



GOVERNORS HANDBOOK 2023/2024



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL AND NURSERY GOVERNORS' HANDBOOK 2022/2023

CONTENTS	PAGE
1. Schools' Contact Details.	2
2. Key Points for Governing Bodies.	2
3. Constitution of the Governing Body	3
4. Governing Body Organisation Chart.	4
5. Governing Body Standing Orders and Instrument of Governance.	
6. Governing Body Code of Conduct.	10
8. Governing Body Delegation Planner.	15
9. Terms of Reference – Full Governing Body.	19
11. Terms of Reference – Resources Committee	21
13. Terms of Reference – Safeguarding, Standards and Curriculum Committee.	23
14. Governor Contact Details and Pen Portrait.	25
15. Checklist for New Governors.	26
16. Link Governor Roles.	27
17. Governors' contact details.	28
18. Current school staff.	28
19. Governing Body Committee Meetings September 2023 to July 2024.	29
Appendix A Link Governor Report template	30
Appendix B Link Governor Meeting Guidance	31
Appendix C The seven principles of public life and Code of Conduct declaration	34

1. SCHOOLS' CONTACT DETAILS

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL AND NURSERY

Address: St Joseph's Catholic Primary School and Nursery,

The Avenue, Ross on Wye, Hereford, HR9 5AW

Telephone: 01989 564655

email: admin@st-josephs.hereford.sch.uk

Website: www.st-josephs.hereford.sch.uk

DFE Number: 3372 / LA Number: 884

Headteacher: Mrs Hayley Francis

School category: Voluntary Aided



2. KEY POINTS FOR GOVERNING BODY

- a. The governing body should operate at a strategic level, leaving the headteacher and senior school leaders responsible and accountable to it for the operational day to day running of the schools.
- b. The governing body should avoid its time being consumed with issues of secondary importance and focus strongly on 3 core functions:
 - ❖ Setting the vision, ethos and strategic direction of the schools;
 - ❖ Holding the headteacher to account for their educational performance;
 - ❖ Ensuring financial resources are well spent.
- c. Governors need a robust process and framework for setting priorities, creating accountability and monitoring progress.
- d. It is good practice for the governing body to review its own performance annually and to publish an annual statement to explain how it has fulfilled its responsibilities.
- e. The governing body should develop and maintain a scheme of delegation to define explicitly at which level each of its functions will be exercised. It is crucial that the full governing body retains oversight of the core functions.
- f. The chair has a vital role in keeping the governing body focused on its core functions, and in ensuring it operates effectively, including through the active contribution of all its members.
- g. High quality, professional clerking is crucial to the effective functioning of the governing body.
- h. Members of the governing body and its committees must be present in a meeting to vote, but they may be present virtually, for example by telephone or video conference.
- i. All governors will sign the code of conduct annually.

3. CONSTITUTION OF THE GOVERNING BODY

Constitution: as per Sealed Instrument of Government dated 25th April 2023

- 8 Foundation governors
- 2 Parent governors
- 1 LA governor
- 2 Staff governors – to include the headteacher
- 1 Co-opted Governor
- 1 Ex-Officio – Parish Priest

Note: No more than 1/3 of overall number of governors (ie maximum of 4), including headteacher, to be employed by the school.

Foundation governor: governors:

- 1. Lindsay Wise
- 2. Angela Spray
- 3. Brenda Poynton
- 4. Marian Smith

Parent governor: 2 governors:

- 1. Maxwell Lerego
- 2. Michelle Emerson

Staff governor: 2 governors

- 1. Hayley Francis (ex officio)
- 2. Fiona Baker

LA governor: 1 governor:

- 1. (Ed O'Driscoll)

