



THE GOVERNING BODY/BOARD OF DIRECTORS & TRUSTEES 2020-21

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:

- 6 x Foundation Governors (appointed by the Diocese)
- 6 x Foundation Governors (appointed by the De La Salle Order)
- 3 x elected Parent Governors
- 3 x elected Staff/Teacher Governors
- 3 x Co-opted Governors (appointed by Directors of the Academy Trust)
- The Headteacher (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.

MEMBERSHIP FOR 2020-21

NAME	TYPE	START DATE	FINISH DATE	COMMITTEE	POSITION HELD
Nicole Sharp	Foundation DLS	09/2019	09/2023	Teaching Learning & Achievement	
Robert Belcher	Foundation DLS	09/2019	09/2023	Finance Resources & Premises	
Kieran Allen	Foundation DLS	03/2019	03/2024	Student Welfare & Catholicity	Chair
Ben Doyle	Headteacher	Whilst acting Head		All	
Karen Hutson	Staff	11/2018	11/2022	Teaching Learning & Achievement	
Christopher Chastney	Staff	11/2018	11/2022	Finance Resources & Premises	
Peter Booth	Co-opted	09/2018	09/2022	Finance Resources & Premises	
Tracey Allen	Parent	01/2019	01/2023	Student Welfare & Catholicity	
David Allen	Parent	01/2019	01/2023	Teaching Learning & Achievement	Chair
Louise McDonald	Co-opted	09/2018	09/2022	Student Welfare & Catholicity	
Martin Gerrard	Foundation Diocese	05/2018	05/2022	Finance Resources & Premises	Chair
Louise Devereux	Foundation DLS	09/2018	09/2022	Student Welfare & Catholicity Teaching Learning & Achievement	
Peter Evans	Foundation Diocese	01/2020	01/2024	Teaching Learning & Achievement	
Simon Spendlowe	Foundation Diocese	10/2020	10/2024	Finance Resources & Premises Teaching Learning & Achievement	

MEETINGS FOR 2020-21

AUTUMN TERM	Wednesday 16 September 2020 at 6.00pm Wednesday 2 December 2020 at 6.00pm Saturday 17 October 2020 at 9.00am
SPRING TERM	Wednesday 24 March 2020 at 6.00pm
SUMMER TERM	Wednesday 7 July 2020 at 6.00pm
AUTUMN TERM	Wednesday 15 September 2020 at 6.00pm Wednesday 1 December 2020 at 6.00pm

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 Headteacher, Deputy Headteachers and Assistant Headteachers 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 authorised bank signatories
13	Approving the issue of credit or debit cards to staff
14	Receive annual report from FRP as to adequacy of internal controls in place.

STAFFING

15	*Appointing the Headteacher
16	*Appointing Deputy Headteachers.
17	Appointing Assistant Headteachers
18	*Dismissing the Headteacher
19	*Making arrangements for staff dismissal appeals.
20	Suspending the Headteacher.
21	Ending suspension of the Headteacher

CURRICULUM

22	*Ensuring that sex education is delivered (and at St Peter's is delivered in a way that encourages Students to have due regard to moral considerations and the value of family life). Making and keeping an up-to-date written policy.
23	*Prohibiting political indoctrination and ensuring the balanced treatment of political issues.
24	*Determining and reviewing policies on charges and remissions for non- Curriculum based activities.
25	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

26	Establishing and annually reviewing a Performance Management Policy.
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TARGET SETTING

27	Setting and publishing targets for Student achievement.
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EXCLUSIONS

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

ADMISSIONS

31	*Consulting annually before setting an Admissions Policy.
32	Determining admission arrangements and publishing an Admissions Policy.
33	Objecting to the admission arrangements of other admission authorities, if appropriate.
34	Determining admission numbers and variation of Published Admission Number (PAN).
35	Making application decisions
36	Appealing against LA directions to admit Students, if appropriate

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

37	*Deciding arrangements for collective worship.
38	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.
39	Dealing with any matters relating to the Education Action Forum or advisory councils for collective Christian worship.

PREMISES

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

SCHOOL ORGANISATION

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

INFORMATION FOR PARENTS/CARERS

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

GOOD GOVERNANCE AND PROBITY OF THE GOVERNING BODY

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

ADDITIONALLY, THE FULL GOVERNING BODY HAS AGREED IT WILL

66	Review, annually, the extent and limitations of power of the Headteacher and School Business Manager to spend and vire the budget.
67	Review, consider and where appropriate decide all matters referred to it by its Committees.
68	Approve all Statutory School Policies when drafted initially or after review
69	Receive and consider a termly report from the Headteacher 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.
72	Receive a GDPR report annually
73	Receive assurance from FRP as to the adequacy of internal financial controls
74	Receive a recommendation to Members at the AGM as to the appointment of the External Auditor after considering a report from FRP committee

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.

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.

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 and as detailed within the Virtual Meetings Policy approved on 25 March 2020 and ratified on 1 April 2020.

PROPOSED AGENDA ITEMS FOR 2020-21

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 Headteacher,
- 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 2020:

- Note any resignations.
- Elect Chair and Vice-Chair for 2021/2022
- Register of Business Interests for 2021/2022
- Approve composition of Governor Committees for 2021/2022
- Review nominations of Governors with Special Responsibilities for
- 2021/2022 Ratify the Committee ToRs for 2021/2022
- Approve the Scheme of Delegation
- Ratify the proposed Admissions Policy for 2022/2023 (if not completed in July 2020).

OCTOBER 2020:

- Strategy Morning

DECEMBER 2020:

- Note the proposed admissions process for the next academic Year 7 starting September 2021
- Approve the Independent Appeals Panel composition for 2021 (if appropriate)
- Review the process for the provision of the 2021/2022 data to Parents.
- Review the School Improvement Plan.
- To receive the recommendation of the FRP as to the appointment of the External Auditor by the Members
- To receive and approve the Trustee Report and end of year accounts

MARCH 2021:

- Note the proposed admissions for the next academic Year 7 starting September 2021.

JULY 2021:

- Approve the budget for the 2021/2022 Financial Year.
- Receive the formal annual report from the Headteacher
- Confirm arrangements, delegations, authorities and ToRs for Governing Body and Governor Committees for 2021/2022.
- Ratify the proposed Meeting's Schedule for 2021/2022.
- Approve the School Prospectus for Year group entries in/after September 2021
- Approve the Scheme of Delegation
- Ratify the proposed Admissions Policy for 2023/2024

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- Approve composition of Governor Committees for 2021/2022.
- Review nominations of Governors with Special Responsibilities for 2021/2022
- Ratify the Committee ToRs for 2021/2022.
- Ratify the proposed Admissions Policy for 2023/2024 (if not completed in July 2021).

*Updated: December 2020**

Approved by Full Governing Body: 2 December 2020

Due for Review: July 2021

**Clarified January 2021*