



OUR LADY OF THE WAYSIDE CATHOLIC PRIMARY SCHOOL LOCAL GOVERNING BOARD TERMS OF REFERENCE

The constitution of the OLAAS Local Governing Boards (LGB) is determined by the Our Lady and All Saints Catholic Academy Board of Directors. The LGB will act as a committee of the Board and will govern over their designated academy or academies.

LGB members, although not themselves Trustees of the charities, act at local level on behalf of the Board with delegated responsibilities. The LGB will be accountable to the Board of Directors.

The LGB must, in the exercise of its powers and undertaking of its duties and responsibilities consider any advice given by the MAC Directors. Along with any direction given by the DES in any of its undertakings.

Membership

The term of all Governor on the LGB will be 4 years, with the exception of Co-Opted Governors which will be a term of one year. The composition of the LGB shall be as follows:

Composition	Term of Office
At least 6 Foundation Governors - <i>1 reservation for the Parish Priest</i>	Four Years
2 Co-Opted Governors - <i>as long as there is a majority of two Foundation Governors in post.</i>	One Year
2 Parent Governors	Four Years
1 Staff Governor	Four Years
1 Head Teacher	Ex-Officio

Co-opted Governors to fulfil a specific skillset may be appointed.

The Head Teacher or equivalent may ask any member of their SLT to attend meetings with the agreement of the Chair.

Membership will include persons whose skills, experience and commitment contribute to the effectiveness of the LGB.

The process for recruitment and appointment will be transparent and inclusive. There should be good opportunities to meet prospective candidates before an appointment is made. Personal recommendations and references are important to the process, and a DBS check must be carried out. It is the responsibility of the Company Secretary to ensure that DBS checks are completed for all members.

During the recruitment process consideration should be given to the key skills and attributes required to effectively contribute to the operation of the LGB.

The LGB will have powers delegated to them by the Board of Directors to;

- Appoint their Chairperson – *It is a Diocesan requirement that both the Chair and Vice Chair are Foundation Governors*
- Approve local policies

The LGB must have a quorum of 3 members present in order to make any decisions. Fair and inclusive opportunity must be offered to all those present to contribute to difficult decision making before a final resolution is made by quorate vote. Where a poll is tied, the Chair will have the overriding vote.

The LGB will meet at least once per term as a Full Board and once per term as committee with a focus subject.

Agendas and papers will be circulated at least seven days in advance of the meeting. The LGB should ensure that the agendas include reports from any sub-committees and a rolling programme of policy review.

Safeguarding and Catholic Mission should be a standing item on all Head Teacher Reports.

The LGB will focus on standards in education throughout the school as the key component of each meeting.

Sub-Committees

Each committee must contain a majority of Governors, but it may also include other people the board chooses to appoint.

Committees will require a quorum of 3 Governors.

The Governance Professional to the Local Governing Board will undertake the clerking of the committee.

The committee minutes shall be included as an agenda item for information at the next full governing board meeting.

All decisions made by committees with delegated powers should be reported to the next meeting of the local governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first board /committee meeting of the academic year.

Reporting

- The minutes of all LGB and sub-committee meetings must be formally recorded and submitted to the Board of Directors as soon as is reasonably practical following the meeting.
- The minutes of all LGB meetings and sub-committees may be requested by Ofsted. The minutes form part of the evidence that inspection teams will use to judge the quality and cohesion of governance at local level and through to the Board of Directors.

Local Governing Board

The committee has responsibility delegated by the Board of Directors to:

Support, Vision and Community

- Championing the MAC's vision and values in the academy and ensuring the spiritual wellbeing of the pupils
- Preserving and developing the religious and educational character, mission or ethos of the academies
- Ensuring that the academies have a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision.
- Community Engagement
- Implementing a means whereby the academies can receive and react to pupil, parent and staff feedback.
- Establishing and maintaining relationships with the parish priest, local Church and parish community to work with them as they contribute to the Catholic formation of the pupils at the academies.
- Establishing and maintaining relationships with parents of pupils attending the academies to support them in their role as primary educators.
- Establishing and maintaining a relationship with members of the local community, including assisting the Heads of School to build relationships with other schools, agencies and businesses in the community to enhance the quality of Catholic education provided for pupils.
- With the Head Teachers /Heads of School, establish and develop pupil, parent and staff voice and monitor the same, reporting any issues or other matters to the Board of Directors.
- Supporting and working with other boards in the MAC.
- Engaging with wider Academy activities as a means of monitoring the overall quality of provision e.g. Parents evenings, Open evenings, Creative Arts events, Sporting events etc.
- To be available for any questions during Ofsted inspections.
- Assisting the Board of Directors in the performance management of the Head Teacher.