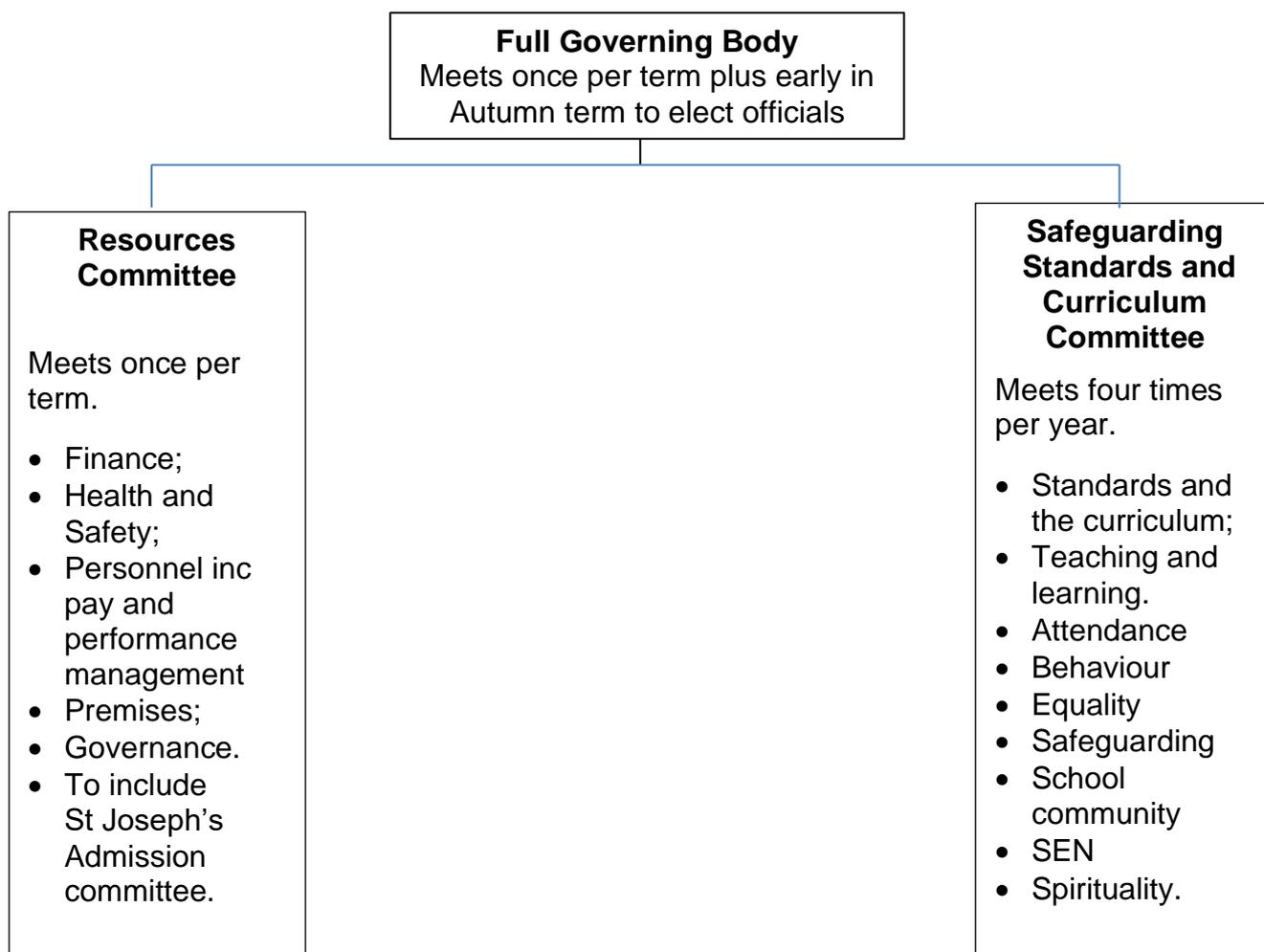
Co-opted Governor

Christian Elliott

Ex- Officio Parish Priest

Canon Nick James

4. GOVERNING BODY ORGANISATION CHART



5. GOVERNING BODY STANDING ORDERS

5.1 Membership of the governing body

- The composition of the governing body is recorded in the Instrument of Government. A copy of the Instrument of Government is at section 6.
- The governing body can appoint associate members to serve on committees.
- Associate members are entitled to attend both meetings of the committee to which they have been appointed and meetings of the full governing body. They are not eligible to vote.
- The governing body has adopted an agreed code of conduct. A copy of the code of conduct is in section 7

5.2 Clerk to the governing body

- All meetings will be clerked by the appointed clerk to the governing body.
- In the absence of the clerk at a meeting, any other governor (except a headteacher) may take the minutes of that meeting.

- c. The governing body must have regard to advice from the clerk as to the nature of the governing body's functions.
- d. The clerk is not eligible to vote.
- e. Governors are responsible for the annual review of the Clerks Pay & conditions

5.3 Meetings of the governing body

- a. The full governing body will meet at least four times per school year.
- b. Each committee will meet at least once a term.
A list of dates, times and venues for all governing body committee meetings for the following school year will be presented by the clerk for agreement at the final meeting of the full governing body each school year. A copy of the list of governing body committee meetings is at **section 21**
- c. All meetings of the full governing body and its committees will be convened by the clerk to the governing body. Any five individual governors can request that the clerk convenes an extraordinary meeting. Extraordinary meetings may be called to discuss specific issues.
- d. Written notice of a meeting, with an agenda and any papers to be considered at the meeting, will be sent to committee members at least 7 calendar days before a meeting.
- e. The chair of the governing body or of a committee may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration. However, the period of notice must be at least seven calendar days if the matters include certain specified matters such as the removal of the chair or the suspension of any governor.
- f. Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.
- g. If both the chair and vice-chair of the governing body, or the chair of a committee, are absent from a meeting, another governor (but not any person employed to work at the school) can take the chair for that meeting.
- h. Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.
- i. The clerk will maintain a Register of Business Interests for School Governors. This register will be checked and updated annually by the clerk. Governors will also at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.
- j. If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the chair of the meeting.

5.4 Quorum and decisions

- a. The quorum for a full governing body meeting and vote is 50% of the total number of governors, minus any vacancies and the quorum for committees is as recorded in the individual committees' Terms of Reference.
- b. All decisions are made by the full governing body, except where the governing body has delegated the function to a committee or an individual.
- c. Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted.
- d. In the event of a tie the chair has a second, or casting, vote.

- e. Under the principle of collective responsibility, decisions of the governing body are binding on all members.

5.5 Chair and vice-chair of the governing body and chairs of committees

- a. Committees will review annually their terms of reference and make recommendations for approval (if any are identified) to the full governing body.
- b. Committees will appoint a chairperson annually, and may remove its chair from office at any time.
- c. If the chair or vice-chair of the governing body resigns or has to relinquish their office during the course of a school year, the governing body must elect one of their number at the next meeting to fill that vacancy for the remainder of the school year.
- d. A governor who is paid to work at the school is not eligible for the office of chair or vice-chair.
- e. The election of the chair and vice-chair of the governing body and the chairs of the governing body sub-committees will be conducted by the following process:
 - i. Governors may submit written nominations prior to the full governing body meeting and verbal nominations at the meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered
 - ii. The clerk takes the chair for this agenda item, but does not have a vote.
 - iii. A ballot will be conducted even where there is only one nominee.
 - iv. The nominee(s) will be asked to leave the room whilst the election process takes place.
 - v. The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hands. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.
 - vi. The nominee(s) will return to the meeting.
 - vii. The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
 - viii. If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.

5.6 Delegation of functions

- a. The governing body can delegate some of its statutory functions to a committee, an individual governor or to the headteacher, subject to prescribed restrictions.
The following functions cannot be delegated:
 - The constitution of the governing body;
 - The appointment or removal of the chair or vice-chair;
 - The appointment of the clerk;
 - The suspension of governors; or
 - The establishment of committees and delegation of functions
 - The alteration, discontinuance or change of category of school.
- b. The following functions can be delegated to a committee but not to an individual, even in an emergency:
 - The approval of the first formal budget plan of the financial year;
 - Statutory school policies;
 - The exclusion of pupils (except in an emergency when the chair of the governing body may exclude a pupil);
 - Admission matters.
- c. The governing body has approved the level at which functions that may be delegated may be carried out.

