



ST PETER'S SCHOOL

THE GOVERNING BODY / BOARD OF DIRECTORS and TRUSTEES

1. Constitution

The Committee shall consist of up to 22 Governors / Directors / Trustees, as prescribed within the School's (Academy Trust) Articles of Association, as follows:

- a. 6 x Foundation Governors (appointed by the Diocese).
- b. 6 x Foundation Governors (appointed by the De La Salle Order).
- c. 3 x elected Parent Governors.
- d. 3 x elected Staff / Teacher Governors.
- e. 3 x Co-opted Governors (appointed by Directors of the Academy Trust).
- f. The Head Teacher (whilst holding that appointment).

The Governing Body must elect a Chair and a Vice Chair and, by custom and practice, does this annually at its first meeting each academic year.

The process of nomination and election will follow the statutory regulations and guidelines that are, from time to time, in force. The quorum for meetings shall be one half of the completed membership.

The current membership of the Full Governing Body is as shown at paragraph 2 below.

2. Membership for 2017-2018

	NAME	TYPE	START DATE	FINISH DATE	COMMITTEE	POSITION HELD
CHAIR	Richard Dickinson	Foundation DLS	09/2016	09/2020	Teaching Learning & Achievement	Chair
VICE CHAIR	Robert Belcher	Foundation DLS	09/2015	09/2019	Finance Resources & Premises	Chair
	Kieran Allen	Foundation DLS	02/2015	02/2019	Student Welfare & Catholicity	Chair
	Anne Brennan (resigned Oct 2017)	Foundation DLS	09/2014	09/2018	Student Welfare & Catholicity	
	Stephanie Omoservwerha	Foundation Diocese	04/2015	04/2019	Student Welfare & Catholicity	
	Christine Barrington	Foundation Diocese	12/2014	12/2018	Student Welfare & Catholicity	
	David Todd	Head Teacher	Whilst	Head	All	
	Karen Hutson	Staff	11/2014	11/2018	Teaching Learning & Achievement	
	Christopher Chastney	Staff	11/2014	11/2018	Finance Resources & Premises	
	Peter Booth	Co-opted	09/2017	08/2018	Finance Resources & Premises	
	Melita Jeffries	Parent	01/2015	01/2019	Student Welfare & Catholicity	
	David Allen	Parent	01/2015	01/2019	Teaching Learning & Achievement	
	Julie Coyne	Foundation DLS	03/2016	03/2020	Finance Resources & Premises	
	Rev Roger Carr-Jones	Foundation Diocese	11/2017	11/2021	Student Welfare & Catholicity	
	Louise McDonald	C-opted	01/2018	01/2022	Student Welfare & Catholicity	
	Nicole Sharp	Co-opted	01/2018	01/2022	Teaching Learning & Achievement	

3. Meetings for 2017 – 2018

Autumn Term	Wednesday 13 September 2017 at 6.00pm
	Wednesday 6 December 2017 at 6.00pm
Spring Term:	Wednesday 28 March 2018 at 6.00pm
Summer Term	Wednesday 4 July 2018 at 6.00pm
Autumn Term	Wednesday 12 September 2018 at 6.00pm
	Monday 5 December 2018 at 6.00pm

4. Responsibilities

DUTIES AND POWERS DELEGATED BY PARLIAMENT UNDER THE EDUCATION ACTS:

1	Conducting the School with a view to promoting high standards of educational achievement.
2	Setting appropriate targets for Student achievement at Key Stage 3 and GCSE/equivalent vocational qualifications
3	Taking general responsibility for the conduct of the School – in practice this should include how in broad strategic terms it should be run.
4	Managing the School's budget (taking into account the LA Scheme under section 48 of the School Standards and Framework Act 1998) including determining the staff complement and making decisions on staff pay in accordance with the School Teachers' Pay and Conditions Document.
5	Making sure the curriculum for the School is balanced and broadly based and in particular that the National Curriculum and religious education are taught and reporting on National Curriculum assessments and examination results.
6	Determining the staff complement and a pay policy for the School
7	Appointing the Head Teacher, Deputy Head Teachers and Assistant Head Teachers and other staff and regulating staff conduct and discipline.
8	Drawing up an action plan after an inspection.

