



Cardinal Newman Catholic Primary School  
Local Governing Committee  
Terms of Reference



<p>Purpose</p>	<ul style="list-style-type: none"><li>• The LGC provides focused governance for the Academy at a local level on behalf of the Xavier Catholic Education Trust. The role is a strategic one, with the broad remit within the framework set by the Trust board to:<ul style="list-style-type: none"><li>○ Ensure clarity of vision, ethos and strategic direction</li><li>○ Hold the Head of school/Executive Head Teacher to account for educational performance and the performance management of staff</li><li>○ Ensure financial probity and value for money</li><li>○ Ensure that the school is conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust of the Diocese of Arundel and Brighton</li></ul></li></ul> <p>The Head of school/Executive Head Teacher is responsible for the internal organisation, day to day management and control of the school and the implementation of the strategic framework established by the Local Governing Committee.</p> <p>Within the framework of the scheme of delegation, the LGC has freedom to regulate its own proceedings. The LGC of Cardinal Newman School has outlined its main routine operating procedures, powers and duties below. This document is not exhaustive. If in any doubt, reference should be made to the Xavier scheme of delegation or Trust board</p>
<p>Constitution and membership</p>	<p>The scheme of delegation dictates that the LGC consists of between 9 and 14 members. The LGC has determined its intention that the membership will normally consist of a maximum of 12 governors</p> <ul style="list-style-type: none"><li>• 2 Parent Governors</li><li>• 1 Staff Governors</li><li>• 7 Foundation Governors (Appointed by the Diocese from All Saints and St Erconwald's Parishes). Foundation Governors should outnumber all other governors by at least 2 (from MAT Scheme of Delegation).</li><li>• 1 Co-Opted</li><li>• 1 Head of School / Executive Head Teacher</li></ul> <p>All governors are required to comply with the LGC code of conduct and to submit a written undertaking on appointment to the Trust board and the Diocese to uphold the object and mission of the Trust.</p> <p>The LGC is responsible for:</p> <ul style="list-style-type: none"><li>• The recruitment of candidates to maintain its membership; for the appointment of co-opted governors; the nomination of Foundation governors and oversight of the election process for elected roles.</li><li>• The provision of effective induction (including mentoring) of new governors and ongoing development of the LGC membership as a whole.</li></ul> <p>The usual term of office is four years except in the case of co-opted governors, where the term is three years. Governors may stand for a second term if they wish but further terms are in exceptional circumstances only. Governors can resign at any time by notifying the clerk in writing.</p>



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	The LGC is responsible for its own suspension or removal of LGC members in the event of serious breach of the LGC code of conduct.
LGC internal appointment and processes.	<ul style="list-style-type: none"> <li>• To annually elect, and if necessary remove the chair of governors (subject to approval by the Trust board)</li> <li>• To annually elect, and if necessary remove the vice chair</li> <li>• To appoint or dismiss the Clerk to the LGC and make clerking arrangements for committees where necessary</li> <li>• To maintain a register of business interests and ensure all governors have appropriate DBS clearance</li> <li>• To decide if any functions of the LGC will be delegated to committees or individuals including the Head of school/Executive Head Teacher</li> <li>• establish and record the membership of committees and identified delegates;</li> <li>• establish and record the extent of any delegation and any necessary protocols (e.g. visiting);</li> <li>• receive reports from those with delegated roles; and consider whether any further action by the governing body is necessary             <ul style="list-style-type: none"> <li>o Current committees in existence are:                 <ul style="list-style-type: none"> <li>▪ Admissions</li> </ul> </li> </ul> </li> <li>• To audit at least annually the structure and effectiveness of the LGC including the knowledge and skills held by individual members and consider any recommendations for change or development</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• A full LGC meeting will be held in each half term, the dates for which will be set no later than the autumn half term break and will synchronised with known school improvement, financial, reporting and communication cycles in order to support effective governance.</li> <li>• To respect the work-life balance of all concerned and support focused effective meetings, all meetings will aim to conclude within two hours</li> <li>• At least 3 weeks prior to any meeting, the LGC chair and Head of school/Executive Head Teacher will meet in consultation with the clerk to agree the agenda, the requirement for supporting papers and the benefit of SLT members attending the meeting,</li> <li>• Governors will be given notice of any meeting at least two weeks in advance and will be provided with the agenda and any supporting papers. It is expected that governors will have read and sought to understand the papers ahead of the meeting.</li> <li>• In order to facilitate a full response at the meeting, Governors are encouraged to submit any observations or questions to the Head of school/Executive Head Teacher in advance via the nominated contact for this purpose.</li> <li>• Any governor may participate in meetings by telephone or video conference provided he or she had given notice of his intention to do so, detailing the telephone number on which he or she can be reached and/or appropriate details of the video conference suite from which he or she will be taking part at least 48hrs ahead of the meeting and the LGC has access to appropriate equipment</li> </ul>
Quorum	<ul style="list-style-type: none"> <li>• The quorum for decision-making is set out in the scheme of delegation as 3 governors except in the case of a motion to remove a governor, when it is two thirds of the membership in post (rounded up)</li> </ul>
<b>Delegated Powers and Duties</b>	
Values and ethos	<ul style="list-style-type: none"> <li>• To champion the Xavier Trust values and ethos in the academy.</li> <li>• To determine the educational values and ethos of the academy ensuring that they are consistent with the Trust's.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Hold the SLT to account for securing the values and ethos of the academy</li> </ul>
Strategic intent	<ul style="list-style-type: none"> <li>• To draw on the needs and aspirations of the whole community in determining an academy vision consistent with that of the Trust</li> </ul>
Overview and scrutiny	<ul style="list-style-type: none"> <li>• To take an overview and scrutinise the effectiveness of the SLT in securing: high educational outcomes for all pupils; sustainable, prudent and efficient use of public resources compliant with regulatory requirements; the welfare and safety of pupils, staff and all visitors to the academy.</li> </ul>
Champions	<ul style="list-style-type: none"> <li>• Champion the Trust, academy and the SLT.</li> </ul>
Policy	<ul style="list-style-type: none"> <li>• Hold the SLT to account for the implementation of Trust wide policies.</li> <li>• Set statutory policies or best practice policies at academy level where not provided by the Trust.</li> <li>• Hold SLT to account for the implementation of academy policies.</li> <li>• Ensure both Trust and local policies are appropriately publicised to their intended audience</li> </ul>
Pupils, Parents and Community	<ul style="list-style-type: none"> <li>• To review attendance and pupil absences.</li> <li>• To monitor the impact of the pupil premium in the Academy</li> <li>• To monitor the impact of other ring fenced grants such as the Sports Premium.</li> <li>• To ensure effective arrangements are in place for pupil support and representation at the Academy.</li> <li>• To ensure that the school website and other communications represent the academy in a way that is consistent with its ethos and purpose</li> <li>• Ensure a means whereby the Academy can receive and react to pupil and parental feedback.</li> <li>• To convene a committee to review complaints against the academy when required to do so</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To commit to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share the same commitment as well as ensuring appropriate training is received by staff and governors</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>• To review and maintain a set of behaviour principles for the Academy.</li> <li>• To receive reports at least annually on any racial and bullying incidents</li> <li>• To convene a committee to review the exclusion of a pupil by the Head of school/Executive Head Teacher when required to do so</li> </ul>
Curriculum and Standards	<ul style="list-style-type: none"> <li>• To review the curriculum proposed by the Head of school/Executive Head Teacher (to the extent that it is consistent with the Trust-wide policy)</li> <li>• To review the impact of the academies strategies on pupil outcomes.</li> <li>• To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy.</li> <li>• To support and challenge the Head of school/Executive Head Teacher in the development of the academy development plan taking into account any Trust wide improvement strategies</li> <li>• To approve the Academy Development Plan</li> <li>• To monitor implementation of the plan providing support and challenge towards planned outcomes being achieved</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• To agree the annual budget for the Academy for recommendation to the Trust Board.</li> </ul>