- d. Any committee or individual, including the headteacher, must report to the full governing body, any action taken or decision made.
- e. Under the principle of collective responsibility, the governing body remains responsible for any decisions taken on its behalf, including those relating to a function delegated to a committee or an individual. The governing body can still perform functions it has delegated.
- f. No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the chair or vice chair taking action under their emergency powers.
- g. The delegation of functions will be reviewed annually.

5.7 Committees of the governing body

The following committees will be set up with membership, quorum and functions as detailed in each committee's Terms of Reference:

- St Joseph's Safeguarding, Standards and Curriculum committee
- St Joseph's Resources committee
- St Joseph's Admissions committee
- St Joseph's Pay Committee

Each committee will have a chair

- a. The employment contract for the headteachers, determination of salary and performance management will be the responsibility of the full governing body.
- b. Decisions on staff appointments are delegated to the headteacher, as are decisions on dismissal; however, they can be delegated to a combination of headteacher and governors. A panel for headteacher's performance review is convened annually.
- c. Other committees or panels can be formed by the governing body for specific purposes as required, and time – limited, for example; Complaints, Appeals, Disciplinary etc.
- d. Working parties can be formed as necessary.

5.8 Non tainting of governors

Extracts from the DfE best practice guidance for school complaints procedures 2020 say;

"Complainants are entitled to a fair meeting or review"

"If there's any reasonable doubt as to a person's ability to act impartially, they should withdraw from considering the complaint."

"The appearance of bias may be sufficient to taint a decision even if there is no actual bias. This concept derives from the principle that justice must not only be done, but be seen to be done."

"governors with no prior exposure to the complaint are suitably impartial"

- a. For this reason and because the complaints procedure contains multiple stages potentially requiring the involvement of different governors at different stages, details of complaints must not be shared with governors who are not directly involved in the complaints process so that they remain available and untainted for participation at a future stage. The same applies to appeals, exclusions and disciplinary matters.
- b. Governors can expect to be informed that a complaint, exclusion or disciplinary hearing has taken place but not the details of the matter.

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL and NURSERY
INSTRUMENT OF GOVERNMENT

Constituted in accordance with
School Governance (Constitution)(England) 2012

1. The name of the school is St Joseph's Catholic Primary School and Nursery
2. The School was founded by and is part of the Catholic Church. It is to be conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Archdiocese of Cardiff and, in particular
 - religious education is to be in accordance with the teachings, doctrines, disciplines and general and particular norms of the Catholic Church.
 - religious worship is to be in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church, and at all times the School is to serve as a witness to the Catholic faith in our Lord Jesus Christ.
3. The school is a voluntary aided school
4. The name of the governing body is 'The Governing Body of St Joseph's Catholic Primary School and Nursery'
5. The Governing Body shall consist of
 - Two parent governors
 - One Local Authority governor
 - One staff governor
 - One headteacher
 - Eight foundation governors
 - One co-opted governor
6. Total number of governors: 14
7. The term of office for all categories of governor shall be four years.
8. Foundation governors are appointed and may be removed by the Archbishop of Cardiff (or any person exercising Ordinary jurisdiction on his behalf).
9.
 - (a) The holder of the following office shall be a foundation governor ex-officio: Parish Priest of St Frances of Rome, Ross-on-Wye.
 - (b) The foundation body, or person named in paragraph 5 shall be entitled to appoint a foundation governor to act in the place of the ex-officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex-officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 27(1) of the Regulations.

7. GOVERNING BODY CODE OF CONDUCT



Code of Conduct for the Governors of ST JOSEPH'S CATHOLIC PRIMARY SCHOOL AND NURSERY

Introduction

The purpose of this Code of Conduct is to enable the governing body to contribute to the school securing its mission and sustaining its ethos as a Catholic school, as well as ensuring the school provides a quality educational experience for all its children and achieves high standards. (This means that as an agent of accountability, fulfilling the ministry in the mission of the Church on behalf of the Catholic community and the community of the school, the governing body decides what it wants the school to achieve, in order to secure its mission, and sets the framework for making sure those intentions are realised.)

The governing body is a corporate body. Governors have no authority to act individually except where the governing body has delegated authority to do so. All governors have equal status, and although governors are appointed and elected by different groups, the central concern must be the welfare of our school as a Catholic school, conducted in accordance with the Diocesan Trust Deed. The governing body has a strategic role. The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the governing body and individual governors will operate.

The governing board has the following core strategic functions:

- Establishing the strategic direction, by:
 - Setting and ensuring clarity of vision, values, and objectives for the schools
 - Agreeing the school improvement strategy with priorities and targets
 - Meeting statutory duties
- Ensuring accountability, by:
 - Appointing the headteacher and teaching staff
 - Monitoring the educational performance of the school and progress towards agreed targets
 - Performance managing the headteacher
 - Engaging with stakeholders
 - Contributing to school self-evaluation
- Overseeing financial performance, by:
 - Setting the budget
 - Monitoring spending against the budget
 - Ensuring money is well spent and value for money is obtained
 - Ensuring risks to the organisation are managed

- The governing body accepts the following principles and procedures and The Nolan Committee Seven Principles of Public Life (see Annex C):

1: Roles and Responsibilities

- The governing body is responsible for securing the Catholic ethos, thus ensuring the school is seen to bear witness to the faith in all aspects of its work.
- We have responsibility for determining, monitoring and keeping under review the policies, plans and procedures under which the school operates.
- We recognise that the headteacher is responsible for the implementation of policy and internal organisation and management of the school, and the implementation and operation of the curriculum.
- We accept that all governors have equal status, and although appointed by different groups (i.e., parents, staff, Local Authority, Diocese) our overriding concern is the welfare of the school as a whole.
- We have no legal authority to act individually, except when the governing body has given us delegated authority to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as the employer.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this
- In making or responding to criticism or complaints we will follow the school procedures
- We will respect the role of the senior leaders and their responsibility for the day-to-day management of the school and avoid any actions that might undermine such arrangements
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views.
- When communicating in our private capacity (including on social media) we will be mindful of, and strive to uphold, the reputation of the organisation.