SPECIFICALLY:(* = Decision must be ratified by the Full Governing Body)

Finance:

9	*Approving the budget and the mid-year revision each financial year.
10	*Investigating financial irregularities (Head suspected)
11	*Approving the statutory Governors' Report and Accounts
12	Approving the opening of a new bank account and authorized bank signatories
13	Approving the issue of credit or debit cards to staff

Staffing:

14	*Appointing the Head Teacher
15	*Appointing Deputy Head Teachers.
16	Appointing Assistant Head Teachers
17	*Dismissing the Head Teacher
18	*Making arrangements for staff dismissal appeals.
19	Suspending the Head Teacher.
20	Ending suspension of the Head Teacher

Curriculum:

21	*Ensuring that sex education is delivered (and at St Peter's is delivered in a way that encourages Students to have regard to moral considerations and the value of family life). Making and keeping an up-to-date written policy.
22	*Prohibiting political indoctrination and ensuring the balanced treatment of political issues.
23	*Determining and reviewing policies on charges and remissions for non- Curriculum based activities.
24	Drafting, agreeing (or rejecting), implementing and reviewing a Curriculum Policy (that ensures the National Curriculum is taught) and considering any disapplication for particular Students.

Performance Management:

25	Establishing and annually reviewing a Performance Management Policy
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Target Setting:

26	Setting and publishing targets for Student achievement.
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Exclusions:

27	*Deciding a School discipline policy.
28	Reviewing the use of either fixed term or permanent exclusion of Students by the School, in accordance with statutory regulations and guidance.
29	Directing the reinstatement of excluded Students, in appropriate circumstances.

Admissions:

30	*Consulting annually before setting an Admissions Policy.
31	Determining admission arrangements and publishing an Admissions Policy.
32	Objecting to the admission arrangements of other admission authorities, if appropriate.
33	Determining admission numbers and variation of standard numbers.
34	Making application decisions
35	Appealing against LA directions to admit Students, in appropriate

Religious Education and Collective Worship:

36	*Deciding arrangements for collective worship.
37	Ensuring the provision of Religious Education in line with the School's basic curriculum and deciding to provide Religious Education according to a Trust Deed and /or specified denomination.
38	Dealing with any matters relating to the Education Action Forum or advisory councils for collective Christian worship.

Premises:

39	Ensuring adequate Buildings insurance cover is in place.
40	Developing a strategy for buildings maintenance (including budgeting) and Asset Management Plans.
41	Ensuring Health and Safety issues are met.

School Organisation:

42	*Drawing up the Articles of Association and any amendments thereafter.
43	*Publishing proposals for alteration or discontinuance of the School
44	*Publishing proposals for change of category of the School
45	*Deciding School session times and dates of School terms and holidays
46	Drafting a School Action Plan following Ofsted inspection and distributing copies to Parents/Carers.

Information for Parents/Carers:

47	*Approving a School Prospectus annually (in a format as required by Regulations).
48	Holding an Annual Parents' Meeting (if deemed as required).
49	Approving the School Evaluation Form data
50	Ensuring the provision of free school meals to those Students eligible
51	Adopting and reviewing the Home-School Agreement if required

Good Governance and Probity of the Governing Body:

52	*Appointing the Chair and Vice Chair, or removing such persons.
53	*Appointing or removing Governors or Associate Governors.
54	*Regulating the Governing Body's procedures where not otherwise set out in law.
55	*Deciding arrangements for Full Governing Body meetings, which must be held at least once per School term.
56	*Making decisions about the establishment of Governing Body Committees (including selection panels) together with their constitution, delegation of responsibilities and authorities, their manner of proceedings, review and re
57	Reviewing the establishment, terms of reference and membership of Governing Body Committees (including selection panels) at least once per year
58	*Appointing the Clerk to the Governing Body.
59	*Dismissing the Clerk to the Governing Body.
60	Appointing an Internal Auditor
61	Setting up a Register of Governors' Business Interests
62	Discharging duties in respect of Students with Special Needs by appointing a "Responsible Governor".
63	Discharging duties in respect of Safeguarding Students by appointing a "Responsible Governor".

