

SCHOOL YEAR 2023/ 24

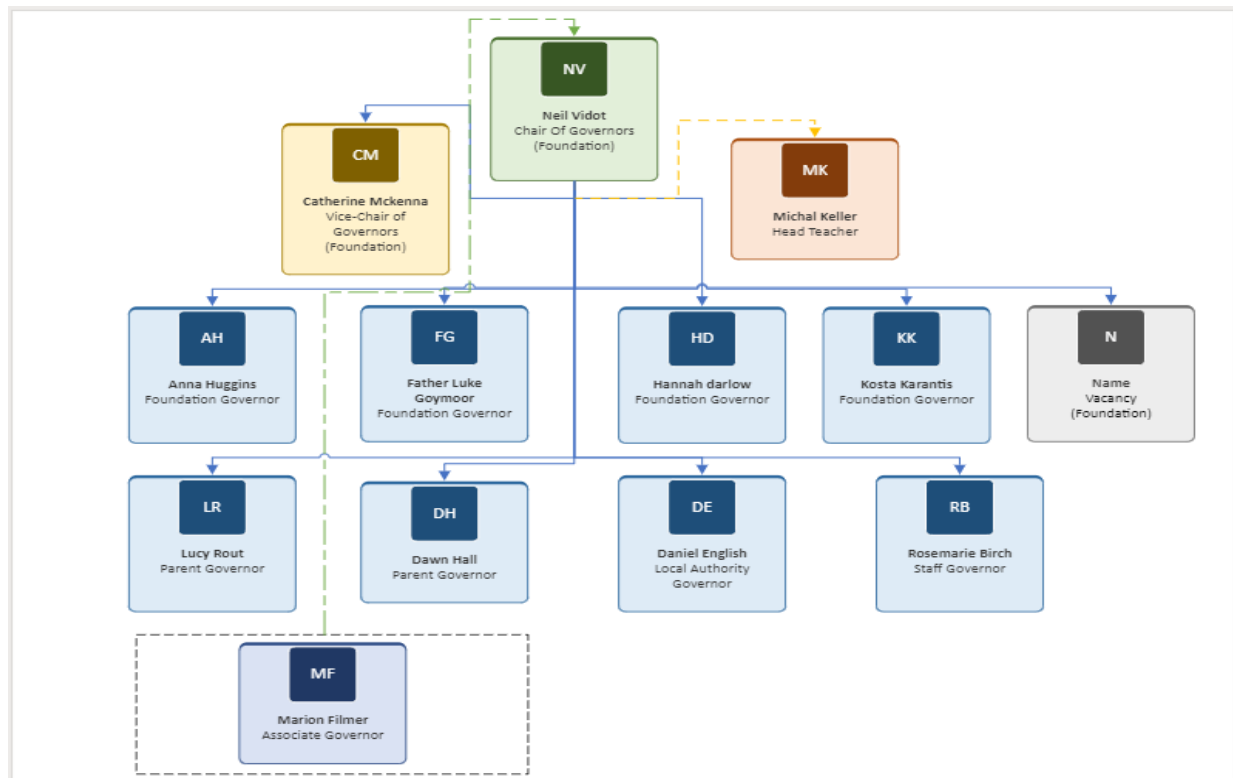


**ST MARK'S  
CATHOLIC  
PRIMARY SCHOOL  
GOVERNING BODY**

***COMMITTEE STRUCTURE AND TERMS OF  
REFERENCE***



## GOVERNING BODY STRUCTURE



### 1. LINK GOVERNOR LIST

Area of Responsibility	Name of Governor	Liaising with	Reporting to
<b>Safeguarding/Prevent</b>	Neil Vidot	Michal Keller Lead DSL	Governing Body
<b>Local Authority Link Governor</b>	Daniel English	LA (Local Authority) Governor Support	Governing Board
<b>SEND</b>	Kosta Karantzis	Elizabeth Andrews SENDCo	Governing Body
<b>Health and Safety</b>	Neil Vidot	Karen Langley	Governing Body
<b>Wellbeing</b>	Catherine McKenna	Elizabeth Andrews	Governing Body
<b>Religious Education (RE)</b>	Marion Filmer	Kendall Mannion	Governing Body
<b>PHSE</b>	Catherine McKenna	Elizabeth Andrews	Governing Body
<b>Maths</b>	Anna Huggins	Ana Radovic	Governing Body
<b>English, Phonics and Reading</b>	Hannah Darlow	Sinead Howman Catherine Lee	Governing Body



