



St Mary's Catholic Primary School, Chiswick

Governing Body Terms of Reference

The governing body is a corporate body. Governors have no authority to act individually or in groups unless such authority has been expressly delegated to them by the governing body. All governors have equal status and whilst they may have been appointed or elected by different groups, the purpose of the school governor is to promote the welfare of the children in the school in accordance with the Diocesan Trust Deed.

Foundation governors have a specific statutory duty to ensure that the Catholic character of the school is preserved and developed and that the school is conducted in accordance with its Trust Deed (School Governance (Constitution) (England) Regulations 2007 8(1)). Foundation governors are appointed by and are ultimately responsible to the Bishop.

The terms of reference for the Governing Body are set out below. These should be read in conjunction with the **Code of Conduct for the Governing Body**.

The governing body shall be accountable to all stakeholders and external agencies. To act strategically in relation to the following:

Catholic character	Ensuring that the school is run according to its Catholic ethos and in keeping with the Diocesan Trust Deed
Recruitment of Headteacher	As required, set up a committee to manage the recruitment of the Headteacher. A representative of the Diocese and the local authority may be invited to participate in this process but the decision to appoint rests the full governing body. .
School Improvement Plan	Setting strategic direction, priorities and targets for the school. Ensuring that progress can be measured and monitoring the school's performance in meeting the plan.
Record Keeping	Maintain regular written minutes of meetings, identifying decisions taken or action required - and to keep a signed copy of all minutes at the school, available for inspection on request.
Policies and Statutory Information	Ensuring that the school maintains a suite of appropriate school policies and statutory information and data sets, to comply with legislation and reinforce its vision, mission statement and priorities. To consider and approve where appropriate all policies.
Government Policy	Keeping abreast of changes in education related government policy as it strategically affects the school. For instance, updates to <i>Keeping Children Safe in Education</i>

Governor Committees	Reviewing and approving the work of governor committees. In particular, review and where appropriate approve the budget as proposed by the Finance and Premises Committee and regularly monitor progress in this regard.
Approve significant expenditure	Consider any expenditure that the Finance and Resources Committee tables for approval.
Responsible Officer	Appoint a Responsible Officer to carry out regular checks on the financial systems and internal control process in the school; To receive and consider regular reports from the Responsible Officer.
Audit	Annually, hold a separate meeting for all governors to consider the Auditor's report. To monitor compliance with approved financial procedure and consider action required as a result of internal/external audit report.
Headteacher's Report	Review - and challenge where appropriate - termly reports from the Headteacher.
Governor Training	Nominate a governor to plan, oversee and record training for governors.
Admissions	From time to time as required, set up an admissions committee to review the admissions policies and supporting documents/forms; and to consider applications made to the school and decide on offers to be made. Notwithstanding the above, the Full Governors meeting will consider and approve, the Admissions Policy.
Risk Register	Maintain and regularly review a risk register for the school. (Committees will review elements of this but final approval for the entire register will be made by the full governing body).
Pupil Premium	To ensure the Pupil Premium grant and catch-up funding is deployed effectively (using evidence-based approaches) and to monitor the progress of disadvantaged pupils.
Safeguarding	Retain careful oversight of safeguarding issues.
Complaints	From time to time, a complaints committee will be set up to consider any formal complaint referred to it under the Complaints Policy.
Exclusions	Undertake the functions of the governing body as specified in government guidance, in relation to excluded pupils.
Governor Visits	In the autumn term, to agree an annual plan of governor visits to ensure appropriate oversight. Elements of this may be recommended from committees but to be supplemented with any additional visits required to monitor full governor responsibilities.
Minutes & Papers from committees	To be reviewed by the full governing body on a regular basis
Review effectiveness	On an annual basis, review the effectiveness of the governing body and all subcommittees. As appropriate recommend variations to the terms of reference.