



## **CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL**

### **Governing Body Constitution and Terms of Reference 2023/24**

The Church has been intimately involved in education ever since the Lord commanded his disciples to go forth and teach. For Catholic schools, teaching cannot just simply be the imparting of information or training, no matter how worthy or important, because a human being should not be reduced to facts and figures; rather, education is formation: it is about forming the human person, to make the most of *every* ability, including academic excellence, equipping him or her to prepare well for adult life in a modern and diverse society.

#### **Instrument of Government**

1. The name of the school is Corpus Christi Catholic Voluntary Aided Primary School, Bournemouth.
2. The school was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Portsmouth and in particular:
  - a. Religious education is to be in accordance with the teachings, doctrines, discipline and general particular norms of the Catholic Church.
  - b. Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The school is a voluntary aided school in the trusteeship of the Diocese of Portsmouth and is an exempt charity.
4. The name of the governing body is: The Governing Body of Corpus Christi Catholic Voluntary Aided Primary School, Bournemouth.
5. The governing body shall consist of:
  - a. seven foundation governors
  - b. two parent governors
  - c. one headteacher
  - d. one staff governor
  - e. one local authority governor

Total number of governors: 12, (note this is an ideal number – it is required that there are 2

more Foundation governors). In addition, the governing body may appoint up to two Associate Governors who have the skills, knowledge and experience that would be beneficial to the wellbeing and fabric of the school, but are unable to take up full time governing positions due to a lack of governing board vacancies or personal time constraints. Associate Governors do not have voting rights and will be required to observe FGB confidentiality norms.

6. Foundation governors shall be appointed and may be removed by the Bishop of Portsmouth (or any other person exercising Ordinary jurisdiction in his name including, where the See is vacant impeded, the person or persons on whom the governance of the See has devolved).
7. This instrument of Government came into effect on 31<sup>st</sup> August, 2015.
8. This instrument of Government was approved by the Diocese of Portsmouth on 7<sup>th</sup> May, 2015 and made by order of Bournemouth Borough Council (now BCP Council).

The full statutory responsibilities of Governance are within the Education Act of 2011.

## Constitution

Corpus Christi Catholic Primary School - Vision and Priorities for Effective Governance.

1. Ensuring clarity and the delivery of the vision, ethos and strategic direction.
2. Overseeing the financial performance of the school and making sure its money is well spent.
3. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
4. Have a role in ensuring accountability is broadened, so that the scope of governance ensures the voices of all stakeholders are heard.

## Governors' Responsibilities

The full Governing Body (FGB) decides all policy matters concerning the management of the school within the statutory requirements of current legislation. The FGB may delegate any of its statutory functions to a committee, a governor or to the Headteacher, subject to prescribed restrictions.

The following functions may be delegated to a committee but **cannot** be delegated to an individual.

1. Functions relating to school discipline policies.
2. Functions relating to the exclusion of pupils (except when the Chair of Governors has the power to exercise these functions).
3. Functions relating to admissions.
4. Functions relating to the alteration, closure or change of category of school.
5. Functions relating to Pay and Performance, through the F&R committee.

The FGB will review the functions annually. The FGB will remain accountable for any decisions taken,

including those relating to functions delegated to a committee or individual. All decisions or actions must be reported back to the FGB.

The Governing Body **only**, must decide on the following:

Election or removal of the Chair and Vice-Chair

Ratification of the appointment or removal of the Headteacher

Appointment of Clerk

Suspension of Governors

Establishment of Committees, panels, *ex officio* members

Delegation of functions

Constitutional decisions

## Committee Structure

The FGB shall be divided into 2 Committees:

1. Finance & Resources Committee
2. School Standards & Development Committee

Panels/special interest committees will be set up as required and agreed by the FGB - including:

Pupil Admissions

Performance & Pay Review

Headteacher performance management Appraisal

Complaints and Grievance

## Scheme of Delegated Powers & Responsibilities

Each committee will have full-delegated powers to implement the decisions of the FGB without further reference to the FGB *except* when legislation demands. In such cases the committee will make recommendations to the FGB.

## Chair & Vice-Chair

To secure succession planning the Chair and Vice Chair will ideally serve for a maximum of two terms.

## Committee Membership

Each committee shall consist of a minimum of three governors (but preferably five).

The Chair of Governors and the Head Teacher shall be members of each committee. Membership of the committee shall be by election of the Governing Body.

Each committee shall have the power to co-opt or invite additional members from within the governing body, including Associate Members, to serve on the committee and to consult expert advisors, e.g. senior members of staff, professional experts. Such co-opted or invited members may take full part in the discussions of the committee **but shall not be entitled to vote** and may be asked to withdraw when certain items are discussed.

The Chairs and Vice Chairs will be elected by the FGB at the first meeting in the academic year. Chairs of committees will ideally serve for a maximum of two terms.

## Meetings

The FGB shall meet at least once a term but may meet more frequently as necessary. Sub-committees shall meet once a term. Seven clear days notice must be given of a meeting; however shorter notice may be given provided that all persons entitled to attend and vote at the meeting agree to short notice

## Quorum

A quorum of three members of the committee is required at each meeting or 50% of the membership rounded up to the nearest whole number, whichever is the greatest. Voting may not take place unless a quorum of governor members of the committee entitled to vote is present at the meeting. In exceptional circumstances voting may take place out of committee by those committee members who are not present and a quorum of three committee members not possible.

## Minutes

Draft minutes of each committee meeting shall be produced by the clerk and circulated within ten days of the meeting. The minutes should detail the following:

1. Apologies offered (and whether accepted)
2. Governors present ( and what time left meeting if before meeting closed)
3. Those in attendance
4. Questions and challenge posed,
5. Data presented
6. Decisions taken and/or action recommended
7. Date and time of next meeting

Agenda and related documents to be circulated ten clear days of the meeting.