2; Accountability

In its strategic role, the **governing body** is accountable to:

- The Cardiff Dioceses as Trustees who own the school, for the school's effectiveness as a Catholic school.
- The Local Authority which maintains the provision, for the school's effectiveness in providing a broad, balanced, relevant education that meets the needs of the children in the school.
- The Catholic community, and the wider community, who entrust their children to the school for the outcomes achieved by their children, in all aspects of their being.

The headteacher is responsible for:

- Acting as professional adviser to the governing body, obliged by law to provide the information governors need to carry their legal duties.
- Advising on and implementing the strategic framework agreed by the governing body, which includes:
 - Formulating and drafting aims and objectives, policies and targets for consideration by the governing body.
 - Implementing policies set by the governing body.
 - Leading the school towards agreed targets.
 - Reporting on progress towards the agreed aims, objectives and targets.
 - Discharging delegated responsibilities on the governing body's behalf.
- The internal organisation, management and control of the school, including the implementation of the curriculum and the day to day running of the school.
- The educational performance of the school.

3: Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, attend meetings regularly, and accept our fair share of responsibilities, including membership of committees or working groups.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will ensure that our individual and collective needs for training and development are consistently monitored, and opportunities to undertake relevant training and development are sought.
- We will participate fully in the work of the governing body so that individuals accept a fair share of the responsibilities and duties, including service on committees, working parties or as 'named governors'
- We will be in attendance at meetings of the full governing body and committees.

4: Relationships

- In forming, building and sustaining good working relationships, governors will strive:
 - a) to remember that we are typically representative of the category of governor to which we are appointed or elected. We are not representatives of those groups, e.g., a representative parent, not a representative of the parents.
 - b) to work as members of a team in which all governors contribute and constructive working relationships are actively promoted, forming the governing body which functions with corporate responsibility and accountability.
 - c) to develop an open and honest relationship with the headteacher and all school staff, acting as 'critical friend' to the school, ensuring a balance is struck between offering challenge and support.

- d) ensure that effective relationships are built on trust and opportunities to network effectively and efficiently.
- e) ensure that relationships between governors and with other stakeholders are anchored in the principles which flow from the Gospel and may be summarised as follows:
 - Faithfulness and integrity;
 - Dignity and compassion;
 - Humility and gentleness;
 - Truth and justice;
 - Forgiveness and mercy;
 - Purity and holiness;
 - Tolerance and peace;
 - Service and sacrifice.

5: Confidentiality

- We will observe strict confidentiality regarding proceedings of the governing body in meetings and from our visits to school as governors.
- We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students, or their parents/carers.
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.
- Keep discussion about decisions strictly confidential even when decisions themselves are made public through the minutes of meetings.
- Exercise prudence when invited to respond in discussions and informal talk outside governing body meetings, and instead of passing individual comment, encourage issues to be brought to the attention of the headteacher or governing body (depending on the nature of the issue) through the proper channels.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will have regard to current Data Protection regulations (GDPR or subsequent installed), and we will be aware of what constitutes a breach of such regulations, and follow our duties of reporting breaches if there should be an occurrence. We will undertake whatever remedial action is required of us by the relevant regulation and authority.
- Exercise care that any discussions / emails do not prejudice any formal procedures.

6: Confidentiality and Child Protection

It is essential to Governors', and the school's, reputation and credibility that the rule of confidentiality is not broken, ***unless it is about a child protection issue***:

'The only circumstances when a breach of confidentiality is justified arises when a governor of a school receives information in confidence outside a meeting, which suggests that a pupil is at risk of physical, sexual or other abuse of some kind. Child protection matters cannot be kept confidential and must be reported to the statutory

authority i.e., the police or social services . . . if a problem of this kind arises, . . . seek the advice of your chairperson or headteacher as soon as possible before breaching the confidence. (*A Handbook for Governors of Schools in Wales*)

7: Conduct

- Governors have a general duty to act with integrity, objectivity and honesty in the best interests of the school at all times. Drawing on the model of the person, life and teachings of Jesus Christ, the governing body will strive to behave professionally at all times.
- Governors will aim to discharge their duties in a manner that maintains and develops the Catholic ethos of the school and its reputation in the parish, local community and wider educational community. Governors' actions at all times will strive to reflect the responsibility to secure the Catholic ethos of the school.
- Governors will consider at all times, how we exercise stewardship, both as individuals and as a corporate body, which should manifest and be faithful to the life and teachings of Jesus Christ and the Catholic Church.
- Governors will reflect on how we are perceived by stakeholders in all we say and do, both as individual governors and as a corporate body.
- Governors will consider carefully how our decisions and actions might affect others, whether they are individuals employed by the school; children or adults who are part of the school community; the parish; other schools in the locality; or the wider community.
- Governors will express views openly at meetings, but accept collective responsibility for all decisions made by the governing body or any individual governor delegated to do so.
- Governors will not speak out against majority decisions in public or in private outside the governing body. The intention is to protect the reputation and authority of the governing body and the school in the public domain.
- Governors will only speak or act on behalf of the governing body when they have been specifically authorised to do so.
- Governors will respond to criticism or complaints about the school and/or its staff by referring to the school's Complaints Procedure and will advise the complainant accordingly.
- Governors will record in the register of pecuniary interests any pecuniary interest we might have in connection with the governing body's business.
- Governors will be expected to declare an interest in any item of business and withdraw from the meeting while it is under discussion.
- Governors will always undertake visits within the framework established by the governing body.
- Governors will attend relevant training and continuing professional development.
- Governors will actively support and challenge the senior leadership.

