs of the children in the school.
- The Catholic community, and the wider community, who entrust their children to the school - for the outcomes achieved by their children in all aspects of their being.

The main responsibilities to be managed by the Governing Board are outlined below:

**Items in bold may be delegated and reported back to the Governing Board.**

<p><b>Governing Board Operational Business</b></p>	<ul style="list-style-type: none"> <li>• To draw up the Instrument of Government and any amendments thereafter</li> <li>• To review the standing order for election of the Chair and Vice Chair including the length of the term of office.</li> <li>• Elect (or remove) the Chair and Vice Chair.</li> <li>• To appoint (or dismiss) the Clerk to the Governing Board.</li> <li>• To hold at least 6 Governing Board meetings each year.</li> <li>• To appoint and remove any associate members.</li> <li>• To appoint the LA nominated governor.</li> <li>• To suspend or remove/recommend removal of a governor. Foundation and LA governors can only be removed by the bodies that appointed or nominated them.</li> <li>• To decide which functions of the Governing Board will be delegated in replacement of a committee and to whom.</li> <li>• To appoint the statutory lead roles with regard to Safeguarding, SEND and Health and Safety, and the recommended role regarding governor training and development.</li> <li>• To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Board is necessary.</li> <li>• To review the delegation arrangements annually.</li> <li>• Appoint selection panel for Headteacher / Assistant Headteacher and to ensure at least one of the panel has completed safer recruitment training.</li> <li>• To approve or reject decisions of appointed selection panel.</li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>To recruit, for Governing Board approval, new governors as vacancies arise ensuring the board has all the necessary skills to be effective</b></li> <li>• <b>To set up and publish a register of Governors' Business Interests and ensure this is kept up to date.</b></li> <li>• <b>To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met and updated as necessary.</b></li> <li>• <b>To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary and accurate with the details published on the school website.</b></li> <li>• To approve and set up a Governors' Allowances Scheme.</li> <li>• To regulate the Governing Board procedures where not set out in law, and recorded these as Standing Orders.</li> <li>• To delegate to the Headteacher the functions as described in the Delegation of Functions to Head teacher Standing Order (attached)</li> <li>• To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan, in replacement of committees, in accordance with the attached terms of reference.</li> <li>• <b>To approve and arrange a suitable induction process and mentoring for newly appointed or elected governors.</b></li> <li>• <b>To regularly audit and evaluate the impact of governance to inform the structure of the Governing Board.</b></li> <li>• To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.</li> <li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement.</li> <li>• To annually approve the School Development Plan (SDP) for priority accuracy; regularly holding the school leaders to account against the milestones; monitoring against an agreed Governing Board monitoring schedule.</li> <li>• To determine whether to publish a home-school agreement (no longer a statutory requirement).</li> <li>• To review regularly how the school is regarded by pupils and parents.</li> <li>• <b>To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.</b></li> <li>• To approve statutory policies, ensuring their impact and compliance.</li> <li>• To approve all school trips involving an overnight stay away from home.</li> <li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.</li> <li>• To have regard to the Professional advice given by the Clerk.</li> <li>• To ensure that the Governing Board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.</li> </ul>
<p><b>Inclusion and Equality</b></p>	<ul style="list-style-type: none"> <li>• To establish and approve a special educational needs (SEN) Policy.</li> <li>• To publish and update at least annually a SEN Information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014).</li> <li>• To comply with statutory duties from the SEND Code of Practice and KCSIE in respect of pupils with special needs.</li> <li>• To abide by the Equalities Act 2010</li> <li>• To ensure that the school does not discriminate against pupils, job applicants, or staff on the basis of race, religion, gender, age, disability of sexual orientation. <i>(As a Catholic voluntary aided school the two most senior posts in</i></li> </ul>

