



***Our Lady and All Saints***

**Catholic Multi Academy Company**

**Strong in Faith**

# **OUR LADY OF THE WAYSIDE**

## **LOCAL GOVERNING BOARD TERMS OF REFERENCE 2024/25**

***Approved: 12<sup>th</sup> September 2024***

***Updated: 19<sup>th</sup> December 2024***

**Governing Board Membership**  
**2024/2025 Academic Year**

<b>Foundation Governors (Min 6)</b>	<b>End of Term of Office</b>
Vivienne Carberry	31/03/2025
Michael Emm	25/01/2028
Fr Andrew Franklin	31/03/2025
Marie Kilgallen	07/12/2026
Sean Loone	31/03/2025
Paul Matthews	02/11/2026
Mary McHale	19/10/2027
Marie Murphy	07/03/2028
<b>Parent Governor (2)</b>	<b>End of Term of Office</b>
Nicola Craig	12/03/2028
Natasha McMahan	12/03/2028
<b>Staff Governor (1)</b>	<b>End of Term of Office</b>
Kate Yarnold	17/11/2025
<b>Ex-Officio</b>	<b>End of Term of Office</b>
Debbie Enstone	-

Chair: Marie Murphy

Vice Chair: Marie Kilgallen

**Meeting Dates 2024/2025**

	Autumn Term	Spring Term	Summer Term
Local Governing Board	12 <sup>th</sup> September 2024 28 <sup>th</sup> November 2024	27 <sup>th</sup> March 2025	26 <sup>th</sup> June 2025
Curriculum Committee	8 <sup>th</sup> October 2024	11 <sup>th</sup> February 2025	6 <sup>th</sup> May 2025

## **Constitution**

The constitution of the OLAAS Local Governing Boards (LGB) is determined by the Our Lady and All Saint's Multi Academy Company 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 a governor on the LGB will be 4 years.

The composition of the LGB shall be as follows:

- 6 Foundation Governors
- 2 Parent Governors
- 1 Staff Governor
- Reservation for Parish Priest

Co-opted Governors to fulfil a specific skillset may be appointed, but the total number of Foundation Governors must outweigh the number of all other governors by at least two.

The Head Teacher or equivalent will be expected to attend meetings and 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 Chair person
- 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. It is optional to meet 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 will undertake the clerking of the committees.

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

All decisions made by committees with delegated powers should be reported to the next meeting of the full 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.

## Appointment of Staff:

	Primary
Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none"><li>• Head Teacher or Assistant Head Teacher</li><li>• Post Line Manager</li></ul>
Educational Support Staff	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• Post Line Manager</li></ul>
Academy Operations Manager	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• Member of Central SLT Team</li><li>• 1 Governor</li></ul>
Site Manger	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• 1 Governor</li></ul>
Teaching Staff	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• Assistant Head Teacher</li><li>• 1 Governor</li></ul>
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"><li>• Head Teacher (not for HT replacement) /CEO</li><li>• BDES Representative</li><li>• 1 Governor</li><li>• 1 Director or School Improvement Director</li></ul>

## Local Governing Board

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

### **Monitoring and Challenge of Quality of Provision**

The committee, shall be responsible for the following activities:

- To monitor and review progress towards the Ofsted Improvement Action Plan for the school.
- 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, Sports 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.

### **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 of the total number of Governors holding office at the date of the meeting. If Foundation Governors are in the minority, the meeting would be adjourned and held within 20 school days.*

## Curriculum Committee

The committee 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.

### Membership

#### **Minimum of three members required**

1. Vivienne Carbery
2. Michael Emm
3. Deacon Sean Loone
4. Marie Murphy
5. Father Andrew Franklin
6. Debbie Enstone

## Admissions Committee

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

- To determine within statutory provisions and the Governing Board policy whether any child should be admitted to the School.

### Membership

#### **Minimum of two members required**

1. Vivienne Carbery
2. Kate Yarnold
3. Marie Murphy
4. Marie Kilgallen
5. Debbie Enstone

## Pupil Discipline Committee

The committee has responsibility delegated by the board of trustees 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**

### Membership

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

#### **Minimum of three members required**

## 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 members who have no awareness of the original incident and are not known personally to the complainant

***Minimum of three members required***

## Appeals Committee

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

- 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***

### Membership

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

***Minimum of three members required***

## 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 Directors and Governors may be named as the Board feels necessary.

Safeguarding Link	Paul Matthews/Nicola Craig
SEND Link	Natasha McMahon/Marie Murphy
Health and Safety Link	John Moriarty/Paul Matthews
Pupil Premium Link	Natasha McMahon/Marie Murphy
Catholic Life Link	Deacon Sean Loone/Kate Yarnold/Michael Emm
Wellbeing	Vivienne Carbery
Behaviour and Attitudes	Nicola Craig

## Delegation of expenditure

That sums below £1,200 be delegated to the Head Teacher/Executive Head Teacher.