

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



“Learning Together, Achieving Together in Christ”

Adopted: 15th September 2021

Reviewed: 29th September 2022

Next Review: September 2023

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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 delegate assignments or activities arising from the business of the meeting, which will be recorded in the minutes.

Any delegated working groups will be agreed by the Governing Board and will have named membership, agreed terms of reference and agreed expectations of timescales and full board feedback. 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 delegated activities or actions on their behalf, the Governing Board in order to ensure its core functions are fulfilled, will also delegate monitoring responsibilities to 'monitoring pairs' or 'link individuals'. These include the statutory required Link Governor 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. Ultimately it is the corporate responsibility of the full governing board to ensure it fulfils all its statutory responsibilities.

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>Governing Board Operational Business</p>	<ul style="list-style-type: none"> • To draw up the Instrument of Government and any amendments thereafter • To review the standing order for election of the Chair and Vice Chair including the length of the term of office. • Elect (or remove) the Chair and Vice Chair. • To appoint (or dismiss) the Clerk to the Governing Board. • To hold at least 6 Governing Board meetings each year. • To appoint and remove any associate members. • To appoint the LA nominated governor. • 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. • Disqualify a governor for non-attendance. • To decide which functions of the Governing Board will be delegated in replacement of a committee and to whom. • To appoint the DfE recommended lead roles with regard to Safeguarding and SEND and the recommended role regarding governor training and development. • To look at delegating other roles with regards to Health and Safety, Mental Health, Diversity, Equalities and Inclusion, Attendance and Children Looked After. • 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. • To review the delegation arrangements annually.
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	<ul style="list-style-type: none"> • Appoint selection panel for Headteacher / Assistant Headteacher recruitment and to ensure at least one of panel member has completed safer recruitment training. • To approve or reject decisions of appointed selection panel. • To recruit, for Governing Board approval, new governors as vacancies arise ensuring the board has all the necessary skills to be effective • To ensure that a register of Interests of Governors' Business is set up, published and is kept up to date and an annual declaration of interest is completed. • To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met and updated as necessary. • 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. • To approve and set up a Governors' Allowances Scheme. • To regulate the Governing Board procedures where not set out in law, and record these as Standing Orders. • To delegate to the Headteacher the functions as described in the Delegation of Functions to Head teacher Standing Order (attached) • To assign individuals or pairs of governors to monitor the priorities of the School Development Plan, in replacement of committees, in accordance with the attached terms of reference. • To approve and arrange a suitable induction process and mentoring for newly appointed or elected governors. • To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role
General	<ul style="list-style-type: none"> • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • 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. • To determine whether to publish a home-school agreement (no longer a statutory requirement). • To review regularly how the school is regarded by pupils, parents and staff. • To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate and approving any changes as necessary. • To approve statutory policies, ensuring their impact and compliance. • To approve all higher risk education day visits and all school trips involving an overnight stay away from home. • To ensure the school has a Complaints Procedure published on the school website and that stakeholders know how to raise concerns and make a complaint. • To have regard to the Professional advice given by the Clerk. • To ensure that the Governing Board complies with all other legal duties placed upon them, published in law and shown and updated within the Governance Handbook.
Inclusion and Equality	<ul style="list-style-type: none"> • To establish and approve a special educational needs (SEN) Policy. • To publish and update at least annually a SEN Information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014). • To comply with statutory duties from the SEND Code of Practice and KCSIE in respect of pupils with special needs.

	<ul style="list-style-type: none"> • To abide by the Equalities Act 2010, ensuring statutory requirements are met and required information re equality objectives are published on the school website. • To ensure that the school does not discriminate against pupils, parents, visitors, job applicants or staff on the basis of race, religion, belief, gender, age, disability, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity. <i>(As a Catholic voluntary aided school, the two most senior posts in the school (the Head and Assistant Head) must be a practicing Catholic. Appointment of RE leads must also be a practicing Catholic.)</i> • To receive reports on bullying, homophobic and racial incidents. • To monitor the progress and achievement of groups within the school cohort, challenging how any gaps are being addressed. (Pupil Premium, EAL, gender, race) • To ensure that behaviour incidents are being monitored and any concerns, particularly safeguarding concerns are being dealt with appropriately
Safeguarding	<ul style="list-style-type: none"> • 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 all other relevant policies and procedures. • To complete an annual Safeguarding Review and return to the LA. • To comply with statutory duties from KCSIE by appointing Safeguarding and Health and Safety Governors. • 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. • To ensure safeguarding training for staff and governors is regularly updated. • To monitor pupil attendance and ensure policy and procedure re absenteeism is properly followed.
Curriculum	<ul style="list-style-type: none"> • To ensure the National Curriculum is taught to all pupils. • To ensure a full curriculum is delivered • To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact. • 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. • To establish a charging and remissions policy for activities. • To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain. • 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. • To ensure RE is taught and assessed in line with the Curriculum Directory and the bishop's policy. • To ensure the Sex and Relationships Education Programme is delivered in line with diocesan and CSE guidelines. • To consider recommendations from external reviews of the school (e.g. Ofsted, Merton Education Partners), reviewing and evaluating any agreed actions to ensure impact.
Budget	<ul style="list-style-type: none"> • To ensure that the school operates in accordance to (with) the financial standards set out by Merton's school finance document On The Right Track 5. • To approve the first formal budget plan each financial year. • To engage in strategic decision making. • To agree a 3-year budget which shows clear links to the School Development Plan. • To annually review and approve the recommend levels of delegation. • To undertake financial benchmarking. • To annually review and approve the Charging and Remissions policy.