	<p><i>the school (the Head and Assistant Head) must be a practicing Catholic. Appointment of RE leads must also be a practicing Catholic.)</i></p> <ul style="list-style-type: none"> <li>• To receive reports on bullying, homophobic and racial incidents.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To ensure statutory compliance with Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the Merton child protection / safeguarding policy and relevant procedures.</li> <li>• To complete an annual Safeguarding Review and return to the LA.</li> <li>• To comply with statutory duties from KCSIE by appointing Safeguarding and Health and Safety Governors.</li> <li>• To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent Duty into the Child Protection Policy.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To ensure the National Curriculum is taught to all pupils.</li> <li>• To ensure a full curriculum is delivered</li> <li>• To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact.</li> <li>• To ensure the curriculum is ambitious and designed for all learners, particularly the most disadvantaged and those with SEND or high needs, to give them the knowledge and cultural capital they need to succeed in life.</li> <li>• To establish a charging and remissions policy for activities.</li> <li>• To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain.</li> <li>• To ensure the curriculum of school, including all the subjects of the National Curriculum, are taught in the light of the Gospel values and actively promote the spiritual and moral development of the pupils.</li> <li>• To ensure RE is taught and assessed in line with the Curriculum Directory and the bishop's policy.</li> <li>• To ensure the Sex and Relationships Education Programme is delivered in line with diocesan and CSE guidelines.</li> <li>• To consider recommendations from external reviews of the school (e.g. Ofsted, Merton Education Partners), reviewing and evaluating any agreed actions to ensure impact.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• <b>To ensure that the school operates in accordance to the financial standards set out by Merton's school finance document On The Right Track 5.</b></li> <li>• To approve the first formal budget plan each financial year.</li> <li>• To engage in strategic decision making.</li> <li>• To agree a 3-year budget which shows clear links to the School Development Plan.</li> <li>• To annually <b>review</b> and approve the recommend levels of delegation.</li> <li>• <b>To undertake financial benchmarking.</b></li> <li>• To annually <b>review</b> and approve the Charging and Remissions policy.</li> <li>• To enter into contracts following agreed financial limits.</li> <li>• To make decisions in respect of service agreements following agreed delegation of financial limits and insurance.</li> <li>• To ensure the school complies to the SFVS guidelines.</li> <li>• <b>To agree annual strategic action plans and monitor how school premiums are spent. (i.e. Sports, Catch Up, and the Pupil Premium grants)</b></li> <li>• To appoint a Finance Governor or Monitoring Pair.</li> <li>• To ensure financial succession planning within the board.</li> <li>• To review and take account of any consultations to change the LA Finance Scheme.</li> </ul>

