

BISHOP CHALLONER CATHOLIC COLLEGE

Governors' Catholic Life and Curriculum Committee

Terms of Reference



Committee size: Minimum of 4

Quorate requirement: Minimum of 3

1. To review the school's curriculum offer on a regular basis to ensure that it is complying with the National Curriculum, the legal requirements in relation to the daily act of collective worship, the delivery of an agreed RE syllabus, the provision of a personal and social education programme, and that the whole curriculum be in accordance with the Governors' aims and objectives of the school.
2. To ensure that teaching programmes:
 - a. Reflect the distinctive nature of the Catholic Secondary School in line with the school's Mission Statement, curriculum Rationale and Diocesan guidelines.
 - b. Are free from any indoctrination including political education.
 - c. Comply with equal opportunities, race equality, and other related Policies.
 - d. Attend to any special educational needs of pupils being taught in the school.
3. To ensure that syllabuses and qualifications recognised by the Secretary of State are followed in the school and that pupil assessment and records are kept up-to-date and comply with current requirements.
4. To monitor, evaluate and review the target setting process of the school to ensure accountability through the use of the Common Framework.
5. To review the school's special educational needs code of practice, in consultation with the Principal and the special educational needs co-ordinator to ensure that the requirements of all pupils with special needs are effectively met.
6. To review the pastoral framework of the school to ensure the whole child's welfare and to ensure that the School is compliant with issues relating to safeguarding.

7. To review and monitor careers education, information, advice and guidance.
8. To review and monitor best use of out of hours learning and the extra-curricular progress.
9. To review and monitor school attendance.
10. To monitor and advise the Governing Body on the school's policy on Educational Visits.
11. To monitor and advise the Governing Body on the school's policy for Governors' visits to the school.
12. To review the charging and remission policy for pupils' extra-curricular activities for ratification by the Full Governing Body.
13. To recommend to the Governing Body the times for the start and finish of the school day and the lunch-time period, together with the dates for the beginning and end of school terms and half-term breaks.
14. To review, monitor and advise the Governing Body on the School's wider Community activity and liaison with local Primary Schools.
15. To monitor and review the core policies and practice for safeguarding and child protection.
16. To review and monitor the impact of the School's use of Pupil Premium funds on the Curriculum and Pupil Progress.
17. To monitor and review relevant sections of the School Development Plan.

Reviewed November 2023

Governors' Finance Committee

Terms of Reference



1. Membership.

The Committee shall consist of 4 Governors plus the Principal and the school Finance Lead. The committee can ask the Governing Body to appoint up to 2 non-voting members with appropriate financial skills.

2. Quorum.

The quorum shall be 3 governors who are voting members of the committee.

3. Meetings.

3.1 The committee will meet at least 3 times per academic year.

3.2 Any additional meetings will be called as necessary; at least 7 days' notice must be given when calling a committee meeting.

4. Minutes.

The Clerk to the Committee is Miss Helen Burton. In the absence of the Clerk the Committee can appoint a member (but not the Principal) to act as Clerk to the meeting. Draft minutes of the previous meeting will be distributed at least 7 days prior to the next meeting together with any supporting papers.

5. Chairing.

5.1. The committee shall elect a Chair annually, usually at the first meeting of the academic year.

5.2. The Chair, in conjunction with the Principal and Clerk, will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance.

5.3. In the absence of the appointed Chair the Committee can appoint another member of the committee to act as Chair for the meeting.

6. Reporting to the Governing Body

The Chair will report to the Full Governing Body on main decisions taken and any recommendations that the governing body needs to vote on.

7. Areas of Responsibility

7.1. The Full Governing Body has delegated the authority to the Finance Committee to be responsible for the preparation, budget setting and approval of the Annual Budget. It will establish formal procedures and timetables for planning the budget and will require the Principal to produce estimates of expenditure and income sufficiently in advance of each financial year, even if the details of the school's funding have not been finalised, so it can determine priorities in accordance with the School Development Plan.

