

# St. Thomas of Canterbury Catholic Academies Trust



**Thomas Becket  
Secondary**



**St. Gregory's  
Primary**



**St. Mary's  
Primary**



**The Good  
Shepherd  
Primary**

## Local Governing School Committees

### Terms of Reference

#### Introduction

The development of governance is crucial to the long-term sustainability and ambition of the schools in the St Thomas of Canterbury Catholic Academies Trust.

Under this new Multi-Academy Trust, each school is required to establish a School Committee which will undertake aspects of the roles and responsibilities of some of the operational governance requirements and thus inform and support the work of the Trust Board. The MAT will delegate responsibilities in proportion to the strength of each individual Academy (school), increasing the levels of delegation as schools improve. This schedule outlines full delegation and the Trust Board must identify which functions are delegated for each school. (Mark in allocated boxes for each school) This schedule may be updated at any time with the agreement of the Trust Board. For greater detail to support this schedule reference should be made to the Governance Handbook November 2015 ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/481147/Governance\\_handbook\\_November\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf))

#### Separation of Functions

##### Members

- determine constitution
- oversee the Directors
- recognise any strategic partnerships
- delegate governance and management responsibility to the Directors (acknowledging the Bishop's right to appoint and remove Directors where necessary)

##### Directors

- determine strategic vision and overarching strategic plan
- provide strategic leadership and governance
- provide challenge and support to senior leaders
- develop and decide strategic and operational policies
- facilitate collaboration
- co-ordinate and oversee shared services and resources
- develop and oversee the implementation of action plans
- set performance benchmarks
- determine curriculum priorities
- set overall Trust budget and approve of Academy budgets
- monitor expenditure in accordance with appropriate authorisations
- develop and implement a risk management strategy
- determine the Trust's reserves/contingency policy

- ensure appropriate insurance or risk cover is put in place
- undertake recruitment and performance management of head teachers and other senior leaders
- develop shared staff training programmes and opportunities for professional development
- support the development and building of leadership and governance capacity at Academy level
- approve of site and asset management strategy
- oversee any significant capital expenditure and building projects
- approve of all funding applications
- decision maker for all appeals

#### **Members of Local Governing Academy Committee**

- ensure implementation of strategic vision
- support senior leadership team and ensure the Academy works within its budget and implements the Trust risk and financial management policies
- support the senior leadership team in the development and review of an appropriate staffing structure
- where appropriate, support the head teacher in the recruitment and performance management of strategic personnel
- promote collaboration with other Academies in the Trust
- develop and review delegated local Academy policies (e.g. admissions, pupil behaviour, safeguarding)
- provide advice and feedback to the Directors, ensuring the Academy is meeting the needs of its community
- support the senior leadership team in relation to curriculum and budgeting priorities
- support the senior leadership team in monitoring pupil process and analysing performance data
- support the implementation of any Academy plan, focussing particularly on school performance targets
- undertake all and any appropriate community consultation
- provide a point of contact for parents, carers and other members of the local community
- maintain effective links with the school community and the wider local community

## Terms of Reference for Local Governing Academy Committees

<b>1. Conduct</b>
Members of each local governing committee will be required to: <ul style="list-style-type: none"><li>• Agree and support a governance Code of Conduct</li><li>• Commit to undertake training and development</li><li>• Support the Catholic ethos of the school</li><li>• Become “active governors” through attendance at meetings and engaging in school visits to gain knowledge and understanding of the work of the school as well as verifying and monitoring policies and practice.</li><li>• Provide timely reports of visits and engagement which may be used to support evaluations by the headteacher when reporting to the Board.</li></ul>
<b>2. General</b>
Members of each local governing committee will be required to: <ul style="list-style-type: none"><li>• Ensure that the Catholic ethos, culture and traditions of the Trust are maintained and developed in keeping with the educational mission of the Catholic Church</li><li>• Ensure any actions recommended in inspections carried out in pursuance of Ofsted Section 48 and Section 5 of the Education Act 2005 are addressed</li><li>• Adopt and comply with Trust Board Policies and ensure delegated policies are up to date and implemented.</li><li>• Ensure Trust and Local school policies and procedures, are implemented within and across all schools.</li><li>• Monitor health and safety and safeguarding arrangements.</li><li>• Ensure implementation of the school’s curriculum plans and effective arrangements for teaching and learning.</li><li>• Monitor the school’s operational outcomes and financial performance.</li><li>• Follow Trust policies and procedures for any extended School and business activities.</li><li>• Ensure the Pupil Premium is spent appropriately and its impact is evaluated, with a report presented to the Trust Board.</li><li>• Ensure that the school’s website is compliant.</li></ul>
<b>3. Parents and Stakeholders</b>