<b>Area of Responsibility</b>	<b>Name of Governor</b>	<b>Liaising with</b>	<b>Reporting to</b>
<b>Science</b>	Neil Vidot	Jess Dunn	Governing Body
<b>ICT</b>	Daniel English Dawn Hall	Mesha Pringle-Lee	Governing Body
<b>Art and DT</b>	Marion Filmer	Isabelle Flaherty	Governing Body
<b>PE</b>	Daniel English Dawn Hall	Rosemarie Birch	Governing Body
<b>Music</b>	Lucy Rout	Wendy Matthews	Governing Body
<b>French</b>	Neil Vidot	Carole Starling	Governing Body
<b>Humanities (Geography and History)</b>	Catherine Mckenna	Vanessa Hollingworth	Governing Body
<b>Finance and Pay</b>	Daniel English/Anna Huggins	Karen Langley	Governing Body
<b>Pupils Premium</b>	Neil Vidot	Michal Keller	Governing Body
<b>PE and Sport Premium</b>	Daniel English	Rosemarie Birch	Governing Body
<b>Attendance and behaviour</b>	Neil Vidot	Michal Keller	Governing Body
<b>Online Safety and GDPR (General Data Protection Regulation)</b>	Lucy Rout Dawn Hall	Karen Langley	Governing Body
<b>Parents Working Group</b>	Lucy Rout	Cat Lee	Governing Body
<b>PTA</b>	Dawn Hall	Michal Keller	
<b>Premises</b>	Neil Vidot	Karen Langley	Governing Body
<b>Admission</b>	Full Governing Board	Karen Langley	Governing Body
<b>Appeal and Complaint</b>	Neil Vidot	Michal Keller	
<b>Clerk to the Governing Body</b>	Philippa Oxborrow	Neil Vidot Michal Keller	Head Chair of Governor



## THE GOVERNING BODY

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities. The three core functions of governance are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

## THE GOVERNING BODY TERMS OF REFERENCE

### Ensuring Clarity of Vision, Ethos and Strategic Direction:

- To review annually the school vision and Catholic Ethos.
- To review and monitor the school performance against the school 3-year strategic plan.
- To review and monitor the School Development Plan (SDP).
- To undertake whole school self-evaluation through link subjects, define below, identifying strengths and areas for development, set challenging targets and evaluate progress through the SDP.
- To evaluate the views of children, staff, parents/carers, and other stakeholders including surveys.
- To support school activities and events. (Example PTA, sports etc)
- To visit the school regularly and develop strong links.
- To account for governing body decisions and actions that may affect parents, pupils, staff, and the wider Community.
- To ensure that duties under Safeguarding legislation are effective and comply with the law at all times.

### Holding the Executive Leaders to Account:



- To support and advise the headteacher.
- To challenge the school to drive standards forwards.
- To monitor and evaluate termly the impact of the SDP.
- To explore and discuss academic standards at least once a term.
- To monitor and evaluate termly the overall effectiveness of the provision of education, integrated care and extended services provided by the school.
- To evaluate decisions in the interests of children and standards.
- To work in partnership with the headteacher to develop key policies.
- To ensure that St Marks Roman Catholic Primary School identifies and meets the needs of every child, promotes high standards of academic and personal development, and raises pupil achievement.

**Overseeing Financial Performance:**

- To review and approve the school budget, ensuring it is managed effectively.
- To agree the school staffing structure and keeping it under review to ensure it supports delivery of the strategy.
- To monitor the financial planning and its alignment to the school improvement, premises maintenance, and any other ad hoc expenses outside of the budget.
- To ensure financial stability and the effective management of financial resources

Committee	Chair of Committee	Name of Governor	Area covered	Meeting
RE	Luke Goymour Marion Filmer	All Foundation Governors	1.PHSE 2.RE 3.CSI 4.MAT Progression.	Due December 2023
Teaching and Learning (Curriculum)	Hannah Darlow Lucy Rout (vice)	All Governors	1. Link Governor visits. 2. Parents Working group. 3. PTA. 4. All teaching subjects.	Due May 2024



Premises	Rosemarie Birch Neil Vidot (Vice)	Lucy Rout Daniel English Catherine McKenna Neil Vidot Dawn Hall	1.Health and safety. 2.Premises 3. Online Safety/GDPR	Due April 2024
Steering and Strategic Development	Neil Vidot Catherine McKenna (Vice)	Catherine McKenna Lucy Rout Anna Huggins Marion Filmer Fr Luke Goymour Daniel English	Safeguarding / Prevent People Personal Development Behaviour Policy Wellbeing Attendance Parents Working Group Admission Appeal and Complaint Pay Appraisal	Due July 2024
Finance	Daniel English Anna Huggins	Anna Huggins Neil Vidot Karen Langley Fr Luke Goymour	Finance Pupils Premium Sport Premium	Due February 2024



## COMMITTEE RESPONSIBILITIES

1. The Governing body will be required to have the Committee meeting led by the Chair of Committee or Vice Chair for each responsibility. Each Committee will have a minimum of 2 Governors and all work is to be reported back to the full governing board. This must be a documented report and any minutes from committee meetings retained.
2. Prior to any meeting or visits, ensure an agenda and a copy of the minutes from the previous meeting and any papers distributed beforehand. The school should be notified for any visits and visit form completed unless the purpose of the visit is documented in meeting minutes.
3. Any concern should be reported to the Chair of Governor.
4. Ensure random visits are conducted at the school by Committee members.
5. Surveys should be distributed to Staff and Parents/Carer in the first Term of the school Year and the last Term.