8: Breach of this code of conduct

- In the unlikely event of a serious breach of this Code of Practice, by behaving in a manner that would be inconsistent with the school's ethos, governors have the right to hold an individual governor to account.
- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will seek to resolve any difficulties or disputes in an appropriate and constructive way, and will use suspension/removal of a governor as a last resort.
- Non-Governor members: A GB associate member/sub-committee member breaching this code may (as a non-governor) be removed immediately by the governing board.
- Should it be the chair that we believe has breached this code the vice chair will investigate.
- This may involve suspension of the governor by the governing body, pending an investigation into the alleged area of concern, and ultimately a request to the nominating authority (for example the Local Authority or the Archdiocese of Cardiff) to have a governor removed from the governing body.
- In the case of a staff member of the governing body who has been suspended from school, pending a disciplinary investigation, the staff member governor should be suspended from the governing body. In all cases of potential suspicion of breaches of the Code of Conduct, the Chair of Governors must seek further advice and guidance from the Cardiff Archdiocesan Director of Schools.

References: CES Model Codes of Conduct for Governors and Directors of all Catholic Schools and Academies / Archdiocese of Cardiff. Governors Code of Conduct. Version 2015: 01

This code of conduct has been approved and adopted by the Governing Body on

Date: _____

And will be reviewed on

Date: _____

Signed by the Chair of the Governing Body:

8: GOVERNING BODY DELEGATION PLANNER

Key: Level 1 – Full governing body
 Level 2 – A committee of the governing body.
 Level 3 – An individual governor.
 Level 4 – The headteacher.

- A blue-shaded box means that the function cannot be carried out at this level.
- A tick means that action has been delegated to this level by the full governing body.

- a. The governing body is accountable in law for all major decisions about St Joseph's and its future.
- b. They do not have to carry out all the work themselves. Many tasks can be delegated to individuals and committees.
- c. Any decision to delegate a task/responsibility to an individual or committee must be made by the full governing body and recorded in the minutes. Without this, the individual committee has no power to act.
- d. The full governing body is responsible for the strategic direction of the school.
- e. Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets.
- f. The headteacher and their staff play the major role in formulating plans, policies and targets to bring to committees or to the full governing body for discussion prior to adoption by the full governing body.
- g. The headteacher is responsible for the internal organisation, management and control of the school, and is accountable to the governing body.
- h. Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.
- i. The table below sets out the major areas of responsibility for the governing body and to what level each task is delegated.

Area	Function	Responsibility delegated to:				
		1	2	3	4	
Budgets	Approve the first formal budget plan each financial year.	✓				
	Monitor monthly expenditure.				✓	
	Establish a charging and remissions policy.				✓	
Staffing	Appoint selection panel for headteacher.	✓				
	Appoint selection panel for deputy headteacher	✓				
	Appoint selection panel for other members of the senior leadership team.		✓			Resources Committee
	Appoint other teachers.				✓	Governor representation on the panel.
	Appoint non-teaching staff.				✓	With governor representation on the panel if feasible.
	Agree a pay policy.		✓			Resources Committee
	Make pay decisions in line with the pay policy and legal requirements.				✓	Resources Committee

Area	Function	Responsibility delegated to:					
		1	2	3	4		
	Establish staff disciplinary/capability/ conduct and grievance procedures.	✓					
	Dismissal of headteacher.	✓					
	Dismissal of other staff.		✓			Disciplinary panel	
	Suspending headteacher.	✓					
	Suspending staff (except headteacher).				✓		
	Ending suspension (headteacher).	✓					
	Ending suspension (except headteacher).		✓			Disciplinary panel	
	Approving overall staff structure.		✓			Resources Committee	
	Deciding whether or not the diocesan authority should have advisory rights.			✓		Chair of governing body.	
	Determining dismissal payments/early retirement.		✓			Resources Committee	
	Produce and maintain a central record of recruitment and vetting checks.				✓		
	Curriculum	Ensure National Curriculum taught to all pupils.				✓	
		Consider any disapplication for pupils.				✓	
Decide which subject options should be taught, having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day).					✓		
Establish and review a sex education policy (including in primary schools where the governing body must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.			✓			Safeguarding, Standards and Curriculum Committee.	
Establish and implement a curriculum policy.					✓	Safeguarding, Standards and Curriculum Committee.	
Agree or reject and monitor curriculum policy.			✓				
Responsible for standards of teaching.					✓		
Religious education	Responsibility for ensuring the provision of RE meets statutory requirements and/or the requirements of any trust deed.				✓		
Collective worship	Ensure that all pupils take part in a daily act of worship in line with statutory requirements.				✓		

Area	Function	Responsibility delegated to:				
		1	2	3	4	
Extra-curricular provision	Decide whether to offer additional activities and what form these should take.				✓	
	Put into place the additional services provided.				✓	
	Decide whether to stop providing additional services.				✓	
Performance management	Formulate and review performance management policy.		✓			Resources Committee.
	Appoint panel to carry out appraisal of headteacher.		✓			Resources Committee.
	Appointment of external adviser for headteacher performance review		✓			Resources Committee.
	Carry out appraisal of other teachers.				✓	
Discipline/exclusions	Review the use of exclusion and decide whether or not to confirm all permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination.		✓			Disciplinary panel
Admissions	Consult before changing an Admissions Policy.		✓			Resources Committee.
	Admissions: application decisions.		✓			Resources Committee.
	Appeal against LA directions to admit pupils if appropriate.		✓			Resources Committee.
Premises and insurance	Buildings insurance and personal liability.		✓			Resources Committee.
Health and safety	Ensure a health and safety policy and procedures are in place.		✓			Resources Committee.
	Ensure that health and safety regulations are followed.				✓	
School organisation	Publish proposals to change category of school.	✓				
	Decide to convert to academy status.	✓				
	Approve the times of school sessions and the dates of the school terms and holidays.		✓			Resources Committee.
	Ensure that school lunch nutritional standards are met.				✓	
	Establish data protection policy and review it every 2 years.				✓	
	Maintain a register of pupil attendance.				✓	
	Ensure provision of free school meals to those pupils meeting the criteria, including Universal Infant Free School Meals.				✓	

