

TERMS OF REFERENCE

MARIA FIDELIS CATHOLIC SCHOOL, FCJ GOVERNING BODY

Membership

As set out in the Instrument of Government.

Quorum

The quorum for Governing Body meetings is half of the governors in post rounded up, Staff Governors are counted towards the quorum provided they do not exceed 1/3 of the governors attending the meeting.

Clerking

The Governing Body has appointed Lena Seed as Clerk to the Governing Body.

Meetings

The Governing Body will meet at least 5 times per academic year. Additional meetings, including extraordinary meetings, may be called at short notice to approve or opine on matters that cannot wait until the next regularly scheduled meeting.

General

The strategic role of the Governing Body includes, but is not limited to :

- Ensuring the vision, ethos and strategic direction of the school are clearly defined;
- Ensuring the headteacher performs their responsibilities for the educational performance of the school
- Ensuring the sound, proper and effective use of the school's financial resources
- Sustaining the Catholic identity of the school by promoting Church teaching through active cultivation of the FCJ Vision and Values across all aspects of school life.

A governing body and its governors **must**, as required by [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, regulation 6\(2\)](#):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Specific

The powers of the Governing Body are set out in the Governance Guidance: [Maintained schools governance guide - Guidance - GOV.UK \(www.gov.uk\)](#) . The following are reserved to the Governing Body:

1. Appointing, suspending and removing Governors who are not Foundation Governors
2. Appointing and removing the Clerk to the Governing Body
3. Electing and removing the Chair and Vice-Chair of Governors
4. Appointing Link Governors and Governors with Specific Roles (e.g. Safeguarding)
5. Reviewing, amending and approving Committee Terms of Reference and the Scheme of Delegation
6. Noting changes to the legal status of the school or governing body as set out in regulations (e.g. change of Instrument) as agreed by the Gaudete Trust
7. Seeking a determination from the requirements on collective worship
8. Approving the first formal budget of the financial year
9. Approving a statement of expenditure and income for the preceding financial year for submission to the local authority
10. Establishing and maintaining an up to date three-year financial plan
11. Appointing the Headteacher and Deputy Headteacher(s), including organising recruitment committees as required, subject to ratification by the Gaudete Trust
12. Approving recommendations from FP&S Committee regarding staff pay and progression
13. Appointing Associate Governors, if any

For the avoidance of doubt, any power not explicitly delegated by the Governing Body in its scheme of delegation or policy framework is reserved to the Governing Body. This includes all requirements within the Scheme for Financing Schools.

Statutory policies that must be approved by the Governing Body are set out in the policies schedule to be approved at the first FGB of the year.

Other documents that can only be altered with the approval of the Governing Body Instrument of Government

School Vision Statement

Strategic Plan

Schools Financial Value Statement (SFVS)

School Development Plan

Staffing Structure

Terms of Reference and Scheme of Delegation

Standing Orders

Code of Conduct for Governors

Terms of Reference for the Governing Body plus all committees and panels agreed by the Governing Body on 22nd September 2025

The terms of reference of the Governing Body plus all committees and panels will be agreed annually by the Governing Body

FINANCE, PREMISES AND STAFFING COMMITTEE

Membership

The Finance, Premises & Staffing (FP&S) Committee will comprise no fewer than three non-staff governors plus any associate members as agreed from time to time by the Governing Body. The membership is agreed at the first full meeting of the board of the academic year and is recorded on Governor Hub.

Quorum

The quorum for meetings of the Committee is **3 (or more)** governors who are not staff members.

Clerking

Normally, the Clerk for the Governing Body will minute the discussions at the FP&S Committee meeting. If the Clerk is not available or is otherwise unable to perform this function, a substitute from the school staff may be asked to record the minutes on an *ad hoc* basis.

Chair

The Committee Chair (or Co-Chairs) will be elected by the FP&S Committee annually.

