



**St Joseph's RC Primary School  
Governing Body Committees  
Terms of Reference**

Date reviewed and adopted: September 2024

Date of next review: September 2027

Signature of Chair of Governors:

<b>Admissions</b>	
<b>General</b>	The purpose of this committee is to review the school's admission policy and determine the admission of individual pupils, in accordance with the school's procedures.
<b>Membership</b>	Three governors appointed by the full governing body, one of whom must be the Headteacher. The committee may invite persons to its meetings to provide advice.
<b>Quorum</b>	Three governors.
<b>Meeting</b>	The committee shall meet as required.
<b>Disqualification</b>	Associate Pupil Governors.
<b>Restrictions</b>	Any governor who has a child applying to enter the school or has a conflict of interest with regard to any application submitted.  Any governor where there may be a conflict of interest.
<b>Chair</b>	Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils cannot be a chair of the committee.
<b>Clerk</b>	This committee is required in law to have a clerk. The clerk may be the same person who clerks the governing body or someone different.  Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to admissions should be carefully safeguarded and kept confidential.  The decisions of the committee will be brought to the full governing body for information when the appeal process has been carried out (where applicable).
<b>Delegated Powers</b>	Full delegated powers for decisions.
<b>Terms of Reference</b>	
<ol style="list-style-type: none"> <li>1. To consider all requests for admission to the school following the School's Admission Policy Statement.</li> <li>2. To draft and regularly review a policy statement of admissions for the approval of the governing body and to ensure that the policy is adhered to.</li> <li>3. To have full regard to the Welsh Government's Statutory School Admissions Code and to comply with the statutory provisions within that Code.</li> </ol>	
<b>General</b>	
<ol style="list-style-type: none"> <li>1. The committee has full decision making powers. Decisions are subject to appeal and are heard by an independent appeal panel as detailed in the school admissions policy.</li> <li>2. All committee members have a duty to declare any conflict of interest before agreeing to hear any case.</li> <li>3. All committee members must ensure that they do not breach confidentiality.</li> </ol>	

## Complaints/ Staff Grievance

<b>General</b>	The purpose of this committee is to consider and make decisions relating to complaints received, in accordance with the school's complaints procedures.
<b>Membership</b>	At least three governors appointed by the full governing body. The governing body may co-opt other members to this committee and the governing body must determine whether they are given a vote.  The committee may invite persons to its meetings to provide advice.
<b>Quorum</b>	Three governors.
<b>Meeting</b>	The committee shall meet as required.
<b>Disqualification</b>	None.
<b>Restrictions</b>	The Headteacher cannot form part of this committee. Any governor where there may be a conflict of interest.
<b>Chair</b>	Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils cannot be a chair of the committee.
<b>Clerk</b>	The governing body may appoint a clerk to this committee. The clerk may be the same person who clerks the governing body or someone different.  Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to complaints procedures should be carefully safeguarded and kept confidential.  The decisions of the committee will be brought to the full governing body for information.
<b>Delegated Powers</b>	Full delegated powers for decisions.

### Terms of Reference

1. To review the complaints policy as appropriate and make recommendations to the governing body for discussion and ratification.
2. To hear representations relating to complaints made following the school complaints policy and procedure and Welsh Government guidance circular 011/2012 - Complaints Procedures for School Governing Bodies in Wales (October 2012).
3. To make decisions relating to the complaint and inform the complainant of the outcome.
4. To make recommendations to the school on any procedural issues identified during the consideration of complaints.

### General

1. The committee has full decision making powers and its decision is final.
2. All committee members have a duty to declare any conflict of interest before agreeing to hear any case.

## Curriculum, Standards and Wellbeing

<b>General</b>	<p>The purpose of this committee is to:</p> <ul style="list-style-type: none"> <li>● Ensure the pupils at the school have access to a broad and balanced curriculum and statutory requirements are met.</li> <li>● Monitor the overall performance of the school and its pupils</li> <li>● Monitor and evaluate the implementation of the Post Inspection Action Plan.</li> </ul>
<b>Membership</b>	<p>The committee shall consist of <b>five</b> governors plus the Headteacher appointed by the governing body.</p> <p>The governing body may co-opt members to the committee and give them voting rights. The majority of members must be governors.</p>
<b>Quorum</b>	Three Governors.
<b>Meeting</b>	The committee shall meet at least once in a term and as required by the full governing body.
<b>Disqualification</b>	None.
<b>Restrictions</b>	Governors who have a conflict of interest/pecuniary interest
<b>Chair</b>	Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils cannot be a chair of the committee.
<b>Clerk</b>	A clerk should be appointed. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. The clerk may be the same person who clerks the governing body or someone different. The recommendations/ decisions of the committee will be brought to the full governing body for ratification/ information.
<b>Delegated Powers</b>	None. All recommendations to be brought to the full governing body.