Area	Function	Responsibility delegated to:				
		1	2	3	4	
Information for parents	Establish, publish and review a complaints procedure.				✓	
	Establish and publish a Freedom of Information publication scheme and ensure the school complies with it.				✓	
Governing Body Procedures	Draw up an instrument of government and any amendments thereafter.	✓				
	Appoint (and remove) the chair and vice-chair of a permanent or temporary governing body.	✓				
	Appoint and dismiss the clerk to the governing body.	✓				
	Appoint and remove co-opted governors.	✓				
	Appoint LA governors.	✓				
	Set up a register of governors' business interests.	✓				
	Approve and set up a governors' expenses scheme.		✓			Resources Committee.
	Consider whether or not to exercise delegation of functions to individuals or committees.	✓				
	Regulate governing body procedures where not set out in law.	✓				
Federations	Consider forming a federation or joining an existing federation.	✓				
	Consider requests from other schools to join the federation.	✓				
	Leave a federation.	✓				
Inclusion and equality	Establish and review a special educational needs (SEN) policy.	✓				
	Establish and publish annually an 'Equality information and objectives statement' and review equality objectives every 4 years.				✓	
	Designate a 'responsible person' for children with SEN in community, voluntary and foundation schools.				✓	
	Designate a 'responsible person' for looked after children in community, voluntary and foundation schools.				✓	
	Establish an accessibility plan and review it every 3 years.				✓	
	Establish and review annually a child protection policy and relevant procedures.				✓	

9 TERMS OF REFERENCE;

FULL GOVERNING BODY

Governance

1. Agree programme for governing body meetings based on the cycle of school improvement, financial matters, staffing issues.
2. Consider recommendations made by committees of the governing body.
3. To be available, and respond to, matters of particular difficulty, sensitivity or emergency and offer advice and support to the headteacher.
4. Establish and keep under review procedures, protocols and policies
5. Review governing body performance regularly.
6. Ensure that all statutory obligations are appropriately delegated to and undertaken by the governing body committees.
7. Act on all matters which must not be delegated, according to the governing body delegation planner.

Strategy

8. Provide strategic overview of school development and progress towards school targets

Finance

9. Consider for approval proposals which exceed individual committee authority limits.
10. Receive finance reports from St. Joseph's Resources Committee.

Staffing

11. Appoint selection panels for the recruitment of the headteacher and deputy head teacher.
12. Establish and review staff disciplinary, capability, conduct and grievance procedures.
13. Take responsibility for the decision to dismiss the head teacher.

Curriculum

14. Receive reports from the Safeguarding, Standards and Curriculum Committee.

Resources

15. Agree any corporate activity aimed at improving provision within the school.

Premises

16. Receive reports from the Resources Committee.

Health & Safety

17. Receive reports from the Resources Committee.
18. To ensure that all documentation and statutory records are accurate and up-to-date.

Sequence of meetings

19. All committees must meet before the termly meeting of the full governing body.

In respect of the interface of the school with parents, carers and the community the Governors will ensure the Headteacher is responsible for:

1. Ensuring that the school meets its statutory requirements in publishing the school prospectus in a timely and accessible manner.
2. Monitoring the school's communication with parents, including newsletters and home school agreements, to ensure it meets statutory requirements.
3. Is responsible for the School's Website.

Policies:

1. The Governing Body will approve a timetable for policy review which reflects statutory requirements whilst spacing the policies across the year.
2. To draft and keep under review the staffing structure in consultation with the headteacher

These terms of reference were agreed at the meeting of the full governing body held on

Date:

Signed: *Chair of the Governing Body*

10 TERMS OF REFERENCE; RESOURCES COMMITTEE

Membership: To consist of no fewer than 5 governors with other invited members as necessary, in a non-voting capacity

Quorum: 50% or 3 governors

Meetings: Once a term, more if appropriate

In respect of buildings the Committee shall:

1. Exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. Inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
3. Advise the Governing Body on major projects deemed to be necessary or appropriate.
4. Work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Governing Body are progressed, and where appropriate that the payments are made.
5. Act on behalf of the Governing Body in monitoring the implementation and progress of all building related plans.
6. Monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the Governing Body, to make recommendations to the Governing Body on the appointment of consultants or the providers of premises related services.
8. Determine the use of the school premises outside school session time including advice to the Governing Body on a possible charging policy which must be determined by the Governing Body.
9. Provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and Health and Safety.
10. Ensure that arrangements are in place for the dissemination of Health and Safety information to all building users, including staff, pupils and visitors.
11. Review the school's Health and Safety policy as and when required and to advise along with the headteacher, the governing body with regard to its compliance with Health and Safety Regulations.
12. Monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. Ensure the school complies with Health and Safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. Promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. Examine safety inspection reports and to make recommendations where remedial action is required.

In respect of finance the Committee shall:

1. Contribute to school development planning and regularly to review and monitor spending on priorities in the School Development Plan and, where necessary, make recommendations to the governing body.
2. To provide guidance and assistance to the governing body and headteacher on all financial matters concerning the school.

3. To agree a provisional school budget for the approval of the Governing Body before 31 May each year, subject to LA.
4. When notification is received of the annual allocation of delegated funds, to agree a final budget for the approval of the Governing Body and the submission to the LA by 31 May each year.
5. To monitor income and expenditure of all delegated funds and make regular reports to the Governing Body.

Delegated Powers:

1. Ensure that the Financial Regulations for the school approved by the Governing both are implemented.
2. Prepare for the approval of the Governing Body and submission to the LA by the required date the final budget for each financial year.
3. Exercise virement between budget headings for amounts more than those permitted to the headteacher by the school's financial regulations. Such amounts shall not exceed £8,000 of the budget heading concerned without the prior approval of the Governing Body.
4. Prevent spending exceeding the grand total of the annual budget and report to the Governing Body if there is a possibility of overspend.
5. Receive and, where appropriate, respond to periodic audits of delegated funds.
6. Ensure the annual audit of any other funds (e.g., the School Fund" operated by the school.
7. Where necessary to call a special meeting of the Governing Body.