Meetings

The Committee will meet at least 3 times per year (at least once per term), normally in advance of the main Governing Body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

1. To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation of the school and enable the Governing Body to fulfil its strategic role.
2. To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and other data, reporting or making recommendations to the full Governing Body.
3. To review school policies where needed, having regard to changes in legislation and any relevant guidance issued by the Secretary of State, and to approve amendments, report to, or make recommendations to the full Governing Body as appropriate.
4. To consider recommendations from relevant external reviews for example audits, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Body.
5. To monitor the school's safeguarding procedures as they relate to the Committee's specific area of responsibility, and to ensure that any shortcomings are identified and addressed.
6. To take appropriate action on any other relevant matter referred by the Governing Body.

Specific

The FP&S Committee will oversee

1. the school's finances, ensuring that the school operates within the financial

regulations of the local authority, school finance policy and procurement code and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;

2. the allocation of funds within the school, ensuring that value for money is achieved, including in the use of the Pupil Premium;
3. the maintenance and development of the school site and premises;
4. the monitoring of risks, both long-term and short-term, and calibration of their likelihood, potential impact on the school and steps that can be taken to mitigate each risk, and the overall risk level taking into account mitigating factors; and
5. the implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted as appropriate, and all legal requirements fulfilled.

In particular the FP&S Committee will:

Finance

1. keep under review the school's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the Headteacher for the day-to-day financial management of the school;
2. receive a budget monitoring report at least termly, showing budget, actual to date, predicted future income and expenditure, and ensure that any appropriate action is taken and report to the full Governing Body on the current position;
3. agree medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the Governing Body
4. prepare and present to the Governing Body for ratification an annual budget reflecting priorities in the school development plan;
5. monitor the use and impact of the school's pupil and sports premium allocations in overcoming barriers to learning and pupil progress;
6. undertake financial benchmarking against other similar schools, identifying key differences at the school vs. comparators and understand the reasons why;
7. review the SFVS annually and ensure that any actions required are taken in response to any identified shortfalls;
8. recommend the revised SFVS to the Governing Body for approval;
9. establish and keep under review procedures and policies for governors to claim allowable expenses
10. Review and agree the Financial Risk Register on an annual basis or more frequently if required

The Committee has the following delegations in relation to finance, procurement and audit

Finance

1. agree to write-off debt over £100 and under **£1000**;
2. agree to the disposal of non-capital assets valued at over £1000 and under **£100,000**;
3. agree expenditure of between **£25,000 and £100,000**
4. agree virements (transfers between budget headings/cost centres) of between **£25,000 and £100,000**
5. ensure that the inventory of non-movable capital assets is reviewed at least annually

Procurement

1. agree the award of contracts for service whose value exceeds **£25,000**, and keep under review the effectiveness and value for money of all contracts;
2. review tenders for any contract with a value exceeding **£25,000** and agreed the award of the contract
3. compile the list of contractors who will be invited to tender for contracts whose value is more than **£25,000** and less than **£100,000**
4. ensure that a register of contracts is in place and reviewed at least bi-annually

Audit

1. ensure that appropriate records of Voluntary and Private Funds are kept and reviewed annually;
2. monitor the implementation of any audit or external inspection recommendations.

Premises, health and safety

1. draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the Governing Body;
2. monitor progress of ongoing capital projects;
3. agree the lettings and charges policy for the use of school premises by third-parties;
4. agree the health and safety and emergency procedures and policies and keep these under review, ensuring that necessary checks and assessments are carried out and prioritised for action;
5. lead on the Governing Body's role in relation to premises management and compliance with statutory requirements.

Staffing

1. review the existing and proposed staffing and structures (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
2. review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence, pay and exit interview - ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document and relevant professional standards and that staff are consulted and informed appropriately;
3. review the appraisal / performance management policy and how staff objectives and CPD are linked to school improvement priorities;
4. review the pay progression of all staff members below the Headteacher on an anonymised basis and make recommendations to the Governing Body;
5. consult with the Headteacher and school business manager and then recommend to the Governing Body the procedure for filling vacancies and making staff appointments below the Leadership Group;
6. ensure that the school complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and professional development and report any emerging issues to the Governing Body;
7. ensure the school complies with the latest requirements in relation to safer recruitment and associated safeguarding procedures;
8. consider any issues referred by the Headteacher outside any scheme or policy adopted by the Governing Body;

Statutory policies and documents and those prioritised by the GB. Statutory policies and documents which the Committee has delegated powers to approve are set out in the policies schedule.