	<ul style="list-style-type: none"> • To enter into contracts following agreed financial limits. • To make decisions in respect of service agreements following agreed delegation of financial limits and insurance. • To ensure the school and the governing board complies to the SFVS guidelines. • To agree annual strategic action plans and monitor how school premiums are spent. (i.e. Sports, Recovery, and the Pupil Premium grants) • To appoint a Finance Monitoring Pair • To ensure financial succession planning within the board. • To review and take account of any consultations to change the LA Finance Scheme.
Staffing	<ul style="list-style-type: none"> • To appoint Headteacher and Assistant Headteacher (<i>ratify or reject</i>) following recommendations from the board approved selection panel in line with diocesan requirements. • To agree staffing policies (using oCES model policies where possible) which provide for governor involvement in the interests of preserving the school's religious character. • To annually determine the staffing structure. • To annually agree a pay policy, which has been approved by the unions, and any pay discretions following the STCPD. • To annually review the impact of and implementation of the pay policy. • To establish and review procedures for addressing staff discipline, conduct and grievance. • To dismiss the Headteacher. • To end the suspension of staff or Headteacher as determined within the policy. • To determine dismissal payments / early retirement • To consider the wellbeing of staff, including their workload. • To obtain and consider the views of staff and take them into consideration when making strategic decisions. • To form an Appeals committee for staffing issues as necessary.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish, review and approve annually the Appraisal Policy. • To appoint the Headteacher Appraisal Panel consisting of 2 or 3 skilled or trained governors. • To appoint an external adviser for the Headteacher Appraisal Panel • To appoint the pay panel consisting of 3 skilled or trained governors and arrange to inform staff of their individual pay. • To agree total pay award following recommendations from Pay Panel. • To agree any pay award for the Headteacher following recommendations from the Headteacher Appraisal Panel.
Pupil Discipline / Exclusions	<ul style="list-style-type: none"> • To establish a statement of behaviour principles on which the school can produce a behaviour policy. • To review the use of exclusion and to conform to the DfE guidance <i>Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement</i> (September 2022) • To direct the reinstatement of excluded pupils. • To establish a panel of trained or experienced governors to consider cases in accordance with statutory guidance and legislation) • To consider the finding of any Independent Review Panel.
Premises & Insurance	<ul style="list-style-type: none"> • 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. • To develop a school buildings strategy and contribute to LA Asset Management Planning arrangements. • To ensure maintenance of the buildings, including a properly funded maintenance plan.

	<ul style="list-style-type: none"> • To seek advice from the LA, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability. To receive an annual site report.
Health & Safety	<ul style="list-style-type: none"> • To establish and approve a Health & Safety policy. • To ensure that Health & Safety regulations are followed and appropriately prioritised. • To receive an annual Health & Safety Inspection Report and agree any actions. • To appoint a governor with Health and Safety responsibilities.
Admissions	<ul style="list-style-type: none"> • 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.) • To set an Admissions Policy acting with the LA and Southwark Diocese. • 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. • Set a clear published admission number (PAN), which states the number of applicants that will be admitted where enough applications are received. • Admissions Appeals: To set up independent panels in line with the School Admissions Appeals Code.
Collective Worship	<ul style="list-style-type: none"> • To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus. • To ensure arrangements are made for collective worship in accordance with the Catholic designation of the school and following diocesan advice.
School Organisation	<ul style="list-style-type: none"> • To set the time of the school sessions and the dates of school terms and holidays, including school closure dates. (inset etc.) • To publish proposals to change category of school. • To propose to alter or discontinue voluntary or academy status
Collaborations	<ul style="list-style-type: none"> • To consider new and support existing collaborations between groups of schools that positively impact on the school and contribute to improved outcomes for pupils. • To ensure any collaborations do not negatively impact on the Catholic character of the school. • To work together with other Catholic schools to preserve and develop the character of Catholic schools in the wider community.
Academies	<ul style="list-style-type: none"> • The Trustees of the Archdiocese have indicated that all schools under the Diocesan 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.
Extended Services	<ul style="list-style-type: none"> • To decide to offer additional activities and agree what form these should take. • To cease providing extended services provision.

