



St Saviour's Catholic Primary and Nursery School

Terms of Reference

Membership

The board will be comprised of 12 positions, including the Headteacher.

Quorum

The quorum is 50% of these positions filled.

Frequency

Meetings are held half-termly.

Full Governing Board Terms of Reference

Core Functions:

The Full Governing Board has three core strategic functions:

1. Ensuring clarity of vision, ethos, and strategic direction, rooted in the Catholic mission of the school.
2. Holding leaders to account for the educational performance of the school and its pupils, and for the performance management of staff.
3. Overseeing the financial performance of the school and making sure its money is well spent, including the use of Pupil Premium and other specific grants.

Responsibilities:

The Full Governing Board shall:

- Preserve and develop the Catholic character of the school;
- Ensure that the curriculum and worship reflect the values and teachings of the Catholic Church;
- Approve and monitor the School Development Plan, Self-Evaluation Form (SEF), and all statutory policies;
- Approve the annual budget and monitor financial performance, ensuring value for money;
- Ensure compliance with safeguarding, health and safety, data protection requirements and equality legislation;
- Monitoring the delivery of the National Curriculum to ensure it meets the needs of all pupils;
- Checking that the statutory required information is published and kept up to date on the school's website;
- Appoint and support the Headteacher, ensuring that they are a practising Catholic (where required by the Diocese);
- Review the Headteacher's performance annually;
- Oversee staffing structures, pay policies, and senior appointments;
- Monitor pupil outcomes, including those of vulnerable groups;
- Maintain effective links with parents, parish, and the wider community;
- Ensure governor training and development are prioritised.

Pay Committee Terms of Reference

The Pay Committee is established by the Full Governing Board (FGB) to:

- Ensure that all decisions relating to pay and remuneration of staff are made fairly, transparently, and in line with statutory and diocesan guidance.
- Uphold the Catholic mission, vision, and ethos of the school in all pay-related matters.
- Implement the school's Pay Policy in accordance with the School Teachers' Pay and Conditions Document (STPCD), the Burgundy Book, the Green Book (for support staff, where applicable), and HR guidance.

The Pay Committee will:

A. Implementation of the Pay Policy

- Ensure the school's Pay Policy is applied fairly and consistently across all staff groups.
- Review pay recommendations made by the Headteacher in line with appraisal outcomes.
- Determine annual salary progression for teaching and support staff.
- Ensure compliance with equalities legislation and diocesan guidance.

B. Headteacher's Pay

- Review the Headteacher's pay range in accordance with the STPCD and diocesan advice.

C. Leadership Pay and Teaching Staff

- Determine pay progression within the Leadership Group, Upper Pay Range, and Main Pay Range.
- Approve any Teaching and Learning Responsibility (TLR) payments, SEN allowances, and acting-up arrangements.

D. Support Staff

- Determine pay progression and grading in line with the LA or diocesan pay scales and the school's Pay Policy.

E. Pay Policy and Compliance

- Review the school's Pay Policy annually, recommending changes to the Full Governing Board.
- Ensure all decisions are based on objective evidence and performance appraisal outcomes.
- Maintain awareness of legal, diocesan, and DfE requirements affecting pay.

F. Reporting

- Report summary outcomes (not individual details) to the Full Governing Board.
- Confirm that the budget impact of pay decisions is within the school's financial plan.

Headteacher's Performance Management Terms of Reference

The Headteacher's Performance Management Committee is established by the Full Governing Board (FGB) to carry out the annual appraisal of the Headteacher in accordance with:

- The Education (School Teachers' Appraisal) (England) Regulations;
- The School Teachers' Pay and Conditions Document (STPCD);
- Diocesan Education Service guidance; and
- The school's Catholic mission and ethos.

The Committee ensures that the Headteacher's performance is managed effectively to:

- Support and challenge the Headteacher in achieving high standards of leadership and management;
- Promote the spiritual, moral, social, and academic development of all pupils in line with the Catholic vision of the school; and
- Inform decisions on the Headteacher's pay progression.

Responsibilities

A. Preparation

- Ensure that the agreed external consultant is involved at all stages.
- Review the Headteacher's self-evaluation and relevant school performance data.
- Consider the previous year's objectives, including those linked to Catholic life, pupil outcomes, and leadership.