Members of each local governing committee will be required to:

- Ensure that there is effective communication and relationship with parents and carers of pupils attending the School and to work with them in their role as primary educators of their children.
- Nurture relationships with the partnership schools in the Trust and other local schools, parishes, agencies and businesses; the wider neighbourhood community to enhance the quality of education provided for its pupils.
- Engage in consultation with stakeholders on the school's policies, procedures and performance and report developments and changes in these areas to the Trust Board.
- Provide evaluative feedback and supporting evidence to the Trust Board on the impact and effectiveness of the Trust's aims and objectives; policies; targets; and plans.

#### 4. Achievement, curriculum and outcomes

Members of each local governing committee will be required to:

##### 4.0

- Monitor that the curriculum is appropriate, promotes spiritual, moral, cultural, mental and physical development of pupils.
- Evaluate whether it prepares pupils for opportunities, responsibilities and experience of later life
- Check that there is sufficient teaching time for pupils to cover statutory requirements.

Ensure that the relevant statutory assessments are adhered to and implement that courses lead to recognised qualifications, i.e, GCSE, and A Levels

##### 4.1

Challenge school leadership to demonstrate that teaching and learning at least consistently leading to improved outcomes for pupils.

##### 4.2

- Challenge leadership with regard to pupil performance asking relevant and appropriate questions relating to the progress and attainment of pupils over time, how this information compares to similar schools and national expectations. Members should be familiar with using benchmarking information (including Ofsted and Governor Dashboards, RAISE online and Age Related Expectations)

Interrogate pupil performance of groups so that a clear evaluative report can be presented to the Trust Board through the interrogation of the trust wide standards committee. (Most Able', Special Education Needs and Disabilities (SEND), Ethnic Minority, Disadvantaged/Pupil Premium children and others to be determined e.g. Children with English as an additional language (EAL), Children Looked After, by gender, by birth date etc.

##### 4.3

- Monitor the school's behaviour, safety and guidance of pupils

- Monitor and review the school's processes for ensuring that pupils feel safe and listened to.
- Review the school's actions to tackle bullying including cyber-bullying.
- Monitor and review pupils' conduct in lessons (Behaviour for Learning) and around the school and report annually to the Trust Board.
- Monitor and review the extent to which pupils adopt healthy lifestyles.

Monitor and review the school's transition arrangements.

4.4

- Ensure that the Study programmes post-16 aid progression to a higher level than students' prior attainment; include substantial qualifications that provide a recognised route into employment, or higher education; require students to work towards GCSE A\*-C grade in mathematics and English; and provide genuine work experience to help students get the experience and skills they will need for future work or education.
- That funding is per student rather than per qualification. This allows for more innovation and flexibility to meet the needs of all students, including those with learning difficulties and/or disabilities.

