

**Local Governing Body (LGB)**  
**of**  
**St Paul's Catholic High School**

**Terms of Reference**

**1 The Role of the LGB**

1.1 The role and duties of the LGB:

The LGB's main function is to secure a sound basis for future improvement in the school and this should include the promotion of high standards of educational achievement.

1.2 The LGB will govern the school in a way that ensures improvement and promotes high standards of educational achievement and sustains and promotes its Catholic character and ethos.

1.3 The main function of the LGB is to secure governance of the school, developing a sound basis for school improvement, with the intention of enabling the school rapidly to secure sustainable improvement.

1.4 The Government's Governors' Handbook (Jan 2015) states that "in all types of schools, governing bodies should have a strong focus on three core strategic functions:

A. Ensuring clarity of vision, ethos and strategic direction;

B. Holding the headteacher to account for the educational performance of the school and its pupils; and

C. Overseeing the financial performance of the school and making sure its money is well spent."

1.5 The LGB will fulfil its responsibilities in the following ways:

**A) Ensuring clarity of vision, ethos and strategic direction:**

- Setting targets for school improvement;
- Overseeing the conduct of the school leadership and management;
- Monitoring performance management arrangements;
- Agreeing policies and plans drafted by the headteacher and setting an appropriate policy framework within which the school must operate;
- Appointing senior managers and other key staff as determined by the LGB;
- Working closely with the WCAT, Diocese, the Department for Education and Local Authority to secure a future for the school.

**B) Holding the headteacher to account for the educational performance of the school and its pupils:**

- Receiving regular information from the headteacher and senior leaders on the performance of all aspects of the school;
- Monitoring the quality of provision and standards of achievement within the school;
- Monitoring performance against targets set by the LGB;

- Monitoring the implementation of the policy framework set by the LGB and its impact on standards of achievement;
- Monitoring school self-evaluation and satisfying itself to the accuracy of this, including via external support as determined by the LGB;
- Ensuring the school complies with statutory requirements;
- Providing challenge and support to the headteacher and senior leaders;
- Monitoring and evaluating progress towards post-inspection action plans.
- Conducting the performance management of the headteacher and monitoring progress towards agreed targets;

**C) Overseeing the financial performance of the school and making sure its money is well spent:**

- Setting and overseeing the management of the school's delegated budget including setting a policy of spending decisions and limits to decisions that can be made by the headteacher alone, and those decisions that must be referred to the LGB for approval;
- Setting staffing structures;
- Monitoring the budget and the effectiveness of spending;
- Ensuring the budget is appropriately spent for the good of the learners currently in the school and to best secure the school's future;
- Ensuring the budget is targeted on school development priorities in line with the post-Ofsted action plan;
- Ensure that sound financial management systems are in place in line with statutory and good practice requirements.

1.6 In addition it will fulfil its accountabilities to learners, parents, staff and the community by:

- Ensuring that the school website is informative, regularly updated and meeting statutory requirements
- Agreeing a complaints policy and monitoring its implementation
- Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions;
- Determining how the school's relationships with parents will be managed including what will be communicated, in what medium and how frequently, and liaising with parents.

**2. Constitution, Terms of Office and Proceedings**

- 2.1. Members of the LGB will normally hold office for a period of four years, although individual members may resign at any time (subject to a one month notice period).
- 2.2. The WCAT may appoint additional members of the LGB at any time and may remove existing members for reasons of incapacity or misbehaviour.
- 2.3. The LGB may make such arrangements as they see fit for the discharge of its functions by any other person.
- 2.4. It is for the LGB to determine the regularity of its meetings, to ensure the pace of improvement is maintained and to monitor improvement.
- 2.5. LGB members will commit to attending all meetings, unless due to unavoidable prior commitments or urgent personal circumstances, in which case the chair and clerk will be informed in advance of the meeting;

- 2.6. Individuals and observers who are not members of the LGB may only attend with agreement of the LGB.
- 2.7. Where confidential matters are being discussed it will be for the LGB to determine if non-members can be present.
- 2.8. As much notice as possible will be given of LGB meetings and papers will be circulated in advance of the meeting where possible. The minutes will be made public following their approval by the LGB at its next meeting, except where items have been deemed by the LGB to be confidential.
- 2.9. The quorum for all meetings of the LGB will be half of the membership.

### **3. The Role of the Headteacher**

- 3.1. The headteacher will be responsible for the internal organisation, the leadership and management and control of the school, and for advising on the implementation of the LGB's strategic framework.
- 3.2. The headteacher will provide the LGB with regular information on the performance of all aspects of the school and will comply with any reasonable request from the LGB for information. It is for the LGB to determine the range, content and regularity of these reports. The LGB may request any member of the SLT to attend its meetings to provide information on the performance of any aspect of the school for which they are responsible.
- 3.3. Where the LGB delegates any function to the headteacher the LGB has the power to give the head reasonable directions in relation to that function, and oblige the head to comply with those directions.

### **4. Conduct of the LGB**

- 4.1. The LGB will conduct its business in an open and transparent way.
- 4.2. The LGB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the LGB.
- 4.3. Where functions have been delegated to an individual, or a group, they must report back to the full LGB on actions taken under delegation at the earliest possible opportunity. The LGB remains responsible for any action undertaken on its behalf under delegation.
- 4.4. Individual members of the LGB must respect confidentiality. It is for the LGB to determine which parts of meetings, and the associated minutes, should remain confidential. Serious breaches of confidentiality may result in the WCAT removing an individual member from the LGB.
- 4.5. All dialogue with press agencies will be through close liaison with the Diocese and MCC Press Office, and through the headteacher and the chair of the LGB. No member of the LGB should have contact otherwise with press agencies, unless authorised by the chair.
- 4.6. Clerking of the meetings will be provided by a clerk external to the school. The clerk will also be bound to confidentiality.

## **5. Procedures**

- 5.1. LGB minutes will be collated and sent to the chair for approval, before wider circulation to the members of the LGB, by email.
- 5.2. Subject to paragraph 6.4 the agenda for LGB meetings will be determined by the chair of the LGB in the first instance, at least five days before the meeting.
- 5.3. The chair may waive the normal notice period for a meeting where business is deemed to be urgent.
- 5.4. On request the headteacher will present reports to the LGB on information it requests in order to fulfil its monitoring responsibilities.
- 5.5. The LGB will abide by the Scheme of Financial Delegation for the Trust.
- 5.6. The chair has the delegated power to take urgent decisions on behalf of the LGB between meetings, where it is not practicable to call a full LGB meeting. All such decisions will be reported back to the next meeting of the LGB.
- 5.7. The decision making processes of the LGB will be open and transparent, and in partnership in the best interests of the school and its progress towards addressing the key issues for the school. In the event of a split decision, the chair of the LGB will have the casting vote.
- 5.8. The LGB, in consultation with the Head Teacher, will contribute to regular communications to update parents on the progress the school is making, and also will inform parents of the outcomes of LA evaluation visits/Her Majesty's Inspector/Ofsted visits to the school.
- 5.9. LGB members will be available for HMI visits wherever possible.