Governing Body

HEADTEACHER'S APPRAISAL/PERFORMANCE MANAGEMENT PANEL

Membership

The Performance Management Panel (the Panel) will comprise 3 members (**no fewer than 2 governors**).

The membership is agreed at the first full meeting of the board of the academic year and is recorded on Governor Hub.

Quorum

The quorum for meetings of the Panel is **2** governors who are not staff governors and not parent governors.

Clerking

The Camden Performance Partner (CPP) will normally take notes at the meeting and then circulate a summary of the meeting and agreed outcomes to the other Panel members.

Chair

The Chair will be appointed by the /elected by the Panel annually.

Meetings

The Panel will meet **at least twice annually**

Specific responsibilities

1. carry out the Headteacher's interim and annual performance management and make a decision in relation to pay progression, and;
2. set targets for the following year for the Headteacher.

***External Adviser and Headteacher will withdraw for discussion of pay awards.**

Model Terms of Reference

CURRICULUM COMMITTEE

Membership

The Curriculum Committee will comprise no fewer than three non-staff governors plus any associate members as agreed from time to time by the Governing Body. The membership is agreed at the first full meeting of the board of the academic year and is recorded on Governor Hub.

Quorum

The quorum for meetings of the Committee is **3 (or more)** governors who are not staff members.

Clerking

Normally the PA to the Headteacher will take notes and write the minutes of Curriculum Committee meetings. If the Headteacher's PA is not available or is otherwise unable to perform this function, a substitute from the school staff may be asked to record the minutes on an *ad hoc* basis.

Chair

The Committee Chair (or Co-Chairs) will be elected by the Committee annually.

Meetings

The Committee will meet at least 3 times per year (at least once per term), normally in advance of the main Governing Body meeting, with additional meetings as necessary

General: the Curriculum Committee has the following responsibilities:

1. To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation of the school and enable the Governing Body to fulfil its strategic role. [Reserved for FGB.]
2. To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and other data, reporting or making recommendations to the full Governing Body.
3. To review school policies where needed, having regard to changes in legislation and any relevant guidance issued by the Secretary of State, and to approve amendments, report to, or make recommendations to the full Governing Body as appropriate.
4. To consider recommendations from relevant external reviews for example audits, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Body. [Reserved for FGB]
5. To monitor the school's safeguarding policies and procedures as they relate to the Curriculum Committee's specific area of responsibility, and to ensure that any shortcomings are identified and addressed.
6. To take appropriate action on any other relevant matter referred by the Governing Body.

Specific

The Curriculum Committee will scrutinise pupil progress and achievement, quality of teaching to ensure the school provides a high quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, meeting all pupil needs and legal requirements.

In particular the Curriculum Committee will:

Curriculum and Standards

1. recommend / report to the Governing Body on pupil progress and attainment
2. lead the review and quality assurance of the school's curriculum and assess proposed changes and report to the Governing Body
3. monitor school based, local and national performance data and reports (e.g. Analyse School Performance, Inspection Dashboard, school reviews), evaluating progress and achievement and analysing the performance of different groups and subjects [Reserved for FGB]
4. keep under review the quality of teaching and learning and the professional development needs of staff;
5. review and agree the school's remote learning offer, including its virtual learning environment and associated policies including marking, teaching and safeguarding;
6. keep under review the SEND policy, monitor provision and ensure that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
7. monitor and evaluate the progress and attainment of significant, vulnerable or low attaining groups within the school e.g. SEND pupils, children eligible for free school meals, looked after children and young carers; [Reserved]
8. monitor and evaluate the effectiveness of interventions; [Reserved]
9. keep under review policies and provision for sex and relationships education, religious education and collective worship and make recommendations to the Governing Body as necessary;
10. ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress;
11. agree holiday dates and any changes to school session times.