64	Approving and setting up an Expenses scheme.
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ADDITIONALLY, THE FULL GOVERNING BODY HAS AGREED IT WILL:

65	Review, annually, the extent and limitations of power of the Head Teacher and School Business Manager to spend and vire the budget.
66	Review, consider and where appropriate decide all matters referred to it by its Committees.
68	Approve all School Policies when drafted initially or after review
69	Receive and consider a termly report from the Head Teacher on the operation of the School.
70	Determine the size and allocation of financial reserves.
71	Approve applications for financial grants
68	Appoint individually named Governors to be responsible for Governor Induction/Training, Parent Teacher Association liaison/Careers Education and any other such functions as the Governing Body may determine.

5. Authorities

Chair's Actions

Matters requiring decisions that cannot wait for the next scheduled meeting of the Full Governing Body can be dealt with by 'Chair's Action'. Delegated authority will normally be recorded within meeting minutes. All such action is to be notified to the Full Governing Body at its next meeting. In the event of an undecided vote, the Chair will have a second or casting vote.

6. Email Approval

Email distribution of information and approval of matter may take place provided that such distribution is undertaken by the Clerk to the Governing Body and that all responses are collated by said Clerk who will report the result to the Chair of this Committee.

7. Electronic Participation

In exceptional circumstances and with the agreement of the Chair of the Committee, any Governor may electronically attend a meeting of the Full Governing Body. All parties will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015

8. Proposed Agenda Items for 2017 – 2019

The agenda will routinely include:

- note of apologies for absence,
- declarations of interest,
- a Governor Briefing / Discussion Session on a topical subject,
- a verbal update by the Head Teacher,
- reports and recommendations from Governing Body Committees,
- reports from Governors with Special Responsibilities,
- the Chair's Report,
- any other items proposed by the Chair and/or Clerk.

In addition, the following significant business will be dealt with (some will be proposed, with recommendations, by established Governing Body Committees):

September 2017:

- Note any resignations.
- Elect Chair and Vice-Chair for 2017/2018
- Register of Business Interests for 2017/2018
- Approve composition of Governor Committees for 2017/2018
- Review nominations of Governors with Special Responsibilities for 2017/2018
- Ratify the Committee ToRs for 2017/2018
- Ratify the proposed Admissions Policy for 2019/2020 (if not completed in July 2017).

December 2017:

- Note the proposed admissions process for the next academic Year 7 starting September 2018.
- Approve the Independent Appeals Panel composition for 2018 (if appropriate)
- Review the process for the provision of the 2017/2018 data to Parents.
- Review the School Development Plan.

March 2018:

- Note the proposed admissions for the next academic Year 7 starting September 2018.

July 2018:

- Approve the budget for the 2018/2019 Financial Year.
- Receive the formal annual report from the Head Teacher
- Confirm arrangements, delegations, authorities and ToRs for Governing Body and Governor Committees for 2018/2019.
- Ratify the proposed Meeting's Schedule for 2018/2019.
- Approve the School Prospectus for Year group entries in /after September 2018
- Ratify the proposed Admissions Policy for 2020/2021

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- Review nominations of Governors with Special Responsibilities for 2018/19
- Ratify the Committee ToRs for 2018/2019.
- Ratify the proposed Admissions Policy for 2020/2021 (if not completed in July 2018)

Updated:

January 2018

Approved by Full Governing Body: January 2018

Due for Review:

June 2018