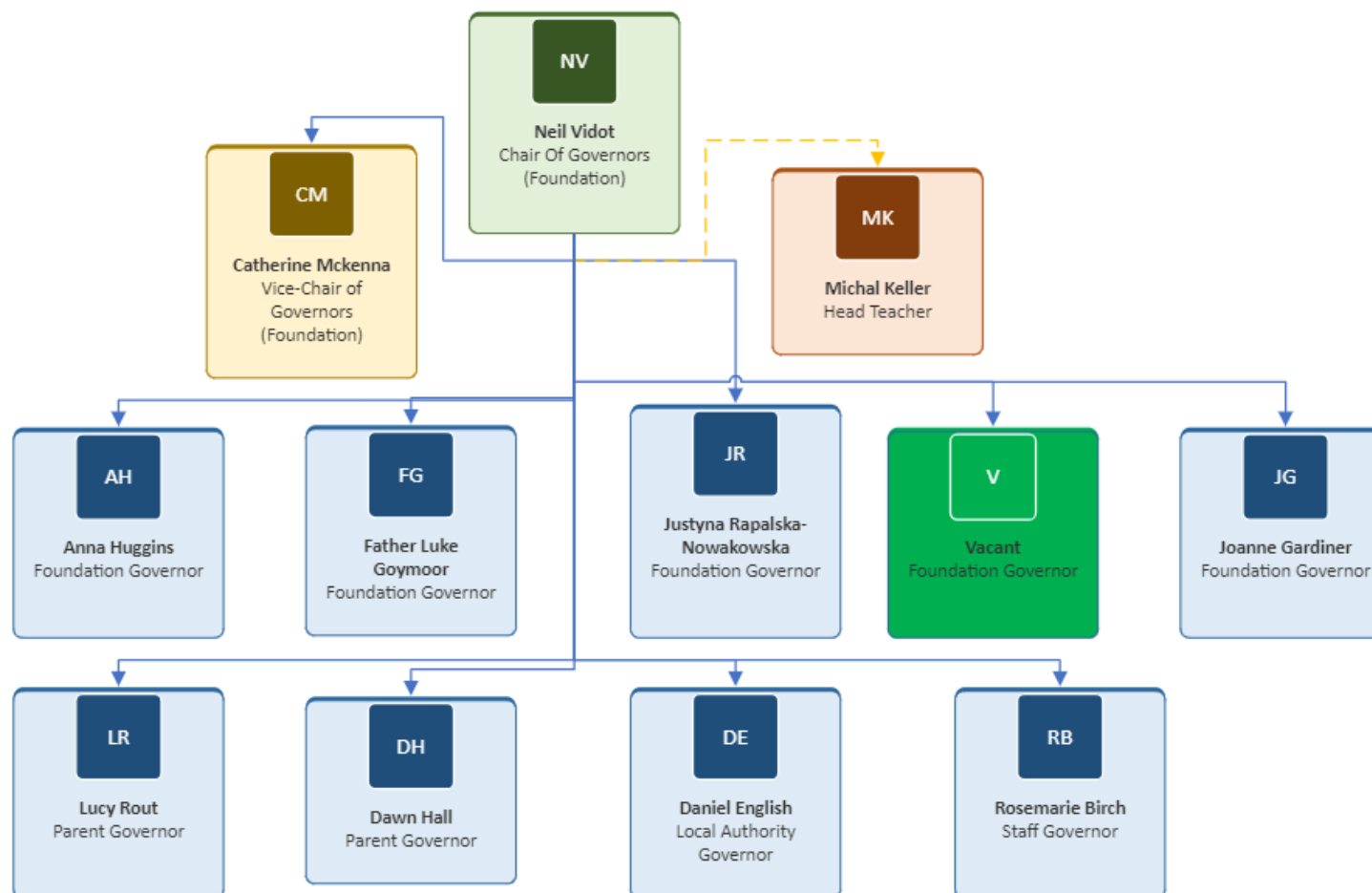




**ST MARK'S
CATHOLIC
PRIMARY SCHOOL
GOVERNING BODY**

***COMMITTEE STRUCTURE AND TERMS OF
REFERENCE***

GOVERNING BODY STRUCTURE





Area of responsibility

Neil Vidot	Catherine McKenna	Anna Huggins	Justyna Nowakowska	Vacant	Joanne Gardiner	Lucy Rout	Dawn Hall	Daniel English	Rosemarie Birch	Father Luke Goymour and Marion Filmer
Safeguarding/ Prevent	Religious Education	English	Humanities (Geography &History)		SEND	Wellbeing	ICT	Local Authority	Wellbeing	HT Performance (Support)
Health & Safety	PHSE	Phonics & Reading	Science		Art and DT	Parent Working Group	Website	PE & Sport premium	Attendance and Behaviour	Religious Education (Support)
French	Admission	HT Performance	Premises		Policies	HT Performance	Policies	Finance & Pay	Premises	English (Support)
Pupils Premium	Appeal and Complaint	Admission	Maths		Music	Appeal and complaint	PTA	PE	Policies	Admission
Admission							Online Safety & GDPR	HT Performance	Health & Safety	
Appeal and Complaint										



THE GOVERNING BODY

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities. The three core functions of governance are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

THE GOVERNING BODY TERMS OF REFERENCE

Ensuring Clarity of Vision, Ethos and Strategic Direction:

- To review annually the school vision and Catholic Ethos.
- To review and monitor the school performance against the school 3-year strategic plan.
- To review and monitor the School Development Plan (SDP).
- To undertake whole school self-evaluation through link subjects, define below, identifying strengths and areas for development, set challenging targets and evaluate progress through the SDP.