It is the responsibility of the Finance Committee, in preparing the Draft Annual Budget to work within the indicative budget, for the forthcoming year and for it to indicate clearly any use that it is proposing to make of contingency reserves and any surplus balances carried forward from previous financial years so that where appropriate, the Full Governing Body is fully informed of the final expected outturn.

7.2. The Committee will receive Budget Monitoring Reports, from SIMS/CMIS or other accounting package, from the Principal or School Business Manager, for consideration, prior to them being reported to the Full Governing Body. The Budget Monitoring Reports will include the following system reports:

- A Cost Centre Group Report or Account Summary Report or equivalent.
- A Virement Report.
- A copy of the latest Suspense File.
- A system report showing cumulative expenditure of £10,001 or more with an individual supplier. **Note: This must not be restricted to an individual financial year and may cross a number of financial years.**
- A Bank Reconciliation and Cash Flow Statement.
- An up-to-date Cumulative expenditure report for the current year and annually for the last 3 to 5 years.

7.3. The Finance Committee will monitor income and expenditure throughout the financial year and provide an overview of the financial position of the school to the Full Governing Body on at least a termly basis.

7.4. The Finance Committee will review virements and budget revisions made by the Principal to a maximum value of £10,000 per item.

7.5. The Finance Committee will approve requests for virements and budget revisions between £10,001 and £25,000 per item. In the event of there being an emergency request the Chair of Finance will have the authority to approve such requests and then report back at the next Finance Committee meeting under 'Chair's Actions'.

7.6. The Full Governing Body will approve requests for virements and budget revisions in excess of £25,001.

7.7. The Finance Committee will give the Principal responsibility for administration of the budget and its day-to-day control and monitoring.

7.8. The Finance Committee, with the Principal, will assess at least once a year, financial progress towards achieving the objectives in the School Improvement Plan and, consistent with this aim, will review projected expenditure for future years in accordance with the School Development Plan, working wherever possible on a three-year rolling programme.

7.9. The Finance Committee, on an annual basis will adopt and adhere to the Local Authority Financial Regulations and Procedures.

7.10. The Finance Committee, on an annual basis, will approve a Statement of Internal Control identifying any key areas of weakness within the financial control systems of the school and propose actions that need to be taken to address issues around financial control and probity. The findings will be reported to the Full Governing Body.

7.11. The Finance Committee will, on an annual basis, approve the School's Financial Values Standard (SFVS) Report before it is submitted to the Local Authority.

8. Expenditure.
 - 8.1. The Finance Committee will review orders placed up to a value of £25,000 per order.
 - 8.2. The Finance Committee will approve orders between £25,001 and £75,000 if within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing Orders.
 - 8.3. The Finance Committee will ensure that orders in excess of £75,001 are reviewed/approved by the Full Governing Body. This will be subject to 3 written quotes and in compliance with Birmingham LA financial procedures.
 - 8.4. The Finance Committee will review all cumulative expenditure with suppliers in excess of £10,001. For suppliers whose expenditure will exceed £10,001, quotes will be obtained to ensure best value or Governors will approve indemnity against quotes of that supplier.
 - 8.5. The Finance Committee will ensure that tenders should be sought when expenditure is expected to exceed the Public Contracts Regulations tendering limit.
 - 8.6. The Finance Committee will review the financial implications on the budget of the Teachers' Pay and Conditions document.
 - 8.7. Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.

9. Payments
 - 9.1. The Finance Committee will monitor compliance with the schools financial procedures, particularly with reference to segregation of duties between purchases and payment.
 - 9.2. Assess the school's insurance cover to ensure that it provides adequate protection against risks.
 - 9.3. Review and approve the amount of petty cash to be held by the school.
 - 9.4. Review annually all current school contracts in excess of £10,001.
 - 9.5. The Committee must ensure that the LA Financial Regulations and Standing Orders relevant to financial management are complied with and will undertake periodic audits of the school's financial procedures and recommend appropriate corrective action.
 - 9.6. Governors delegate the responsibility for the virtual purchase card to the Principal in line with LA Financial Procedures.
 - 9.7. The committee will ensure the completion and circulation of the Local Authority Governing Body Monitoring Forms to the Full Governing Body on a twice yearly basis.