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	<ul style="list-style-type: none"> <li>• To monitor the Academy's delegated budget and ensure that any variances are reported to the Trust Board for approval.</li> <li>• To ensure proper financial controls are in place at the Academy.</li> <li>• To enter into contracts up to the limits of delegation and within an agreed budget.</li> <li>• To support the Trust Board in its monitoring and evaluation of the delivery of any central services or function provided or procured by the Academy Trust</li> <li>• To maximise the revenue collected via voluntary donation to the governors' fund and ensure it is well managed to maintain a reserve for contribution to premises works and the balance is spent wisely in the interests of the pupils in the school.</li> </ul>
Admissions	<ul style="list-style-type: none"> <li>• To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes and guidance from the Trust and Diocese</li> <li>• To make arrangements for determining admissions and hearing admission appeals.</li> <li>• To ensure effective arrangements are in place for pupil recruitment.</li> <li>• To contribute to the development of the Academy prospectus.</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>• To participate in the process to appoint the Head of school/Executive Head Teacher in partnership with by the Xavier CEO</li> <li>• Contribute to the appraisal of the Head of school/Executive Head Teacher by the CEO</li> <li>• To support the Head of school/Executive Head Teacher in the development and review (from time to time) of an appropriate staffing structure for the Academy and for the appointment of Academy staff to ensure that the Academy is fully staffed in accordance with that structure.</li> <li>• To ensure that the Trust's policies on all HR matters are implemented in the Academy.</li> <li>• To monitor the implementation of the Trust's policies at the Academy for HR matters including the appointment, induction and performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal</li> <li>• Manage any claims and disputes with staff members, (once internal processes have been exhausted) having regard to any advice and recommendations given by the Executive Team and/or Trust's insurers or the ESFA</li> <li>• Convene a committee to consider appeals made as a result of disciplinary, grievance or redundancy processes/</li> </ul>
Health, Safety and premises	<ul style="list-style-type: none"> <li>• To keep under review the academy risk register and alert the Trust board as required</li> <li>• To provide overview and scrutiny of the frequency of site inspections carried out by the Academy SLT and Trust Executive and of the findings and actions being taken by the management of the academy or the Trust.</li> <li>• To take account of the professional findings of the site inspections in the academies risk register and in considering the need to escalate risks to the Trustee's R&amp;A committee in terms of any health and safety issues and the security of premises and equipment.</li> </ul>
Inspection	<ul style="list-style-type: none"> <li>• Participate fully in the process of any inspection carried out by Ofsted or the Diocesan Authority.</li> </ul>