<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>• To appoint Headteacher and Assistant Headteacher (<i>ratify or reject</i>) following recommendations from the board approved selection panel in line with diocesan requirements.</li> <li>• To agree staffing policies (using CES model policies where possible) which provide for governor involvement in the interests of preserving the school's religious character.</li> <li>• To annually determine the staffing structure.</li> <li>• To annually agree a pay policy, which has been approved by the unions, and any pay discretions following the STCPD.</li> <li>• <b>To annually review the impact of and implementation of the pay policy.</b></li> <li>• To establish and review procedures for addressing staff discipline, conduct and grievance.</li> <li>• To dismiss the Headteacher.</li> <li>• To end the suspension of staff or Headteacher as determined within the policy.</li> <li>• To determine dismissal payments / early retirement</li> </ul>
<p><b>Appraisal and Performance Management</b></p>	<ul style="list-style-type: none"> <li>• To establish, review and approve annually the Appraisal Policy.</li> <li>• To appoint the Headteacher Appraisal Panel consisting of 2 or 3 skilled or trained governors.</li> <li>• To appoint an external adviser for the Headteacher Appraisal Panel</li> <li>• To appoint the pay panel consisting of 3 skilled or trained governors.</li> <li>• To agree total pay award following recommendations from Pay Panel.</li> <li>• To agree any pay award for the Headteacher following recommendations from the Headteacher Appraisal Panel.</li> </ul>
<p><b>Discipline / Exclusions</b></p>	<ul style="list-style-type: none"> <li>• To establish a statement of behaviour principles on which the school can produce a behaviour policy.</li> <li>• To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (<b>This may be delegated to the Chair / Vice Chair in cases of urgency</b> – see Exclusions from Maintained Schools, Academies and Pupil Referral Units in England Guidance (September 2017 pages 18 pt 57)).</li> <li>• To direct the reinstatement of excluded pupils.</li> <li>• To consider the finding of any Independent Review Panel.</li> </ul>
<p><b>Premises &amp; Insurance</b></p>	<ul style="list-style-type: none"> <li>• To ensure good estate management recognising that all diocesan buildings are held in trust by the Diocese. The Trustees of the Diocese have a legal responsibility for ensuring compliance with the terms of the trust.</li> <li>• To develop a school buildings strategy and contribute to LA Asset Management Planning arrangements.</li> <li>• To ensure maintenance of the buildings, including a properly funded maintenance plan.</li> <li>• <b>To seek advice from the LA, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability.</b></li> <li>• To receive an annual site report.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• To establish and approve a Health &amp; Safety policy.</li> <li>• <b>To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</b></li> <li>• To receive an annual Health &amp; Safety Inspection Report and agree any actions.</li> <li>• To appoint a governor with Health and Safety responsibilities.</li> </ul>
<p><b>Admissions</b></p>	<ul style="list-style-type: none"> <li>• To follow The School Admissions Code statutory guidance when carrying out our duties relating to school admissions. (The governors are the admission authority for the school.)</li> <li>• To set an Admissions Policy acting with the LA and southward Diocese.</li> </ul>

	<ul style="list-style-type: none"> <li>To consult annually before setting an Admissions policy, notify the LA and diocese, and publish the arrangements on the school website in accordance with the paragraph 1.47 of the School Admissions Code.</li> <li>Set a clear published admission number (PAN), which states the number of applicants that will be admitted where enough applications are received.</li> <li>Admissions Appeals: To set up independent panels in line with the School Admissions Appeals Code.</li> </ul>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus.</li> <li><b>To arrange collective worship in accordance with the Catholic designation of the school after consulting with the Headteacher, following diocesan advice.</b></li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>To set the time of the school sessions and the dates of school terms and holidays.</li> <li>To publish proposals to change category of school.</li> <li>To propose to alter or discontinue voluntary or academy status</li> </ul>
<b>Collaborations</b>	<ul style="list-style-type: none"> <li>To consider new and support existing collaborations between groups of schools</li> <li>To ensure any collaborations does not negatively impact on the Catholic character of the school.</li> <li>To work together with other Catholic schools to preserve and develop the character of Catholic schools in the wider community.</li> </ul>
<b>Academies</b>	<ul style="list-style-type: none"> <li>The Trustees of the Archdiocese have indicated that all schools under the Dicoesan Trust Deed should work towards becoming, 'academy ready'. This means that the Archdiocese sees the long-term future of its schools as forming and being part of a multi-academy trust with other Catholic schools in their local area.</li> </ul>
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>To decide to offer additional activities and agree what form these should take.</li> <li>To cease providing extended services provision.</li> </ul>
<b>Membership of the Governing Board in accordance with the Instrument of Governance.</b> <i>See attached list</i>	
<b>Agreed by the Governing Board (Date)</b>	<b>16/09/2021</b>
<b>Review Date</b>	<b>Sept 2022</b>
<b>Quorum: one half of the number of governors in post (rounded up)</b>	
<b>Chair of Governors</b>	<b>Helen Arnold</b>
<b>Vice Chair of Governors</b>	<b>Richard Price</b>

## SS Peter and Paul Catholic School

### Membership of the Governing Board

In accordance with the Instrument of Governance, effective from 2<sup>nd</sup> February 2015, the Governing Board of SS Peter and Paul Catholic Primary School shall consist of:

- a) Two parent governors;
- b) The Headteacher;
- c) One Staff Governor;
- d) One Local Authority Governor;
- e) Seven Foundation Governors.

The total number of governors shall be twelve.

Associate members are not governors. Associate members can be appointed by the governing board for a period between 1 and 4 years and can be reappointed at the end of their term. Associate members are appointed for their skill and expertise. Associate members are fully engaged in the work of the Governing Board but do not hold voting rights in a Full Governing Board meeting.

Governor Category	Name	Date of Appointment	Term of Office
Parent Governor	Lisa McLeod	20/12/2019	4 Years
Parent Governor	Matey Siameh	16/07/2021	4 Years
Headteacher	David Hennessey	N/A	Ex Officio
Staff Governor	VACANT		
Local Authority Governor	Richard Price	12/09/2021	4 Years
Foundation Governor	Helen Arnold	01/02/2021	4 Years
Foundation Governor	Tony Scott	01/09/2021	4 Years
Foundation Governor	Karina Mentore	11/08/2019	4 Years
Foundation Governor	Nick Hurst	03/12/2018	4 Years
Foundation Governor	Fr Jerry Fernandes	16/10/2019	4 Years
Foundation Governor	VACANT		
Foundation Governor	VACANT		
Associate Member	Penny Bermingham	11/09/2019	4 Years
Associate Member	Nick Stopps	11/09/2019	4 Years

**Terms of Reference for the Clerk to the Governing Board**

**The Clerk is expected to work within the following terms of reference:**

**Guiding Principles**

- The Clerk is accountable to the Governing Board.
- He/she is employed by the Governing Board and line managed by the Chair of Governors, whose responsibility it is to ensure induction training is undertaken and conduct an annual appraisal.
- The Clerk will be employed based on one of the job description for a Clerk and on the Clerking Competency Framework.
- Governors, Associate Members and the Head teacher cannot be appointed as Clerk to the Governing Board.

**The main responsibilities of the Clerk are:**

- To work effectively with the Chair of governors, the other governors and the Headteacher to support the Governing Board.
- To keep up to date and advise the Governing Board on constitutional and procedural matters, powers and duties as outlines within legislation, statutory guidance and the Governance Handbook.
- To support the Governing Board to develop a culture where challenge is welcomed.
- To convene meetings of the Governing Board ensuring they are quorate.
- To produce agendas for the meetings working with the Chair of Governors.
- To attend meetings of the Governing Board and ensure minutes are taken.
- To ensure the Chair receives the draft minutes for approval within one school week.
- To ensure the chair draft approved minutes are circulated within two school weeks to all governors.
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain a register of Business Interests and ensure it is published on the website.
- To ensure the requirements for governors to publish information online is adhered to.
- To collect the required details for the Governor National Database (GIAS) and ensure the relevant staff member for uploading to the database is informed of any changes.
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board.
- To keep the GovernorHub database up to date with details of the members of the Governing Board.
- To keep Merton Governor Services and Southwark Diocese up to date with details of the members of the Governing Board.
- To maintain a register of attendance to be published on the school website and report non-attendance to the Governing Board.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Board from time to time.
- To undertake appropriate professional development.
- If the Clerk does not attend a meeting, the governors present at the meeting may appoint a member of the Governing Board (but not the Headteacher) to act as Clerk for that meeting.