### Terms of Reference

1. To review, monitor and evaluate the curriculum offer and progress towards the new curriculum.
2. Ensure that the school meets requirements in terms of provision for collective worship and Religious Education.
3. Ensure that Sex Education meets statutory requirements and is in keeping with Church teaching.
4. To recommend for approval to the full governing body the:
  - School improvement plan/post inspection action plan
  - School self-evaluation report
  - Statutory end of key stage targets
5. and ensure that the governing body receives regular progress reports through systematic monitoring and review.
6. Monitor and evaluate:
  - the effectiveness of leadership and management
  - the impact of quality of teaching on pupil progress and standards of achievement
  - the impact of continuing professional development on improving staff performance
  - pupil achievement against set targets
  - the effectiveness of provision for children with additional learning needs
  - the effectiveness of provision for children who may be otherwise disadvantaged
  - the quality of the curriculum in securing high standards of achievement
  - the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (ALN, gender, free school meals, minority ethnic, English as an additional language, looked after children etc) and ensure regular reports are shared with the governing body.
6. Consider recommendations from external reviews of the school (e.g. Estyn, local School Challenge Advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
7. Ensure all children have equal opportunities.
8. Advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.

9. Deal with all matters related to the curriculum referred by the Governing Body and specifically complaints about the curriculum.
10. Support the role of the Link Governor for Additional Learning Needs.
11. Ensure that the governing body's responsibilities are discharged under the Equality Act 2010.
12. Keep under review all systems for monitoring the progress of pupils and methods of reporting to parents and publishing information in an accessible way.
13. Work with the senior leadership team to provide information in the school prospectus and Governors' annual report about how the curriculum is taught, evaluated and resourced.
14. Receive feedback from governors on visits to school and reports from teaching staff on curriculum developments in school, and assist in the development of close subject links between the governors and staff.
15. Identify and celebrate pupil achievements.

### **General**

1. Act on matters delegated by the full governing body.
2. Liaise and consult with other committees where necessary.
3. Contribute to the School Improvement Plan/Post Inspection Action Plan.
4. Consider and recommend the adoption/revision of relevant policies to the full governing body.
5. Consider safeguarding and equalities implications when undertaking all committee functions.
6. To seek professional advice from the Local Authority, Diocesan Authority or others as necessary.
7. Attend relevant training as required.

## Pupil Discipline and Exclusion

<b>General</b>	The purpose of this committee is to review the use of exclusion within the school and consider representation in respect of exclusions, in accordance with the school's procedure.
<b>Membership</b>	Three or five members of the governing body.
<b>Quorum</b>	Three governors.
<b>Meeting</b>	The committee shall meet as required.
<b>Disqualification</b>	The Headteacher. Associate Pupil Governors.
<b>Restrictions</b>	It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.  Any governor where there may be a conflict of interest.
<b>Chair</b>	Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils cannot be a chair of the committee.
<b>Clerk</b>	This committee is required in law to have a clerk. The clerk may be the same person who clerks the governing body or someone different.  Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to pupil discipline procedures should be carefully safeguarded and kept confidential.  The decisions of the committee will be brought to the full governing body for information when the appeal process has been carried out (where applicable).
<b>Delegated Powers</b>	Full delegated powers for decisions.

### Terms of Reference

1. To review the use of exclusion within the school, following the guidance in the Welsh Government's guidance document no: 171/2015 'Exclusion from Schools and Pupil Referral Units' (issued April 2015).
2. To consider exclusions in accordance with the timescales prescribed in the above Welsh Government guidance document.
3. To consult with the Council's Exclusion Officer on all aspects of the exclusion and the application of the *above* Welsh Government guidance document.
4. To make recommendations to the school on any procedural issues identified during the consideration of exclusions.
5. To review the pupil discipline policy as appropriate and make recommendations to the governing body for discussion and ratification.