Membership of the Governing Board in accordance with the Instrument of Governance.
See attached list

Agreed by the Governing Board (Date)	29/09/2022
Review Date	Sept 2023
Quorum: one half of the number of governors in post (rounded up)	
Chair of Governors	Helen Arnold
Vice Chair of Governors	Richard Price

SS Peter and Paul Catholic School

Membership of the Governing Board

In accordance with the Instrument of Governance, effective from 2nd 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. Associate governors may be given voting rights in committees or working parties. Associate Members are appointed to committees.

Governors annually sign a Code of Conduct that sets out the expectations, behaviours and commitment required of governors.

Governor Category	Name	Date of Appointment	Term of Office
Parent Governor	VACANT		
Parent Governor	Matey Siameh	16/07/2021	4 Years
Headteacher	David Hennessey	N/A	Ex Officio
Staff Governor	Claire Rough	08/07/2022	4 years
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		

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, training is regularly updated and to conduct an annual appraisal.
- The Clerk will be employed based on the service level agreement Clerk and on the Clerking Competency Framework.
- Governors, Associate Members and the Headteacher 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 outlined 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 in accordance with the work planner and policy planner
- 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.
- Assist the Training Representative Governor

Agreed by the Governing Board (Date)

29/09/2022

Review Date

Sept 2023

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

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

Religious Education	<ul style="list-style-type: none"> • To provide Religious Education in line with school's curriculum. • To provide Religious Education to the agreed syllabus of the Catholic Bishops' Conference of England and Wales 	
Collective Worship	<ul style="list-style-type: none"> • To ensure that all pupils take part in a daily act of collective worship. • To provide collective worship of a Catholic character. 	
Health & Safety	<ul style="list-style-type: none"> • To ensure that Health & Safety regulations are followed. 	
Discipline / Exclusions	<ul style="list-style-type: none"> • To draft the content of the School Behaviour Policy and publicise it to staff, pupils and parents. • In accordance with the DfE Statutory Guidance and the schools Behaviour Policy, make informed decisions to exclude a pupil as necessary. 	
Inclusion and Equality	<ul style="list-style-type: none"> • To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEN co-ordinator or SENDCO). 	
School Organisation	<ul style="list-style-type: none"> • To ensure that the school meets for 380 sessions in a school year. • Where determined by the Governing Board, to ensure nutritional standards are met. • 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. • Maintain a register of pupil attendance. • To ensure the structure of the Governing Board, including governor appointment details, terms of office and attendance record is published on the website. • To ensure governor information is submitted to the DfE database of governors (GIAS). 	
Information for Parents	<ul style="list-style-type: none"> • To ensure that the school keeps parents and prospective parents informed by preparing and publishing a website. • To ensure that free school meals are provided to those pupils meeting the criteria. • To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education. • To ensure that a report on each child's educational achievement is forwarded to parents /guardians. 	
Extended Schools	<ul style="list-style-type: none"> • To put into place the additional services provided. • To ensure delivery of services provided. 	
Agreed by the Governing Board (Date)		29/09/2022
Review Date		Sept 2023

SS Peter and Paul Catholic School

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 answers recorded on a Governor Visits / Monitoring Form.
- 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 recorded on a Governor Visits / Monitoring Form.
- 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 any success and/or the progress towards targets at the end of the set timescale.
- To monitor progress of strategies, policies, school development plan etc and evaluate the impact.
- To question what next steps the school is taking and what progress is expected by when.

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 checking to the school subject lead within one week of the visit. Once agreed the report will be sent to the Headteacher and the Chair 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, the School Staff Code of Conduct and the Protocol for senior leaders and governors working together

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.

Agreed by the Governing Board (Date)

29/09/2022

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Sept 2023

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 Helen Arnold	
Premises Pair (including Health & Safety)	Tony Scott Matey Siameh	
Catholic Life & Religious Education Pair	Karina Mentore Helen Arnold	
Budget Monitoring Pair	Tony Scott Nick Hurst	
English	Richard Price	
Maths	Akida John-Ambrose <small>(When appointed as foundation governor)</small>	
EYFS	Helen Arnold	
Equality & Diversity	Matey Siameh	
SEND	Nick Hurst	
Pupil Wellbeing	Claire Rough	
Governor Training & Development	Richard Price	
Agreed by the Governing Board (Date)		29/09/2022
Review Date		Sept 2023

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.

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