Extracurricular activities

1. determine, monitor and evaluate the range and the impact of extended activities on pupil learning;
2. determine, monitor and evaluate the charging policy for school activities;

Behaviour and attendance

1. agree and keep under review policies designed to promote good behaviour and discipline within the school and any associated policies e.g. anti-bullying,
2. monitor the implementation and evaluate the outcomes of behaviour policies and practices e.g. the impact on exclusions in the school, the ethnic and gender make-up of excluded pupils, the impact on pupil learning and personal development;
3. monitor attendance and evaluate the strategies in place to maximise it

Safeguarding

1. keep under review the child protection/safeguarding policy to ensure that it meets all requirements and make recommendations to the Governing Body to address any emerging issues,
2. monitor and evaluate the effectiveness of safeguarding procedures,
3. promote and monitor the safeguarding culture within the school.

Engagement and community

1. keep under review the way in which pupil views are taken into account, including the school council; receive reports from or on behalf of the student council at least twice per year;
2. monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations;
3. monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the publication of information on the school website, complaints procedure and home-school agreement (if one exists)
4. monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion;
5. monitor the range of the extended school offer, including after school clubs, school performances and visits, and evaluate its impact;

Statutory policies and documents are set out in the policies schedule.

PUPIL DISCIPLINARY PANEL

Membership

A Pupil Disciplinary Panel (a Disciplinary Panel) will be called as and when required from eligible members of the Governing Body, of whom at least 2 will be called to serve. No governor will be qualified to serve if s/he has a connection with the pupil, family, or the incident which could affect the ability to act impartially. Normally staff governors will not serve, though they may substitute for another panel member if a conflict (or the appearance of one) emerges and there is insufficient time to recruit a replacement governor as a panel member.

The Disciplinary Panel will normally be clerked by the PA to the Headteacher, or if not available, another member of school staff.

The Chair (or Co-Chairs) of the Disciplinary Panel will be decided by the panel members at or prior to each Disciplinary Panel meeting.

Quorum:

The quorum for meetings of the Disciplinary Panel is two qualifying governors

Meetings:

The Disciplinary Panel will meet as and when required

Specific

1. To consider the patterns of behaviour and general circumstances of any such pupil and the results of any interventions that have been put in place by school or other bodies;
2. To receive representations made by parents or carers whose child is at risk of being permanently excluded;
3. To gather the views of the parents/carers, any external professional support (e.g., social workers, youth justice workers, others) regarding the best way(s) forward for the pupil in question;
4. If appropriate, to suggest measures /strategies/interventions to change unacceptable behaviour; and
5. To ensure that the pupil and all parents/carers and representatives of external agencies understand that if the pupil wishes to remain at the school, the unacceptable behaviour must cease, and that if it persists, the pupil may be at risk of permanent exclusion from school.

PUPIL EXCLUSION PANEL

Membership

A Pupil Exclusion Panel (an Exclusion Panel) will be called as and when required from eligible members of the Governing Body, of whom 3 will be called to serve. No governor will be qualified to serve if s/he has a connection with the pupil, family, or the incident which could affect the ability to act impartially, or if s/he is a member of staff, or is a parent governor. In the case of an Exclusion Panel called to review a permanent exclusion that has been quashed by an Independent Review Panel (IRP) (described in #5 below), the members of such Exclusion Panel must be governors who did not serve on the original Exclusion Panel, and who are not parent governors. If necessary, governors may be recruited from other Camden schools or if necessary, schools beyond Camden.

The Exclusion Panel will normally be clerked by the PA to the Headteacher, or if not available, another member of school staff.

The Chair of the Exclusion Panel will be decided by the Panel members at or prior to each Panel meeting.

Quorum:

The quorum for meetings of the Committee is three qualifying governors

Meetings:

The Exclusion Panel will meet as and when required

Specific

1. To consider the behaviour, incidents and other evidence that led the Headteacher to recommend permanent exclusion of any such pupil;
2. To receive representations made by parents or carers whose child is at risk of being permanently excluded;
3. To hear the views of the parents/carers, other professional support (e.g., social workers, youth justice workers, others) regarding the situation of the pupil in question and response (if any) to interventions; and
4. To decide whether or not to uphold the Headteacher's recommendation to exclude permanently the pupil in question. If the permanent exclusion recommendation is not upheld, the pupil will be reinstated.
5. Where a previous Exclusion Panel's decision to uphold the permanent exclusion of a pupil is quashed by an IRP, to review the evidence regarding the Headteacher's decision to exclude permanently and the IRP's judgment and decide whether or not to readmit the pupil.