

**St Edmund's Catholic School, Dover.**  
**Local Governing Body (LGB) Terms of Reference, Constitution**  
**and Membership 2016/17**

*Mission statement: For Catholic schools across Kent to deliver outstanding spiritual, moral and learning outcomes for children and young people by collaborating as a Catholic community of academies, working together and with others, and based on excellent leadership and teaching, with Gospel values at its heart.*

**Terms of Reference**

**Ensuring the clarity of vision, ethos and strategic direction**

1. Develop and enact the educational and religious character and mission of the school, ensuring that this is consistent with the mission of the Kent Catholic Schools Partnership ("the Trust") and the teachings of the Catholic church
2. Ensure that the academy promotes Gospel values, 'British Values' and adheres to equality legislation
3. Ensure that the school has a medium to long term strategy for school improvement and governance and that there is a robust plan in place for achieving that strategy
4. Ensure that all actions taken by the Local Governing Body are consistent with the Trust's policies and procedures

**Overseeing the educational performance of the school and its pupils, and the performance management of staff**

5. Approve the curriculum proposed by the Executive Headteacher (EHT), Headteacher (HT) or Head of School (HoS)
6. Monitor the quality of teaching and learning and the progress and attainment of all pupils, with particular attention to those with special educational needs, a disability or in receipt of Pupil Premium funding, and ask the EHT/HT/HoS challenging questions
7. Participate in the recruitment of a new EHT/HT/HoS, so that a recommendation to appoint can be made to the KCSP Head of HR that carries the support of KCSP's Director of School Improvement and the Education Commission
8. Inform the Chief Executive Officer (CEO) on occasions where the dismissal or suspension of the EHT/HT/HoS/Deputy may be required
9. Inform the CEO of the Trust and the Education Commission of the appointment, suspension or dismissal of Head of RE and Chaplain
10. Ensure that the school is compliant with the Memorandum on the Appointment of staff in Catholic schools as issued by the Catholic Bishops' Conference
11. Lead the EHT/HT/HoS appraisal process, including setting targets, drafting the report and monitoring performance with advice from and the agreement of the Director of School Improvement or his/her representative
12. Support the EH/HT/HoS/Deputy in the development and review (from time to time) of an appropriate structure for the school and for the appointment of school staff to ensure that the school is fully staffed in accordance with that structure

### **Overseeing the financial performance of the school and making sure its money is well spent**

13. Recommend the school budget and three-year plan for submission to the Board of Directors
14. Monitor the financial performance against the school annual budget
15. Appoint a Governor(s) to monitor finance
16. Act on audit reports and your EHT/HT/HoS response
17. Enter into contracts up to the limits of delegation and within an agreed budget and capital plan

### **General governance responsibilities**

18. Elect a Chair and Vice-Chair from among the Foundation Governors
19. Recruit a co-opted local governor who has been identified as having a specific skill set that the LGB would benefit from
20. Publish up to date details of the structure and remit of the LGB, full names and appointment dates and relevant business and pecuniary interests, and attendance records at LGB meetings over the last academic year on the school website
21. Ensure that the Department for Education's Edubase website is up to date
22. Ensure the allocation of specific responsibilities for special educational needs, child protection, pupil premium, RE and financial matters to monitor and report to the LGB at least once a year
23. Appoint a Clerk to the Local Governing Bodies
24. Review and approve the policies of the school (in line with any Trust policy or Directive from the Archbishop) and publish on the school website where necessary
25. Note the Trust policies, publish on the school website and monitor their implementation
26. Monitor the single central record
27. Ensure systems are in place in line with the Trust's strategy at the school for effective communication with pupil, parents or carers, staff, parish, Diocese and the wider community
28. Establish a Local Governing Body Pay and Progression Committee to review and approve the decisions made regarding staff pay and progression by the HT/EHT/HoS
29. Contribute to the development of the School prospectus

### **Admissions**

30. Approve and publish a school Admissions policy
31. Undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes, this includes the Diocese guidance for Admissions to Catholic Schools
32. Make recommendations to the Trust regarding school expansion who will seek consent from Education Commission.
33. Make arrangements for determining and hearing admissions appeals
34. Ensure effective arrangements are in place for pupil recruitment

### **Health, safety, risks and estates**

35. Review the risk register of the school and report any issues of concern to the Director of Finance and HR
36. Implement the Trust Health and Safety policy

37. Support the Director of Finance and HR in developing a long-term estate management strategy that has due regard to all advice from the Education Commission and current legislation.

### **Constitution and membership**

The Secondary Local Governing Body is normally constituted with fourteen members: eight Foundation Governors, two Parent Governors, two Co-opted Governors, one staff Governor and the ex-officio Headteacher Governor. If a Local Governing Body currently has more than fourteen members the constitution can be temporarily increased to include all current Governors, as long as the requirement that Foundation Governors exceed the number of other members by two is fulfilled.

#### **Membership:**

<b>Name</b>	<b>Type of Governor</b>	<b>Term of Office</b>
Mr John Philpott	Foundation Governor	06/07/16 – 05/07/20
Mrs Josephine Lewis	Foundation Governor	06/07/16 – 05/07/20
Fr Stephen Bould	Foundation Governor	06/07/16 – 05/07/20
Mrs Patti Earl	Foundation Governor	06/07/16 – 05/07/20
Mr Jack Devine	Foundation Governor	06/07/16 – 05/07/20
Mr John McCann	Foundation Governor	07/11/16 – 06/11/20
Mrs Mary Anthony	Foundation Governor	24/01/17 – 23/01/21
Vacancy	Foundation Governor	
Mrs Jane Gaffney	Parent Governor	05/05/15 – 04/05/19
Mrs Caroline Grimes	Parent Governor	08/03/17 – 07/03/21
Mrs Anne McNulty	Co-opted Governor	06/07/16 – 05/07/20
Vacancy	Co-opted Governor	
Ms Gemma Burt-Davies	Staff Governor	05/05/15 – 04/05/19
Mr Mike Wilson	Ex-officio Headteacher Governor	n/a

#### **Chairing**

The Local Governing Body will appoint the Chair and Vice-Chair at the first meeting in term 1, from among the number of Governors appointed by the Archbishop (Foundation Governors).

#### **Term of office**

Governor term of office is four years, and may be re-appointed at the end of this period subject to remaining eligible to be a particular type of member. Foundation Governors are appointed by the Archbishop of Southwark.

#### **Frequency of Meetings**

The Committee will meet at least four times a year. Additional meetings will be called as and when necessary. At least seven days' notice will be given when calling a meeting. Quorum is a third of all current members.