These terms of reference were agreed at the meeting of the governors for the

Resources committee on for passing to the full governing body for ratification.

Signed: Chair of Resources Committee

Ratified at the meeting of the full governing body held on

Signed: *Chair of governing body*

11 TERMS OF REFERENCE;

SAFEGUARDING, STANDARDS AND CURRICULUM COMMITTEE

Membership: To consist of no fewer than 5 governors with other invited members as necessary, in a non-voting capacity

Quorum: 50% or 3 governors

Meetings: Once a term

In respect of Safeguarding the committee shall:

1. Ensure that there is a robust and effective policy for safeguarding and that it is effectively implemented.
2. Require that Safeguarding is a standard agenda item and that it is reported on at every meeting.
3. Agree and establish arrangements for the appropriate training of all staff in safeguarding matters and receive an annual report on this.
4. Provide support to the named governor responsible for safeguarding, who will:
 - ensure safeguarding policies and procedures are adhered to;
 - monitor and review safeguarding practice within the school;
 - consider changes in safeguarding personnel;
 - monitor the single central register;
 - review safer recruitment;
 - attend training as required (annually) in line with Keeping Children Safe in Education guidance;
 - keep up to date with changing legislation in the areas of safeguarding and child protection.

In respect of Spirituality the committee will;

- be aware of the spiritual life of the school community and to help maintain St Joseph's mission as a catholic school.

In respect of Special Educational Needs and Disability the committee shall:

1. Ensure that the school meets its statutory responsibilities for children with special educational needs and/or disabilities through having a robust policy that is regularly reviewed, monitored and reported on.
2. Provide support to the named Governor responsible for special educational needs.
3. Ensure that there is appropriate policy and good practice in supporting children who are more able and that their success is recognised and celebrated.

In respect of Learning, Assessment, Standards:

1. The Committee shall advise and support the Governing Body in relation to its statutory obligations for:
 - The National curriculum and its assessment
 - Standards and improvement
 - The interface of the school with parents, carers and the community.
2. The Committee also has responsibility in overseeing arrangements for individual governors to take a leading role in specific areas of learning and provision
3. In respect of the National Curriculum and its assessment the committee shall
 - Receive reports from the headteacher relating to any changes in the National Curriculum and details of how the school proposes to implement them.

- Agree a schedule of reporting and then receive and consider reports from the headteacher on the outcome of assessments of the national curriculum.
 - Receive reports from the headteacher concerning any pupil from whom any aspect of the National curriculum is disapplied.
 - Consider school policy on matters relating to the school curriculum, to recommend for approval new policy and any amendments to existing policy.
4. In respect of Standards and improvement the committee shall:
- Actively contribute to the development, evaluation and review of the School Development Plan.
 - Agree a schedule of reporting and then receive and consider reports from the headteacher relating to attainment, attendance and behaviour.
 - Establish and implement arrangements to monitor the standards and quality of education
 - Make arrangements for the Governing Body to be represented at School Improvement discussions with the LA, or other provider.
 - Will evaluate the impact of funding on pupil achievement

These terms of reference were agreed at the meeting of the governors for the

Standards and Curriculum committee on for passing to the full governing body for ratification.

Signed: Chair of Safeguarding, Standards and Curriculum committee

Ratified at the meeting of the full governing body held on

Signed: *Chair of governing body*

12. GOVERNOR CONTACT DETAILS & PEN PORTRAIT



Contact Details

Please note this information will be shared with other governors on the governing body and Herefordshire Council's Governor Services.

Name	
Contact Telephone Number(s)	
School Email Address	

Pen Portrait

Please complete a short pen portrait for the governing body's information, and for possible publication on the school's websites. Please include any relevant information, for example your connection to the school, your governing history (if any), reason for becoming a governor, employment history/background, relevant expertise or interests etc.

13. CHECKLIST FOR NEW GOVERNORS

Name of Governor:

Date appointed to governing body:

This checklist is not intended to replace formal induction training but to provide a basis for induction.

Meeting the governing body		
Action	Date Completed	Notes
Meet chair of governors		
Complete a tour of the schools		
Meet the headteacher		
Attend first meeting of the full governing body		
Observe committee meetings		
Training and paperwork		
Action	Date Completed	Notes
Induction		
Complete a skills audit		
Complete paperwork: <ul style="list-style-type: none"> ▪ Governor declaration form; ▪ DBS check; ▪ Register of business interests for school governor's form; ▪ Pen picture; ▪ Sign Code of Conduct. 		
Items the new governor should receive		
Action	Date received	Notes
Governors' handbook		
Log into Governor portal on school website to access relevant documents		
Information on where to access all the schools' policies		
Minutes from full governors' meeting		
The clerk's contact details		
Actions for the new governor		
Action	Date Completed	Notes
Read School development plan		
Read the Governance Handbook (most recent version) from the DfE		
Read the schools' latest Ofsted report and action plan		
Look at the schools' websites		

14. LINK GOVERNOR ROLES

- a. The role of the link governor is to enable the governing body to focus in greater depth on a particular priority and/or management area for the school.
- b. This is achieved by identifying the key contact point(s) in the school with responsibility for the particular focus. The link governor will establish a relationship with these contacts and meet a minimum of twice per year to review progress and impact, discuss plans, identify and review relevant evidence and provide challenge and support. On occasion it may also be appropriate to meet with relevant members of the senior leadership team. This is particularly likely in the case of single member departments.
- c. Link governors should not be, or pretend to be, professionals or experts in education. They are not acting in a management or decision-making capacity. Such activities remain the responsibility of the management team and head teacher. Link governors do not have delegated responsibility.
- d. Link governors will visit the school only by appointment with their designated contact point. In most occasions the contact point should provide the link governor with the department plan ahead of the meeting.
- e. Link governors will report, in the first place, to the relevant committee of the governing body. The full governing body will receive information through the committee reports.
- f. The focus areas to which a link governor will be attached will be determined annually, in the first half term of the school year. Following consultation with the head teacher, the full governing body will determine the link governor focus areas for the year. When appropriate, link governor focus areas may be established or discontinued during the year.
- g. By focussing on a limited number of specific areas, the limited resources of the governing body and the precious time of staff at school can be put to most efficient use.
- h. Link governors should be;
 - Committed to the critical friend role (not inspector/head role)
 - Open minded
 - Empathetic and sensitive
 - Respectful of confidentiality
 - Communicating effectively
 - Interested and enthusiastic
 - Focussing on 'The big picture'
- i. Link governors should ask if there are any health and safety concerns in their link area/department and pass the information on if any are identified.