**Agreed by the Governing Board (Date)**

**15/09/2021**

**Review Date**

**Sept 2022**

## SS Peter and Paul Catholic School

### Delegation of Functions to the Headteacher

The delegation to the Headteacher ensures a clear separation between strategic non-executive oversight and operational executive leadership. The Headteacher is expected to work within the following terms of reference, and to provide the Governing Board with such reports in connection with his or her functions as the Governing Board requires

<b>Budget</b>	<ul style="list-style-type: none"> <li>• To make miscellaneous financial decisions up to an agreed limit of £10,000 as set out in the school finance policy.</li> <li>• To enter into contracts up to the limit of £5,000</li> <li>• To monitor monthly expenditure.</li> <li>• To make payments.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To appoint teachers and non-teaching staff.</li> <li>• To carry out disciplinary, capability and grievance procedures.</li> <li>• To suspend staff.</li> <li>• To initially dismiss staff.</li> <li>• To produce and maintain a central record of recruitment and vetting checks.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate.</li> <li>• To ensure the curriculum is taught in the light of the Gospel values and actively promotes the spiritual and moral development of the pupils.</li> <li>• To establish and implement a Curriculum policy.</li> <li>• To decide which subject options should be taught.</li> <li>• To be responsible for standards of teaching.</li> <li>• To be responsible for each individual child's education.</li> <li>• To agree and review the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery.</li> <li>• To ensure the balanced treatment of political issues and to prohibit political indoctrination.</li> <li>• To promote British Values.</li> <li>• To promote and embed the values and virtues of the Catholic faith.</li> </ul>
<b>Appraisal and Performance Management</b>	<ul style="list-style-type: none"> <li>• To understand and implement the Catholic Education Service Appraisal policy.</li> <li>• To make pay recommendations in line with the Pay policy and legal requirements.</li> <li>• To carry out appraisal of other teachers (or delegate to line managers in the school).</li> </ul>
<b>Standard Setting</b>	<ul style="list-style-type: none"> <li>• To set standards and predictions for pupil achievement and progress.</li> </ul>

<b>Religious Education</b>	<ul style="list-style-type: none"> <li>• To provide Religious Education in line with school's curriculum.</li> <li>• To provide Religious Education to the agreed syllabus of the Catholic Bishops' Conference of England and Wales</li> </ul>	
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• To ensure that all pupils take part in a daily act of collective worship.</li> <li>• To provide collective worship of a Catholic character.</li> </ul>	
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• To ensure that Health &amp; Safety regulations are followed.</li> </ul>	
<b>Discipline / Exclusions</b>	<ul style="list-style-type: none"> <li>• To draft the content of the School Behaviour Policy and publicise it to staff, pupils and parents.</li> <li>• In accordance with the DfE Statutory Guidance and the schools Behaviour Policy, make informed decisions to exclude a pupil as necessary.</li> </ul>	
<b>Inclusion and Equality</b>	<ul style="list-style-type: none"> <li>• To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEN co-ordinator or SENDCO).</li> </ul>	
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To ensure that the school meets for 380 sessions in a school year.</li> <li>• Where determined by the Governing Board, to ensure nutritional standards are met.</li> <li>• To draft and implement a data protection policy which complies with GDPR and review it at least every 2 years and register with the Information Commissioner's Office.</li> <li>• Maintain a register of pupil attendance.</li> <li>• To ensure the structure of the Governing Board, including governor appointment details, terms of office and attendance record is published on the website.</li> <li>• To ensure governor information is submitted to the DfE database of governors (GIAS).</li> </ul>	
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To ensure that the school keeps parents and perspective informed by preparing and publishing a website.</li> <li>• To ensure that free school meals are provided to those pupils meeting the criteria.</li> <li>• To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education.</li> <li>• To ensure that a report on each child's educational achievement is forwarded to parents /guardians.</li> </ul>	
<b>Extended Schools</b>	<ul style="list-style-type: none"> <li>• To put into place the additional services provided.</li> <li>• To ensure delivery of services provided.</li> </ul>	
<b>Agreed by the Governing Board (Date)</b>		<b>15/09/2021</b>
<b>Review Date</b>		<b>Sept 2022</b>

**Terms of Reference for Individuals or Monitoring Pairs**

**Any individual to whom a governor monitoring responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the Circle Monitoring Visits Policy.**

