

The Governing Body of The McAuley Catholic High School  
(all members including the Headteacher)

Sub Committee 1

Sub Committee 2

Finance and Premises

Standards

Following ad hoc committees to be convened as required

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Catholic Life of the School

Personnel including  
Pay and Progression/  
Recruitment and  
Headteacher's  
Performance Review

Admissions

Termly

Two meetings per year  
Or as required

One meeting per year  
Or as required

The full Governing Body will meet once a term.

Extraordinary or additional meetings if required.

Two main sub committees will meet once per term .

- Finance and Premises.
- Standards.

All Governors will have the opportunity to sit on one of the two main sub committees.

There should be a representative from each of the sub committees who sits on the other committee.

### Ad Hoc Committees

These should comprise of a smaller number of Governors, 3-4 maximum, plus the Headteacher.

Governors should be from appropriate sub committees.

Meetings should be flexible in number.

Reduced numbers of Governors should enable meetings to be convened quickly when necessary.

The reporting structure should reflect the subcommittee terms of reference.

Minutes of all meetings should be circulated to full Governing Body.

### Terms of Reference



## STANDARDS COMMITTEE

Quorum: 3	Chair: Dr Pat Hurley	Clerk: DMBC
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The Governing Body have delegated powers within the following terms of reference to the above named committee. Members of the committee were asked to maintain minutes of their meetings.

The committee may co-opt persons who have particular expertise in order to assist in the work of the committee. However, these co-opted members may not vote in the taking of any decision.

### **The committee will:**

1. Provide reports of the work of the committee to meetings of the full governing body;
2. Ensure that committee members have available, within the designated budget, any training or expertise which helps them to discharge their duties effectively;
3. Consider and establish and review policies to meet the needs of the school and ensure that developments in the designated areas are monitored.

### **Terms of Reference**

- To ensure that there is a Designated Safeguarding Lead who is a Senior Member of Staff and that there are clear policies and procedures in place which are based on the Children Act 1989 and any subsequent legislation.
- To determine, approve and keep under review the policies which relate to religious education, collective worship, pastoral and sex & relationships education policies which are supportive of the Catholic ethos of the school. These policies should include procedures for individual student welfare and the provision of counselling, home/school links, student behaviour, rewards and sanctions, student attendance and support arrangements.
- To develop, approve and keep under review the school policy on student monitoring and ensure there are procedures in place which result in accurate recording of student progress, attendance and behaviour and recognition of achievement.
- To develop and keep under review an admissions policy and related appeals procedure and ensure that the standard number is appropriate for the school.
- To ensure that there is a clearly defined exclusion procedure for students which conforms to current DfE guidelines.
- To consider and determine guidelines with regard to the involvement of parents and carers in the school. These guidelines to apply where parents or carers involve themselves in school activities for more than a day in each half term. In such circumstances the parent or carer must be prepared to submit themselves to current DBS and other procedures.

- To develop and keep under review arrangements which promote close links between the home, the parishes, feeder schools and the school.
- To monitor and make recommendations with regard to the promotion of the image of the school within the community.
- To acknowledge the place of industry/business within the community and consider ways in which the school could develop partnerships.
- The Chair of the Admissions Committee will be a member of the Standards Committee
- To keep under review the Disability Equality Scheme and the Accessibility Plan in relation to curriculum and student welfare.



## FINANCE AND PREMISES

Quorum: 3	Chair: Mr Alex Prior	Clerk: DMBC
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The Governing Body have delegated powers within the following terms of reference to the above named committee. Members of the committee were asked to maintain minutes of their meetings.

The committee may co-opt persons who have particular expertise in order to assist in the work of the committee. However, these co-opted members may not vote in the taking of any decision.

### **The committee will:**

1. Provide reports of the work of the committee to meetings of the full governing body;
2. Ensure that committee members have available, within the designated budget, any training or expertise which helps them to discharge their duties effectively;
3. Consider and establish policies to meet the needs of the school and ensure that developments in the designated areas are monitored.

### **Terms of Reference**

- To advise the governing body on the annual school budget drawing any matters of significance or concern to the attention of the governing body.
- To consider and recommend acceptance of the budget.
- To agree financial strategy and policy within the resources available and in compliance with the Academies Financial Handbook. To contribute to the formulation of the school's development plan, through the consideration of financial priorities and proposals, in consultation with the headteacher, with the stated and agreed aims and objectives of the school.
- To receive and consider the quarterly accounts of the school including the annual accounts. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the school, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
- To keep under general review the staffing model of the school and to recommend to the governing body and to the personnel committee the financial limits for salaries and wages within the overall school budget.
- To liaise with and receive reports from the Pay and Progression and Curriculum, Welfare and Safeguarding committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- To oversee and monitor the provision of resources and services to the school and, in particular to undertake the setting up of contracts for a variety of services as determined by the governing body and to consider, where appropriate, the substitution of in-house services and to advise the governing body accordingly. /

To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the improvement plan.

- To keep under review the general condition, usage, and development of the school's buildings and their fabric and sites.
- To review from time to time the financial regulations for the supervision and control of financial procedures, accounts, income and expenditure of the school, together with such related matters as considered necessary and desirable, including the duties, responsibilities and delegated authority for financial matters to individuals. / To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To ensure the school complies with health and safety regulations including risk assessment procedures and access requirements, is aware of the public liabilities and ensures effective liaison with relevant authorities.
- To consider and recommend initiatives to assist the school in generating additional income and to establish a policy for the non-school use of the premises and to oversee this fund.
- To keep under review the Disability Equality Scheme and the Accessibility Plan in relation to finance and premises
- To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- To recommend to the full governing body the appointment or reappointment of the auditors for the school's private fund.



## PERSONNEL COMMITTEE

Quorum: 3	Chair: Dr Pat Hurley	Clerk: DMBC
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The Governing Body have delegated powers within the following terms of reference to the above named committee. Members of the committee were asked to maintain minutes of their meetings.

The committee may co-opt persons who have particular expertise in order to assist in the work of the committee. However, these co-opted members may not vote in the taking of any decision.

### **The committee will:**

1. Provide reports of the work of the committee to meetings of the full governing body;
2. Ensure that committee members have available, within the designated budget, any training or expertise which helps them to discharge their duties effectively;
3. Consider and establish policies to meet the needs of the school and ensure that developments in the designated areas are monitored.

### **Terms of Reference**

- To determine, approve and keep under review all personnel policies including Safer Recruitment, Equal Opportunities and Health and Safety at Work, staff development, staff attendance, the induction of new staff, relating to the employment, recruitment, selection, appointment, promotion, review, grievance, discipline, capability, leave of absence, dismissal, redundancy, early retirement, allegations of abuse against staff, remuneration and terms and conditions of the employment of all staff, including the pay policy.
- To set up appointment panels for staff above a previously agreed grade (with the exception of the post of headteacher). Appointment panels are established for teaching posts above TLR 2.
- To review and determine the conditions of service of all staff and to receive reports and determine appropriate action on the implication of any changes in employment legislation affecting the school.
- To determine the overall staffing provision of the school, including the management structure, within the budget agreed by the Governing Body.
- To ensure that there are procedures in place for the negotiation of job descriptions and a system of performance management.
- To consider and establish the arrangements for initial teacher training.
- To keep under review the Disability Equality Scheme and the Accessibility Plan in relation to personnel.

The staffing committee (staff disciplinary) will be made up of the personnel committee without the Headteacher.