Self-Evaluation

- Performance managing the chair to LGB – 360 review.
- Reviewing annually the contributions made by the Governors.
- Succession planning.
- Carrying out the annual self-evaluation of the LGB.

Compliance and Formal Proceedings

- To support the Head Teacher in undertaking appropriate day to day procedures that are essential to the life of the Academy, such as complaints and permanent exclusion procedures.
- To ensure that the Safeguarding Policy is fully implemented and that procedures are adhered to within the Academies.

Quorum would be a third of Governors, rounded up where required.

Curriculum Committee

The LGB has responsibility delegated by the Board of Directors for:

Monitoring and Challenge of Quality of Provision

- To monitor and review progress towards the school improvement plan, and any Ofsted improvement plans
- To monitor the implementation and impact of curriculum plans.
- To monitor the arrangements for teaching and learning.
- To monitor the implementation of MAC policies, reviewing and amending the policies of the academy in line with the MAC's prescribed policy.
- To monitor educational standards.
- To monitor the impact of SEND funding (including High Needs Funding) on provision, progress and outcomes;
- To monitor the use and impact of the Pupil Premium and Recovery Premium funding;
- To contribute to, review and monitor the School Improvement Plans
- To monitor, and where appropriate, report to the Board of Directors on exclusions and attendance.

Any item referred by the Board of Directors

Membership:

1. V Carbery (Foundation Governor)
2. M Emm (Foundation Governor)
3. P Matthews (Foundation Governor)
4. M Murphy (Foundation Governor)

Minimum of Three Governors

Admissions Committee

The committee has responsibility delegated by the Board of Directors to:

- Consider applications for admission to the school and decide on the admission of pupils in accordance with the Governing Board's published admissions policy and criteria
- Ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place in accordance with procedures approved by the Governing Board
- Monitor arrangements for the admission of pupils and any associated appeals process and inform the Governing Board of any appropriate issues

Any item referred by the Board of Directors

Membership:

1. M Kilgallen (Foundation Governor)
2. V Carbery (Foundation Governor)
3. M Murphy (Foundation Governor)
4. K Yarnold (Staff Governor)

Minimum of Three Governors

Pupil Discipline Committee

The committee has responsibility delegated by the Board of Directors to:

- Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam
- Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently
- Comply with exclusion procedures in accordance with DfE and ESFA guidance

Any item referred by the Board of Directors

Complaints Committee

The committee has responsibility delegated by the Board of Directors to:

- At the relevant stage hear any complaint made under the school complaints procedures

Membership

- To be made up of Governors who have no awareness of the original incident and are not known personally to the complainant

Minimum of three Governors required

Staffing Committee

The committee has responsibility delegated by the Board of Directors to:

The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures.

Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the member of staff.

Minimum of three members required

Appeals Committee

The committee has responsibility delegated by the Board of Directors for hearing appeals with regard to:

- Pay
- Redundancy
- Leave of absence – if appropriate

When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision

Special Responsibility Governors

As a minimum, Local Governing Boards will name a person responsible for the following areas and will review these appointments annually. Additional special responsibility Governors may be named as the Board feels necessary.

Link Governor:	Name
Safeguarding	P Matthews
SEND (including mental health and well-being)	V Carbery
Health and Safety	J Moriarty
Pupil Premium	M Kilgallen
Catholic Life	S Loone

Appointment of Staff:

Primary

Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none">• Head Teacher or Assistant Head Teacher• Post Line Manager
Educational Support Staff	<ul style="list-style-type: none">• Head Teacher• 1 Governor
Academy Operations Manager	<ul style="list-style-type: none">• Head Teacher• Member of CET / CST• 1 Governor
Teaching Staff	<ul style="list-style-type: none">• Head Teacher• Assistant Head Teacher• 1 Governor
Senior Leadership Team* <i>*Executive Head Teacher, Head Teacher, Deputy Head and Head of School appointments must be ratified by the Board of Directors</i>	<ul style="list-style-type: none">• Head Teacher / CSEL• BDES Representative• 1 Governor• 1 Director