### General

1. The committee has full decision making powers. In the case of permanent exclusions, decisions are subject to appeal to an independent appeal panel.
2. All committee members have a duty to declare any conflict of interest before agreeing to hear any case.
3. All committee members must ensure that they do not breach confidentiality.
4. Seek professional advice from the Local Authority, Diocesan Authority or others as necessary.
5. Attend relevant training as required.

## Finance, Personnel & Premises/Health and Safety

<b>General</b>	<p>The purpose of this committee is to:</p> <ul style="list-style-type: none"> <li>● Undertake financial monitoring, policy and planning functions in line with the governing body's financial regulations and the Local Authority's Financial Procedures Rules for Schools</li> <li>● To consider and review all matters relating to personnel, staff provision, performance management, continual professional development and procedures for staff recruitment, selection and appointment</li> <li>● To consider and review all matters relating to the premises, grounds and facilities of the school, including Health and Safety and Safeguarding matters.</li> </ul>
<b>Membership</b>	<p>The committee shall consist of <b>five</b> governors plus the Headteacher appointed by the governing body.</p> <p>The governing body may co-opt members to the committee and give them voting rights. The majority of members must be governors.</p>
<b>Quorum</b>	Three Governors.
<b>Meeting</b>	The committee shall meet at least once a term and as required.
<b>Disqualification</b>	None.
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>● Governors employed by the school if/when pay is discussed</li> <li>● Governors who have a conflict of interest/pecuniary interest</li> </ul>
<b>Chair</b>	Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils cannot be a chair of the committee.
<b>Clerk</b>	Although not mandatory, it is recommended that a clerk be appointed. Minutes of all meetings will be taken by the clerk and a copy made available at the school. The clerk may be the same person who clerks the governing body or someone different. The recommendations / decisions of the committee will be brought to the full governing body for information/ratification.
<b>Delegated Powers</b>	<ul style="list-style-type: none"> <li>● Finance functions as detailed in the school's financial regulations</li> </ul> <p><b>Other powers to be determined by the governing body, examples could include:</b></p> <ul style="list-style-type: none"> <li>● Staff appointments in agreed staffing structure (excluding Headteacher and Deputy Headteacher positions)</li> <li>● To arrange professional surveys and emergency work as necessary</li> <li>● Approval of relevant policies and procedures (as determined by the Governing Body)</li> </ul>

### Terms of Reference

#### Finance

1. Ensure that the school operates within the governing body's Financial Regulations and Financial Procedures Rules for Schools and considers annually the limits of financial delegation.
2. Provide scrutiny and guidance to the Headteacher and governing body in all matters relating to budgeting and finance.
3. Consider and advise the governing body in relation to decisions required on the annual estimates of income and expenditure.
4. Ensure resources are managed in an effective and efficient manner.
5. Ensure that expenditure of the school's finances reflects the School Improvement Plan, where appropriate.
6. Monitor staffing levels in line with the budget
7. Implement pay policies
8. Agree a framework and level of charges payable to the school for the use of school premises and annually review all charges levied by the school.
9. Oversee medium and longer term financial planning and resourcing in the context of trends in numbers on roll, the school improvement plan and the policies and objectives of the school.

10. Prepare and agree a financial statement for inclusion in the Governors Annual Report.
11. Monitor spending against budget and income during the financial year on a regular basis and report on significant issues to the governing body.
12. Ensure that school accounts are maintained accurately to facilitate external audits and ensure that auditors' recommendations are implemented as appropriate.
13. Prepare and present the draft annual budget to the full governing body for consideration and approval by 15th May each year.
14. Authorise expenditure and virement of monies within the approved budget range as detailed in the school's financial regulations and make recommendations to the full governing body as appropriate.
15. Ensure all service level agreements and contracts are considered and managed appropriately in line with procurement procedures and budget ranges detailed in the school's financial regulations and in consultation with appropriate committees.
16. Ensure an annual audit of the school fund is undertaken by an independent person and the results are reported annually to the full governing body.
17. To approve virement up to a limit of £3000, with the option for Head **and** Chair of Finance to make decisions up to £5000.