B. Setting Objectives

- Set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives with the Headteacher, covering:
 - Catholic leadership and witness to faith;
 - Pupil progress and attainment;
 - Staff development and leadership capacity;
 - School improvement priorities; and
 - Personal and/or spiritual development.
- Ensure that objectives are aligned with the School Improvement Plan

C. Monitoring and Support

- Ensure appropriate support, training, and professional development are offered to the Headteacher to enable success.
- Monitor progress towards objectives through discussion and evidence provided by the Headteacher and other school performance indicators.

D. Review and Assessment

- Conduct a formal review meeting with the Headteacher and external consultant to:
 - Assess the extent to which objectives have been met;
 - Evaluate overall performance against professional standards and Catholic leadership expectations;
 - Discuss future development priorities; and
 - Make a recommendation on pay progression to the FGB

School Fund Terms of Reference

The School Fund Account exists to receive and manage non-public monies (voluntary contributions, fundraising, donations, and income from events) to enhance the educational, spiritual, and pastoral life of the school in accordance with its Catholic ethos.

The purpose of the Fund is to:

- Ensure proper financial management, control, and accountability of all non-budget funds held in the school's name.
- Ensure that all income and expenditure support the mission, aims, and Catholic character of the school.
- Provide transparent oversight, audit, and reporting of all transactions to the Full Governing Board (FGB).

Authority

- The Fund is overseen by the Full Governing Board.
- The FGB retains overall responsibility for ensuring proper financial management of all funds associated with the school.
- The Fund shall comply with:
 - Diocesan financial regulations;
 - Local authority audit guidance (for maintained schools);
 - Charity Commission principles of accountability and transparency;
 - The school's Finance Policy.

The School Fund Account covers all monies not included in the school's delegated budget, such as:

- Parental contributions for trips, retreats, and enrichment activities;
- Fundraising events and charity collections;
- Donations and legacies;
- Income from sales, sponsorships, or raffles;
- Payments related to school photographs or uniform commissions;
- Any other voluntary or private income.

The account must not be used for:

- Staffing costs or expenditure already funded by the school's delegated budget;
- Personal benefit of staff, pupils, or governors (except legitimate reimbursements).

Responsibilities

A. Financial Management

- Ensure that all funds are banked in a separate account in the school's name.
- Approve and monitor the annual School Fund budget.
- Ensure two authorised signatories (one of whom must be the Headteacher or Deputy Headteacher) sign all cheques or electronic payments.
- Ensure the account does not operate in deficit.
- Oversee cash handling procedures and record keeping.

B. Record Keeping

- Maintain accurate, up-to-date records of all income and expenditure.
- Ensure that all transactions are supported by receipts or invoices.
- Maintain a clear audit trail for every transaction.

C. Audit and Reporting

- Arrange for the School Fund Account to be independently audited annually by a qualified person not involved in the fund's day-to-day operation.
- Present the audited School Fund Statement of Accounts to:
 - The Full Governing Board;
- Ensure that the audit certificate and accounts are available for inspection (on request).

D. Expenditure Control

- Ensure all expenditure is for the benefit of pupils and the school community.
- Ensure spending decisions reflect value for money and the Catholic ethos of the school.

Complaints Panel Terms of Reference

The Complaints Panel is established by the Full Governing Board (FGB) to consider complaints referred to the final stage of the school's Complaints Policy and Procedure.

The Panel will consist of three Governors who have had no prior involvement in the complaint.

Its role is to ensure that:

- Complaints are handled fairly, impartially, and in accordance with due process;
- Decisions reflect the mission, values, and teachings of the Catholic Church; and
- The complainant and the school are given a full and fair hearing.

The Panel will hear complaints that have:

- Been through all prior stages of the school's formal complaints process;
- Been accepted by the Chair of Governors or Clerk as appropriate for panel consideration;
- Not been resolved by the Headteacher or earlier informal/formal stages.

The Panel does not consider:

- Admissions, exclusions, staff disciplinary/grievance matters, or collective worship/RE issues covered by separate statutory or diocesan procedures.

Responsibilities

The Panel will:

1. Consider the complaint in full, reviewing all relevant information and evidence;
2. Determine findings of fact on the basis of the evidence presented;
3. Decide whether to:
 - Uphold the complaint in whole or in part, or
 - Dismiss the complaint in whole or in part;
4. Recommend actions to resolve the issue and prevent recurrence;
5. Ensure that all decisions are consistent with Catholic values and the school's mission statement.