Link governors will report using the format in Appendix A and their meetings will follow the guidance given in Appendix B.

15. Governor Contact details 2022-2023

Lindsay Wise	lwise@st-josephs.hereford.sch.uk
Brenda Poynton	bpoynton@st-josephs.hereford.sch.uk
Marian Smith	msmith@st-josephs.hereford.sch.uk
Angela Spray	aspray@st-josephs.hereford.sch.uk
Michelle Emerson	memerson@st-josephs.hereford.sch.uk
Maxwell Lerego	mlerego@st-josephs.hereford.sch.uk
Ed O'Driscoll	
Fiona Baker	fbaker@st-josephs.hereford.sch.uk
Hayley Francis	Head teacher of St Joseph's RC Primary School head@st-josephs.hereford.sch.uk
Shirley Margrett	Clerk to the governing body: smargrett@st-josephs.hereford.sch.uk

16. CURRENT SCHOOL STAFF

Details of all staff can be found on the school website:

www.st-josephs.hereford.sch.uk

17. GOVERNING BODY COMMITTEE MEETINGS SEPTEMBER 2023 TO JULY 2024

DAY/DATE	TIME	EVENT / COMMITTEE	VENUE	REMARKS
AUTUMN TERM 2023				
Wednesday 6 th September	5pm	Full Governing Body	St.Joseph's	
Wednesday 4 th October	5pm	Safeguarding, Standards and Curriculum Committee	St Joseph's	
Wednesday 15 th November	5pm	Pay committee	St Joseph's	
Wednesday 22 nd November	5pm	Resources Committee	St.Joseph's	
Wednesday 13 th December	5pm	Full Governing Body	St.Joseph's	
SPRING TERM 2024				
Wednesday 24 th January	5pm	Resources Committee	St.Joseph's	
Wednesday 28 th February	5pm	Safeguarding, Standards and Curriculum Committee	St.Joseph's	
Wednesday 13 th March	5pm	Full Governing Body	St.Joseph's	
SUMMER TERM 2023				
Wednesday 17 th April	5pm	Resources Committee	St.Joseph's	
Wednesday 15 th May	5pm	SSC Committee	St.Joseph's	
Wednesday 3 rd July	5pm	Full Governing Body	St.Joseph's	



APPENDIX A: Link Governor Report

Focus	<i>Insert description of the priority or the purpose of the management committee.</i>
Contact Points	<i>Insert name(s) of responsible individuals or management committee</i>
Reporting To	<i>Insert name of governing body committee to which reports will be made</i>

Progress and impact since last report.

This section can include commentary on progress and impact. The following table shows the evidence that supports the conclusions.

Source of evidence in progress	Comment and impact

Plans and targets

--	--

Challenges and opportunities

--	--

Support needs or concerns

--	--

Any additional comments

--	--

Suggestions for discussion and reports

It is not intended that every item in this list is discussed at each meeting.

Plans.

1. Teaching and learning priorities.
2. What progress has been made on previous plans?
3. What are the future short-term plans (one year) and longer-term plans (1 – 3 years)?
4. What is the focus for development?
5. How will it be achieved?
6. Who is involved and how will it be evaluated?
7. Do they match with the whole school and operational plans?

Data and Tracking.

1. Targeting using Arbor, Perspective Lite and Asp, or other data.
2. Progress of pupils at all key stages.
 - What progress have students made?
 - How do the results compare with National Averages?
 - What is the trend in results/progress over the last 3+years?
3. Tracking and analysis of results and intervention.
 - How are interventions targeted?
 - What interventions are used?
 - What is the impact of interventions?
4. Vulnerable groups – how does the progress of these groups compare with other groups?
 - PP
 - EAL
 - FSM
 - Ever 6
 - SEN
 - LAC
 - Forces
5. More able students.

APPENDIX C: The Seven Principles of Public Life and Code of Conduct Declaration

The seven principles of public life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

1: Selflessness

- Holders of public office should act solely in terms of the public interest.

2: Integrity

- Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3: Objectivity

- Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4: Accountability

- Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5: Openness

- Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6: Honesty

– Holders of public office should be truthful

7: Leadership

– Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



Code of Conduct Declaration
for the Governors of
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL AND NURSERY

As a member of the Governing body of St Joseph's Catholic Primary School and Nursery I undertake that:

- I will endeavour to preserve and develop the Catholic character of the school
- I will not act in any way that is detrimental and/or prejudicial to the interests of Catholic education in the Diocese and the school
- I have read, understood and will adhere to this Code of Conduct
- I will also adhere to The Nolan Committee Seven Principles of Public Life
- I have read and understood any diocesan and legal criteria for appointment and continued eligibility as a governor, where applicable
- I declare that I am not disqualified by law from appointment or eligibility as a governor
- I agree to DBS and any other relevant checks that may be required by law or good practice. I understand that any refusal to do so may result in termination of any appointment
- I agree to the publication on the school websites of my full name, committee membership, attendance, term of office and business and pecuniary interests, as declared in the declaration of interests

Signed by Governor:

Date:

Printed name:

Role Type of Governor:

- Acceptance of the code is required by each governor at the beginning of each academic year.
- Signed copies of this code to be retained by the Clerk (e signatures are acceptable)