10. General
 - 10.1. The approval of the committee is required for the writing off or disposal of any surplus stock for any items above £1,001 proceeds.
 - 10.2. Ensure the withdrawal of the individual if they have a business, pecuniary or personal interest in the business of the Committee.
 - 10.3. Agree to undertake training to keep up to date with national and local trends and policies.
 - 10.4. The committee is responsible for ensuring that the school achieves the Schools Financial Value Standard (SFVS) with particular reference to the governance arrangements.
 - 10.5. To review the Charging and Remissions policy annually.

NB: These terms of reference will be reviewed in January 2024 and will be updated on an annual basis for approval by the Governing Body.

Reviewed January 2024.

Governors' Personnel Committee

Terms of Reference



Committee size: Minimum of 4

Quorate requirement: Minimum of 3

1. To determine approve and keep under review polices relating to safeguarding, and the employment, recruitment, selection, appointment, promotion, review, grievance, discipline, performance management, and its direct link to remuneration and terms and conditions of the employment of all staff.
2. To attend appointment panels for staff when requested (with the exception of the post of Head), as per the Department of Education recommendation and Government Guidelines. This to include all Senior Leadership Team appointments, plus any new or unusual appointments.
3. Maintain an overview of the management structure of the school within the framework of ensuring and supporting the overall management needs of the school.
4. To ratify the salary of each teacher paid on the upper pay scale, taking account of progression up the spine for eligible teachers and any changes in management and other allowances.
5. To receive, consider and make recommendations to the Governing Body on the overall staffing provision of the school, including the management structure.
6. To review and adopt Policies related to Equal Opportunities and the 2010 Equality Act, Health and Safety at Work and other employment legislation
7. To carry out the Annual Determination of Salaries on behalf of the Governing Body, taking cognizance of Performance Management.

Reviewed November 2023

Governors' Premises Committee

Terms of Reference



Committee size: Minimum of 4

Quorate requirement: Minimum of 3

1. To generally advise on the provisions of resources and services to the school and, in particular, to undertake the setting up of contracts for a variety of services as determined by the Governing Body and to consider, where appropriate, the substitution of in-house services and to advise the Governing Body accordingly.
2. To keep under review and to advise the Governing Body on general condition, usage, and development of the school's buildings and their fabric and sites, including lettings.
3. To consider and make recommendations to the Governing Body on any proposals for the acquisition or disposal of buildings and sites including leases.
4. To draw up any capital bid in consultation with the Head Teacher and the Architects for approval by the Governing Body.
5. To review the rolling maintenance programme for the school and to allocate and monitor its progress against the formula capital grant and any other funds given to this programme.
6. To agree the schools Asset/Management Plan in line with requirements.
7. To monitor and review Health & Safety responsibilities in respect of premises and site related matters.
8. To keep under rolling review the school's Accessibility Plan in line with statutory requirements.

Reviewed November 2023

BISHOP CHALLONER CATHOLIC COLLEGE

Governors' Designations Committee

Terms of Reference



Committee size: Minimum of 4

Quorate requirement: Minimum of 3

The Committee comprises four Governors, one of whom is the Principal. Representatives from each Designation area will be in attendance as required.

The Committee meets on an ad hoc basis, but at least twice annually.

The Purpose of the Committee is:

1. To review the progress and implementation of the Designations Development Plan in accordance with the Governors' aims and objectives for Bishop Challoner Catholic College.
2. To monitor and review risk assessment and sensitivity analysis.
3. To monitor and review Training School.
4. To monitor and review the SCITT.
5. To monitor and review Maths Hub.
6. To monitor and review the Science Learning Partnership.
7. To monitor and review the Computing Hub.
8. To monitor and review the Schools Sports Partnership (SSP)
9. To monitor and review the Arts Hub.
10. To advise, monitor and shape future designations activity.
11. To monitor any additional designations.
12. To advise the Governing Body on all significant developments and decisions in relation to designations.

NB; The Financial Monitoring and Review of the Designations programme is undertaken by Governors' Finance Committee.

Reviewed November 2023