### **Personnel**

18. Ensure that each school is staffed sufficiently to fulfil the School Development Plan and the effective operation of the school.
19. Monitor staffing levels and costs in line with the budget.
20. Regularly review the staffing structure, in consultation with the Headteacher and Finance Committee
21. Recommend to the governing body staff selection procedures, ensuring that they conform to safer recruitment practice and to review these procedures as necessary.
22. Involvement in the appointment of staff as appropriate.
23. To consider employee contract requests.
24. Consider and review staff absences and ensure that the attendance and wellbeing policy is being implemented effectively
25. Ensure staffing procedures (including recruitment procedures) follow equalities legislation.
26. Ensure performance management processes are in place for all staff, including the Headteacher.
27. Implement pay policies for all staff.
28. Consider opportunities to deploy staff across the school to ensure that skills are best used and developed.

### **Premises/Health and Safety**

29. Provide support to the Headteacher and governing body on all matters related to Health and Safety, Safeguarding, security, the school premises and grounds.
30. Comply with the school's Health and Safety Policy, including the monitoring and review of the policy and procedures and ensure that actions are taken in respect of relevant health and safety legislation.
31. Ensure the school's Safeguarding Policy is up to date and that governors understand their roles and responsibilities with regard to keeping children safe.
32. Prepare in collaboration with the school's management an annual statement of priorities for maintenance, refurbishment and development.
33. Ensure that the school obtains "best value" in the services provided.
34. Formulate, monitor and evaluate the school's policy for letting premises.
35. Monitor and control the school's energy costs and needs.
36. Keep the school's Health and Safety Policy and procedures under continuous review, as guided by the LA.
37. Support the role of the link governors for Health & Safety and Safeguarding.
38. Ensure that the Governing Body's responsibilities regarding litter are discussed under the Environmental Protection Act 1990
39. Ensure that the Governing Body's responsibilities regarding accessibility are discharged under the relevant acts.

## **General**

40. Act on matters delegated by the full governing body.
41. Liaise and consult with other committees where necessary.
42. Contribute to the School Improvement Plan/Post Inspection Action Plan.
43. Consider and recommend the adoption/revision of relevant policies to the full governing body.
44. Consider safeguarding and equalities implications when undertaking all committee functions.
45. Seek professional advice from the Local Authority, Diocesan Authority or others as necessary.
46. Attend relevant training as required.

## Staff Disciplinary and Dismissal Appeal

<b>General</b>	<p>The purpose of this committee is to consider any appeals in respect of:</p> <ul style="list-style-type: none"> <li>(i) decisions taken by the staff disciplinary and dismissal committee, in accordance with the school's procedure</li> <li>(ii) appeals against sanctions imposed by the headteacher through lesser misconduct procedures</li> <li>(iii) appeals against sanctions imposed at Stages 1 and 2 of the capability procedure</li> <li>(iv) appeals against selection for redundancy.</li> </ul>
<b>Membership</b>	<p>The committee shall consist of not less than three governors appointed by the full governing body. The Headteacher cannot be a member of the committee. It is also not advisable for the Chair of Governors to sit on this committee.</p> <p>Where allegations are made against a member of staff that involves child protection issues, the committee must include not less than two governors and an independent governor who is not a member of the governing body (the full governing body will be required to meet to appoint the non-governor member). The independent governor will be given voting rights but cannot be appointed as chair of the committee.</p>
<b>Quorum</b>	Three governors or two governors plus an independent governor for child protection allegations.
<b>Meeting</b>	The committee shall meet as required.
<b>Disqualification</b>	The Headteacher. Associate Pupil Governors. Governors involved in the first disciplinary and dismissal committee relating to the appeal.
<b>Restrictions</b>	<p>It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.</p> <p>Any member of the committee who may be tainted or has a direct interest or involvement in the case in question.</p> <p>Teacher and staff governors and any other member of staff who may be a governor.</p>
<b>Chair</b>	<p>Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils cannot be a chair of the committee.</p> <p>The chair is responsible for setting the arrangements and order of business for the day of the hearing.</p>
<b>Clerk</b>	<p>This committee is required in law to have a clerk. The clerk may be the same person who clerks the governing body or someone different. Given the confidential nature of the issues being discussed, it is preferable that a member of school staff is not the clerk for this committee. The clerk should also record the discussion and decision of the chair of governors and Headteacher or chair and governors and another governor when they receive an investigation report.</p>
<b>Delegated Powers</b>	Full delegated powers for decisions.

### Terms of Reference

1. To consider any appeal that has arisen from a decision of the staff disciplinary and dismissal committee following the School Discipline Policy and Procedure adopted by the Governing Body. This could also include:
  - appeals against decisions made and sanctions imposed by the Headteacher through the lesser misconduct procedure
  - appeals against any sanctions imposed in Stages 1 and 2 of the capability procedure
2. To consider and make decisions about appeals relating to redeployment and redundancy, in accordance with the school's procedure for Redeployment and Redundancy.