4.5

- Monitor school leaders and teachers to ensure that they promote the cultural development of their pupils through the spiritual, moral, cultural, mental and physical development education requirements.
- Ensure that schools provide music and art and design as part of their curriculum for all pupils aged 5 to 14; drama is also present within the national curriculum, and dance is a statutory element of the PE programmes of study.
- Ensure that the secondary school provides sex education as part of the basic school curriculum. This includes education about HIV and AIDS and other sexually transmitted diseases. Ensure that all schools teach human growth and reproduction as set out in the statutory national curriculum for science.
- Monitor that the taught curriculum ensures that sex education has due regard to moral considerations and the importance of family life and the teachings of the church.
- Ensure that high-quality physical education curriculum inspires all pupils to succeed and excel in competitive sport and other physically demanding activities. (It should provide opportunities for pupils to become physically confident in a way that supports their health and fitness.)
- Monitor and report to the Trust about the provision and impact of the PE and sport premium for primary schools through the Trust wide standards committee (The premium must be used to fund additional and sustainable improvements to the provision of PE and sport, for the benefit of primary-aged pupils, in the 2015 to 2016 academic year, to encourage the development of healthy, active lifestyles.)

4.6

- Ensure schools teach religious education (RE) and fulfil the requirements to comply with Section 48 inspections.
- Monitor the provision for Chaplaincy and collective worship so that there is a daily act of

Catholic collective worship for their pupils and regular opportunities for prayer, liturgy and worship.

- Ensure that headteachers do not allow the promotion of one- sided political views. This applies both to the teaching of any subject and to extra- curricular activities at the school where political issues are shared.

Ensure that for careers advice for secondary age pupils the school leaders follow the DfE guidance as a statement of good practice. (See Governance Handbook p.42)

4.7

Ensure that school leaders adhere to EYFS requirements for both learning and development, and safeguarding and welfare provision for children from birth to five.

4.8

Ensure all statutory requirements are met with regard to provision for pupils with SEN. (A link member should provide challenge and monitor provision regularly and with rigour. Reference to detailed requirements can be found in the governance handbook, p 43-47)

4.9

Ensure that schools implement the legal assessment procedures in the primary and secondary schools.

## 5. Policies

Members of each local governing committee will be required to:

- Ensure that Pay, Appraisal Policy and other staff policies are implemented and evaluated
- Monitor that there is compliance with recruitment procedures for all staff including safeguarding processes.
- Monitor that leaders implement procedures for ensuring the health, safety, and well-being of staff.
- Challenge leaders to keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Encourage leaders to ensure that appropriate challenge and support is put in place so that personnel weaknesses are tackled decisively and statutory responsibilities are met.
- Support the headteacher to maintain up to date policies specifically those statutory policies that have been delegated to the headteacher or committee.
- Monitor Safeguarding policies and practice and report annually to the Trust Board.

## 6. Finance

Members of each local governing committee will be required to:

- Draft the first formal budget plan of the financial year (In consultation with the Board)
- Establish and maintain an up to date medium term financial plan.
- Consider the financial performance of the school and report significant anomalies from the anticipated position to the Trust.
- Ensure that the school operates within the financial regulations set by the Department for Education.
- Make decisions in respect of contracts below the limits delegated by the Trust.
- Make decisions on expenditure following recommendations from the Trust.
- Monitor financial probity within the school and inform the Trust of any significant unplanned expenditure and discuss options for available funding.
- Develop risk management strategies and follow the Value for Money procedures.

#### 7. Premise

Members of each local governing committee will be required to:

- Identify priorities, including Health and Safety, for the maintenance and development of the school's premises.
- Oversee arrangement for repairs and maintenance
- Make recommendations to the Trust through the Trust wide finance and premises committee on premises-related expenditure and bids.
- Oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to policy.
- Be responsible for monitoring the security of the premises.
- Be responsible for monitoring and developing the learning environment for pupils and working environment for staff.
- Oversee and monitor the school's arrangements for trips and visits in line with the school's policy and procedure.
- Establish with the Trust Members and keep under review a Building Development/Maintenance Plan; Accessibility Plan; and Asset Management Plan.

Date: \_\_\_\_\_12/04/2016\_\_\_\_\_

Chair of Trust Board: Mgr.K MGinnell\_\_\_\_\_

(Signed copy held by clerk: Teresa Elkin)