To monitor an identified area or a statutory function of the Governing Board and report back to the Governing Board, ensuring all the constructive challenge and support which would have been in a committee is captured and evidenced within the written report. It is expected that a minimum of 3 monitoring visits will be made to the school during the year, unless school circumstances necessitate more. A visit does not necessarily have to take place during the time when pupils are in school, and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

**Individual / Monitoring Pair Responsibilities:**

- To meet with the lead professional within the school to gain an understanding of the scope of the area / target and the activities the school is conducting to achieve success.
- To ensure holding to account by key questions asked against the statutory regulations, with answered documented.
- To ensure holding to account by the questions which would have been asked as part of a committee meetings are undertaken within the visit with the answers documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas / subject.
- To monitor the progress of school activities towards the priority milestones or statutory duty.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Circle Model Governor Visits policy.

Reports will be submitted for factual check by the Headteacher and the Chair within the school within one week of the visit, and then be lodged with the Clerk of governors for distribution as soon as possible, at least seven days before the next Governing Board meeting.

The following designated statutory governor roles need to be appointed by the Governing Board:

- Safeguarding
- SEND
- Health & Safety (incorporated in the Premises monitoring pair)

And to focus on the development needs of the Governing Board:

- Training and Development

As a Catholic School an appointment will be made to monitor the Catholic Life and Mission and the Religious Education of the school

*Before undertaking any monitoring, governors will read the Monitoring Policy, Governing Board Code of Conduct and the School Staff Code of Conduct.*

**Having designated / delegated governors does not reduce the collective accountability of the board for all its functions. The board will need to ensure that its agenda and reporting mechanisms enable ALL board members to have strategic overview and responsibility to enable effective decision making.**

<b>Agreed by the Governing Board (Date)</b>	<b>15/09/2021</b>
<b>Review Date</b>	<b>Sept 2022</b>

## SS Peter and Paul Catholic School

### 2021 / 2022 Monitoring Pairs and Link Individuals

The following roles reflect the current priorities of SS Peter and Paul and will be reviewed annually to ensure they still reflect the needs of the school. The remit of each role is agreed by the Governing Board and can be found on the Governor Hub.

<u>ROLE</u>	<u>GOVERNOR(S) APPOINTED</u>	<u>DATE OF APPOINTMENT</u>
Safeguarding Pair	Karina Mentore Lisa McLeod	15/09/2021
Premises Pair (including Health & Safety)	Tony Scott Matey Siameh	15/09/2021
Catholic Life & Religious Education Pair	Karina Mentore Helen Arnold	15/09/2021
Budget Monitoring Pair	Tony Scott Nick Hurst	15/09/2021
English	Richard Price	15/09/2021
Maths	Helen Arnold	15/09/2021
EYFS	Helen Arnold	15/09/2021
Equality & Diversity	Matey Siameh	15/09/2021
SEND	Lisa McLeod	15/09/2021
Pupil Wellbeing	Nick Hurst	15/09/2021
Governor Training & Development	Richard Price	15/09/2021
<b>Agreed by the Governing Board (Date)</b>		<b>15/09/2021</b>
<b>Review Date</b>		<b>Sept 2022</b>

**Terms of Reference for Panel Hearings**

- To make any decisions under the Governing Board’s personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher.
- To make any decisions under the Governing Board’s personnel procedures e.g. disciplinary, grievance, capability, where the Headteacher is the subject of the action.
- To make any determination or decision under the Governing Board’s Complaints Procedure.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents / guardians do not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents / guardians must be invited).
- All panels are to be convened by the Clerk to the Governing Board.
- All panels will follow the relevant Governing Board approved policy, procedure and guidance.

**NB: Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel**

**Membership (not less than 3)**

Any three governors from a pool of governors [comprised of the whole Governing Board], who are:

1. Suitably qualified to undertake the role,
2. Available on the date specified

*The Headteacher is disqualified from serving in this role.*

*Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.*

<b>Agreed by the Governing Board (Date)</b>	<b>15/09/2021</b>
<b>Review Date</b>	<b>Sept 2022</b>