- To evaluate the views of children, staff, parents/carers, and other stakeholders including surveys.
- To support school activities and events. (Example PTA, sports etc)
- To visit the school regularly and develop strong links.
- To account for governing body decisions and actions that may affect parents, pupils, staff, and the wider Community.
- To ensure that duties under Safeguarding legislation are effective and always comply with the law.

Holding the Executive Leaders to Account:

- To support and advise the headteacher.
- To challenge the school to drive standards forwards.
- To monitor and evaluate termly the impact of the SDP.
- To explore and discuss academic standards at least once a term.
- To monitor and evaluate termly the overall effectiveness of the provision of education, integrated care and extended services provided by the school.
- To evaluate decisions in the interests of children and standards.
- To work in partnership with the headteacher to develop key policies.
- To ensure that St Marks Roman Catholic Primary School identifies and meets the needs of every child, promotes high standards of academic and personal development, and raises pupil achievement.

Overseeing Financial Performance:

- To review and approve the school budget, ensuring it is managed effectively.
- To agree the school staffing structure and keeping it under review to ensure it supports delivery of the strategy.
- To monitor the financial planning and its alignment to the school improvement, premises maintenance, and any other ad hoc expenses outside of the budget.
- To ensure financial stability and the effective management of financial resources



COMMITTEES

Finance and Pay Committee

1. Monitoring of income and expenses of the school Budget.
2. To receive monitoring report from the Head Teacher.
3. Reporting to the FGB with any problem relating to the school Finance.
4. Review the school Financial Value Standard (SFVS) for submission.
5. To monitor the financial planning and its alignment to the school improvement, premises maintenance, and any other ad hoc expenses outside of the budget.
6. To ensure financial stability and the effective management of financial resources
7. Monitoring of Pupils Premiums, PE and Sport Premium are used effectively to support the children of the school.
8. Produce reports and minutes of all meeting held to be presented to Full Governing Board.

Name	Monitoring Area	Meeting Deadline
Daniel English (Chair)	1. School Financial	
Anna Huggins	2. Pay	Dec-24
Catherine Mc Kenna	3. School budget plan	Jun-24

Premises and Health & Safety Committee

1. Monitoring of all matters relating to school premises and maintenance.
2. Monitoring all mandatory services and maintenance checks.
3. Adopt and monitor the Health and Safety policy.
4. Monitoring walk around the school.
5. Ensuring staff have received training to cover all area related to Health and Safety, (First Aiders, Safet Guarding, fire, etc)



6. Provision of accommodation and resources for the maintenance.
7. Monitor any outstanding work or issues relating to Health & Safety of the school.
8. Produce reports and minutes of all meeting held to be presented to Full Governing Board.

Name	Monitoring Area	Meeting Deadline
Rosemarie Birch (Chair)	Premises	
Justyna Nowakowska	Health and Safety	Dec-24
Michal Keller	First Aide	Apr-24

Standard and Quality Committee

1. Monitoring of all school policies. Distribution to Full Governing Board for review and approval.
2. Monitoring the standard of attainment and achievement.
3. Monitoring of the school website.
4. Teaching and Learning.
5. School Improvement and Developing plan.
6. Ensuring all school subject link visit are conducted.
7. Reporting to full Governing body, any change in procedures and processes.
8. Produce reports and minutes of all meeting held to be presented to Full Governing Board.

Name	Monitoring Area	Meeting Deadline
Joanne Gardiner (Chair)		
Dawn Hall	Policies	
Anna Huggins	Teaching and Learning	Dec-24
	School Developing Plan	June-24
Catherine McKenna		
Michal Kellar	Curriculum	

Personnel and Welfare Committee



1. Monitoring of all required training are carried out by all staff and Governors. Including staff personal development.
2. Monitoring of Staff and Pupils wellbeing.
3. Monitoring Safeguarding
4. Attend and lead Parent Working Group.
5. Oversee and support the PTA.
6. Monitoring of SEND.
7. Monitoring of school activities including visits, Sport Day etc.
8. Produce reports and minutes of all meeting held to be presented to Full Governing Board.

Name	Monitoring Area	Meeting Deadline
Lucy Rout (Chair)	PTA and PWG	Nov-24
Dawn Hall	SEND	Feb-24
Neil Vidot	Safeguarding	May-24
Joanne Gardiner	Welfare	
	Training	

Strategic Committee

1. To agree the school staffing structure and keeping it under review to ensure it supports delivery of the strategy.
2. Monitoring and review of school admission and attendance.
3. Grievance and Appeal.
4. Complaint against the school.
5. Religious Education Monitoring.
6. Multi Academy Trust Transition.
7. Behaviour.
8. Appraisal



Name	Monitoring Area	Meeting Deadline
Catherine McKenna (Chair) Neil Vidot	Grievance & Appeal Appraisal Admission and attendance	ADHOC
Fr Luke Goymour Lucy Rout Marion Filmer	Welfare Training	

COMMITTEE RESPONSIBILITIES

1. The Governing body will be required to have the Committee meeting led by the Chair of Committee or Vice Chair for each responsibility. Each Committee will have a minimum of 2 Governors and all work is to be reported back to the full governing board. This must be a documented report and any minutes from committee meetings retained.
2. Prior to any meeting or visits, ensure an agenda and a copy of the minutes from the previous meeting and any papers distributed beforehand. The school should be notified for any visits and visit form completed unless the purpose of the visit is documented in meeting minutes.
3. Any concern should be reported to the Chair of Governor.
4. Ensure random visits are conducted at the school by Committee members.
5. Surveys should be distributed to Staff and Parents/Carer in the first Term of the school Year and the last Term.