3. To ensure the membership of the committee is properly constituted and impartial and that members have no direct interest in the case being considered.
4. To consult with Cardiff Council's HR People Services on all aspects of the case and to have regard to the advice provided on the correct application of the Appeals Procedure as detailed in the School Discipline Policy and Procedure adopted by the Governing Body.
5. To ensure that an outcome is reached from the committee hearing including:
  - accept the appeal and remove the sanction imposed;
  - accept the appeal and impose a lesser sanction; or
  - reject the appeal and confirm the sanction imposed;
6. To make recommendations to the school on any procedural issues identified during the consideration of disciplinary appeal cases.

### **General**

1. The committee has full decision making powers. The decision of the appeal committee will be final.
2. All committee members have a duty to declare any conflict of interest before agreeing to hear any case.
3. All committee members must ensure that they do not breach confidentiality.
4. Seek professional advice from the Local Authority, Diocesan Authority or others as necessary.
5. Attend relevant training as required.

## Staff Disciplinary and Dismissal

<b>General</b>	The purpose of this committee is to deal with staff disciplinary and dismissal matters, in accordance with the school's relevant procedures.
<b>Membership</b>	<p>The committee shall consist of not less than three governors appointed by the full governing body. The Headteacher cannot be a member of the committee. It is also not advisable for the Chair of Governors to sit on this committee.</p> <p>Where allegations are made against a member of staff that involves child protection issues, the committee must include not less than two governors and an independent governor who is not a member of the governing body (the full governing body will be required to meet to appoint the non-governor member). The independent governor will be given voting rights but cannot be appointed as chair of the committee.</p>
<b>Quorum</b>	Three governors or two governors plus an independent governor for child protection allegations.
<b>Meeting</b>	The committee shall meet as required.
<b>Disqualification</b>	The Headteacher. Associate Pupil Governors.
<b>Restrictions</b>	<p>It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.</p> <p>Any member of the committee who may be tainted or has a direct interest or involvement in the case in question.</p> <p>Teacher and staff governors and any other member of staff who may be a governor.</p>
<b>Chair</b>	<p>Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils cannot be a chair of the committee.</p> <p>The chair is responsible for setting the arrangements and order of business for the day of the hearing.</p>
<b>Clerk</b>	This committee is required in law to have a clerk. The clerk may be the same person who clerks the governing body or someone different. Given the confidential nature of the issues being discussed, it is preferable that a member of school staff is not the clerk for this committee. The clerk should also record the discussion and decision of the chair of governors and Headteacher or chair of governors and another governor when they receive an investigation report.
<b>Delegated Powers</b>	Full delegated powers for decisions.

### Terms of Reference

1. To consider all staff disciplinary matters that could result in dismissal or cannot be otherwise delegated to the Headteacher, following the School Discipline Policy and Procedure. adopted by the Governing Body. This could include cases involving child protection allegations or a referral at Stage 3 of the capability procedure.
2. To consider and make decisions about matters relating to redeployment and redundancy, in accordance with the school's procedure for Redeployment and Redundancy.
3. To ensure the membership of the committee is properly constituted and impartial and that members have no direct interest in the case being considered.
4. To consult with Cardiff Council's HR People Services on all aspects of the case and to have regard to the advice provided on the correct application of the School Discipline Policy and Procedure adopted by the Governing Body.
5. To consider all the evidence presented including the investigation report and any evidence from witnesses and reach balanced decisions based on evidence.

6. To ensure that an outcome is reached from the committee hearing including:
  - the allegation is unproven and no action is taken; or
  - the misconduct constitutes lesser misconduct and an appropriate sanction is given; or
  - the misconduct constitutes gross misconduct and an appropriate sanction is given which may be dismissal.
7. To make recommendations to the school on any procedural issues identified during the consideration of disciplinary cases.

#### **General**

1. The committee has full decision making powers. Decisions it makes are subject to appeal, which will be heard by the staff disciplinary and dismissal appeal committee.
2. All committee members have a duty to declare any conflict of interest before agreeing to hear any case.
3. All committee members must ensure that they do not breach confidentiality.
4. Seek professional advice from the Local Authority, Diocesan Authority or others as necessary.
5. Attend relevant training as required.