## Review Arrangements

All Terms of Reference shall be reviewed annually and approved at the first FGB of the academic year.

## Pecuniary Interests

Each governor will have to complete an annual written declaration of interests form stating any business and/or other interests they or their family or close acquaintances may have with the school. Pecuniary interests shall be reviewed at the commencement of any meeting and any interest is declared and recorded in the minutes.

## School Policies

In addition to specific policies mentioned in the Terms of Reference, the FGB and committees will review those policies assigned to them as per the policy review timetable.

## Role of the Headteacher

The Headteacher has responsibility for the overall supervision of the day to day running of the school

The Headteacher is responsible to the governing body for the educational performance of the school and its pupils, and the performance management of staff.

1. The Headteacher can delegate specific responsibilities to members of staff as appropriate to their job descriptions ensuring adequate separation of duties.
2. The Headteacher should monitor the financial position of the school on a regular basis (not less than monthly).
3. The Headteacher is responsible for the preparation and presentation to the Finance & Resources Committee and to the FGB of reports on the School's Finance in accordance with a predetermined timetable as well as on an *ad hoc* basis.
4. The Headteacher is responsible for initiating consultations with the Chair of Governors and the Chair of Finance & Resources and, on any significant and/or exceptional financial circumstances or any financial matter that is causing concern as soon as they are aware.
5. The Headteacher is responsible for initiating consultation with the CoG and Chair of the SIPS Committee if there is concern regarding teaching and learning standards and the SIP.
6. The Headteacher should immediately report to the Chair of Governors:
  - a. Any failure in any material respect of any member of the school staff to comply with school policies.
  - b. Any circumstances which could adversely affect the school's finances.
  - c. Any matter of concern in relation to the school's finances.

The Headteacher can amend the agreed budget by virement between any budgets heading up to the limits set out in the scheme of Financial Delegation.

## Role of the School Business Manager

1. Responsibility for ensuring on a day to day basis that the financial procedures as set out by this document and following guidance issued by BCP, are followed by all who may be involved in any way in the school's finances.
2. Responsibility for monitoring all day-to-day records of the school and reconciling them with the records of BCP and/or Diocese as appropriate.
3. Responsibility for the regular preparation, from the school's accounting system of reports that will show the position of the school's finances as may be required by the Headteacher and governors.
4. Responsibility for reporting to the Headteacher any failure in any material respect of any member of the school staff to comply with these procedures, any circumstances which could adversely affect the school's finances and any matter of serious concern in relation to the school's finances.
5. Responsibility for the management of staff appointed to undertake duties involving any aspect of the school's finances.
6. Virements to be reported monthly to the Headteacher and included in the regular virements reports to the FGB and Finance & Resources Committee as applicable.
7. Authorise orders not exceeding the limits set out in the scheme of Financial Delegation.
8. Duties commensurate with the current job description.

## Administration

1. Keys to the safe are held by the Headteacher and Finance Officer.
2. Cheque signatories are: Simon Lennon (Headteacher), Eithne Boyce (Deputy Headteacher), Susan Solly (School Business Manager), Anna Murphy-Sullivan (Chair of Governors).
3. The petty cash imprest level is authorised at £250.
4. The school site will be reviewed annually and suggested improvements will be considered.

## Scheme of Financial Delegation

1. Authorisation of revenue will be tendered and authorised by BCP Council's Financial Regulations.
2. Authorisation of capital contracts will be tendered and authorised by the Diocese of Portsmouth.
3. Financial Delegation; day to day responsibilities:

Delegated Authorities (day to day):

Signatories for Cheques, BACS payments authorisations, payroll certification and other	Up to £20,000	Two signatories from: Headteacher, Deputy Headteacher, or School Business Manager	Any 2
Bank Transfers	Above £20,000	Two signatories from: Headteacher, Deputy Headteacher, or School Business Manager	Must include Headteacher

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		<b>FGB</b>	<b>Finance &amp; Resources</b>	<b>Relevant Committee</b>	<b>Head teacher</b>	<b>School Business Manager</b>
<b>1</b>	Approval of annual budget & 3 year plan	Yes				
<b>2</b>	Virements to budget headings over £5,000	Yes				
<b>3</b>	Virements to budget under £5,000				Yes	
<b>4</b>	Authorise expenditure over £25,000	Yes with legal advice as appropriate				

5	Authorise expenditure up to £25,000		Yes			
6	Authorise expenditure up to £10,000				Yes	
7	Authorise expenditure up to £5000 for an individual purchase				Yes	
8	Authorise Petty Cash to £250				Yes	Yes
9	Appointment and salary of support staff			Yes	Yes	Yes
10	Appointment and salary of all permanent teaching and teaching support staff			Yes	Yes	Yes
11	Appoint and salary of acting and temp staff			Yes	Yes	Yes
12	Appoint and salary of supply staff				Yes	
13	Appoint & salary of Headteacher	Yes				
	<b>Write off of Assets/Debts</b>					
14	Assets up to £1,000 in value				Yes	
15	Assets between £1,000 and £5,000 in value	Yes				
16	Any debts of less than £200				Yes	



<b>17</b>	Any debts between £200 and £1,000		Yes			
<b>18</b>	Any debts between £1,000 and £2,000	Yes				

Project/Special Interest Working Parties as required and agreed by FGB.

### Finance & Resources Committee - Terms of Reference

Please see appendix 1.

### School Standards & Development Committee - Terms of Reference

Please see appendix 2.

#### **Authorised:**

#### **Chair of Governors on behalf of Governors and all other Chairs of Committees and Panels**

Signature:

Name:

Date:

#### **Headteacher**

Signature:

Name:

Date: