



## **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 2018-2019**

	<b>NAME</b>	<b>TYPE</b>	<b>START DATE</b>	<b>FINISH DATE</b>	<b>COMMITTEE</b>	<b>POSITION HELD</b>
CHAIR	Richard Dickinson	Foundation DLS	09/2016	09/2020	Teaching Learning & Achievement	
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
	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	09/2018	08/2019	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	Finance Resources & Premises	
	Louise McDonald	Co-opted	09/2018	08/2019	Student Welfare & Catholicity	
	Nicole Sharp	Co-opted	09/2018	08/2019	Teaching Learning & Achievement	Chair
	Martin Gerrard	Foundation Diocese	05/2018	05/2022	Finance Resources & Premises	
	Louise Devereux	Foundation DLS	09/2018	09/2022	Student Welfare & Catholicity	
	Kelly Yates	Foundation Diocese	09/2018	09/2022	Student Welfare & Catholicity	
	Tracy Allen	Parent	01/2019	01/2023	Student Welfare & Catholicity	

### 3. Meetings for 2018 – 2019

<b>Autumn Term</b>	Wednesday 19 September 2018 at 6.00pm
	Wednesday 5 December 2018 at 6.00pm
<b>Spring Term:</b>	Wednesday 16 January 2019 at 6.00pm Wednesday 3 April 2019 at 6.00pm
<b>Summer Term</b>	Wednesday 10 July 2019 at 6.00pm
<b>Autumn Term</b>	Wednesday 18 September 2019 at 6.00pm
	Monday 4 December 2019 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 all Key Stages 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.
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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.

## **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	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 2018 – 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,
- reports on GDPR breach and the number of SAR received.
- 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 2018:

- Note any resignations.
- Elect Chair and Vice-Chair for 2018/2019
- Register of Business Interests for 2018/2019
- Approve composition of Governor Committees for 2018/2019
- Review nominations of Governors with Special Responsibilities for 2018/2019
- Ratify the Committee ToRs for 2018/2019
- Ratify the proposed Admissions Policy for 2020/2021 ( if not completed in July 2018).

December 2018:

- Note the proposed admissions process for the next academic Year 7 starting September 2019.
- Approve the Independent Appeals Panel composition for 2019 (if appropriate)
- Review the process for the provision of the 2018/2019 data to Parents.



- Review the School Improvement Plan.

January 2019

- Commence recruitment process for new Headteacher

March 2019:

- Note the proposed admissions for the next academic Year 7 starting September 2019.

July 2019:

- Approve the budget for the 2019/2020 Financial Year.
- Receive the formal annual report from the Head Teacher
- Confirm arrangements, delegations, authorities and ToRs for Governing Body and Governor Committees for 2019/2020.
- Ratify the proposed Meeting's Schedule for 2019/2020.
- Approve the School Prospectus for Year group entries in /after September 2019
- Ratify the proposed Admissions Policy for 2021/2022

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

Updated:

7 January 2019

Approved by Full Governing Body:

16 January 2019

Due for Review:

June 2019