

St. Joseph's Catholic Primary School



*"Learning and Growing Together in the Light of God's Love"*

## **Governing Body's Structure and Organisation Handbook**

September 2017

### Members of the Governing Body 2017-18

Name	Category	Appointed by	Duration of Office	Date of Appointment	Term of Office Expires	Main Committees & Roles
Catherine Blackburn	Foundation	Bishop of A & B	4 yrs	19.05.2016 (1 <sup>st</sup> term)	18.05.2020	Chair of FGB;
Mary Collins	Foundation	Bishop of A & B	4 yrs	16.10.2017 (1 <sup>st</sup> term)	15.10.2021	Learning & Well-being Committee SEND/LAC
Damian Doherty	Foundation	Bishop of A & B	4 yrs	15.10.2015 (2 <sup>nd</sup> term)	14.10.2019	Resources Committee
Patrick Furlong	Foundation	Bishop of A & B	4 yrs	25.09.2013 (2 <sup>nd</sup> term)	24.09.2021	Vice Chair of FGB; Resources Committee
John Holland	Foundation	Bishop of A & B	4 yrs	05.07.2017 (1 <sup>st</sup> term)	04.07.2021	Resources Committee Honorary Treasurer
Fr. Tony Milner	Foundation	Bishop of A & B	4 yrs	06.11.2015 (1 <sup>st</sup> term)	05.11.2019	Learning & Well-being Committee Safeguarding/Child Protection
Grant Powell	Parent	Elected by parents	4 yrs	12.11.2015 (2 <sup>nd</sup> term)	11.11.2019	Chair of Learning & Well-being Committee
Carolyn Scrutton	Headteacher			01.05.2005	n/a	
Martin Stebbings	Local Authority	Surrey CC	4 yrs	21.09.2015 (2 <sup>nd</sup> term)	20.09.2019	Chair of Resources Committee
Sue Taylor	Staff	Elected by staff	4 yrs	23.03.2016 (1 <sup>st</sup> term)	23.03.2020	Learning & Well-being Committee
Emma Smith	Parent	Appointed by GB due to no election candidates	4 yrs	29.09.2016 (1 <sup>st</sup> term)	28.09.2020	Resources Committee

### Governors who have held office during the last academic year

Maria Harding	Foundation	Bishop of A & B	4 yrs	02.07.2013 (2 <sup>nd</sup> term)	01.07.2017	Learning & Well-being Committee
Wayne Kitcat	Foundation	Bishop of A & B	4 yrs	25.09.2013 (1 <sup>st</sup> term)	24.09.2017	Honorary Treasurer; Environment & Community Committee; Finance & Human Resources Committee
Dave Rogers	Foundation	Bishop of A & B	4 yrs	13.02.2013 (1 <sup>st</sup> term)	17.09.2016	Environment & Community Committee

## Business, Pecuniary & Governance Interests

Name	Current parent?	Related to staff?	Governor at another school?	Relevant business /pecuniary interests?	Details
Catherine Blackburn	No	No	No	Yes	Partner of Blackburn Garden Business Solutions Director; Ashurst Place (Dorking) Ltd and Ubevco 2006 Ltd. St Catherine's Hospice, Surrey Young Peoples Fund – Community Foundation for Surrey
Mary Collins	No	No	No	Yes	SCC, County Hall, Penrhyn Road, Kingston – employer (Adult Social Care), Secretary of Dorking Netball Club Husband is Business Manager, Camden County Council
Damian Doherty	Yes	No	No	Yes	Kneed Media UK Ltd, Publishing & Events Company, The Atrium, Curtis Road, Dorking, Surrey RH41XA - Director
Patrick Furlong	Yes	No	No	Yes	QSAAC Services Ltd, JJ Mac Limited, BIM Direct, 3 Wood UK Limited
John Holland	Yes	No	No	No	
Fr. Tony Milner	No	No	No	Yes	Parish Priest – St Joseph's Catholic Parish, Dorking
Grant Powell	Yes	No	No	Yes	Department of Health [Civil Servant] Wife – Police Officer
Carolyn Scrutton	No	No	No	Yes	Employee. Friends of St Joseph's School (FOSJ), Norfolk Road, Dorking [Charity]
Martin Stebbings	No	No	No	No	SCC, County Hall, Penrhyn Road, Kingston – employer [Fire and Rescue]
Sue Taylor	No	No	No	Yes	Employee
Emma Smith	Yes	No	No	Yes	Brighton & Hove City Council, Hove Town Hall, Norton Road, Hove, - employer Member of Friends of St Joseph's School (FOSJ), Norfolk Road, Dorking [Charity]

## Committee and Panel Structure and Membership 2017-18

<b>Full Governing Body</b>			
<b>Statutory and Recommended Roles</b>			
<b>Chair of Governors</b> Catherine Blackburn	<b>Vice Chair of Governors</b> Patrick Furlong	<b>Honorary Treasurer</b> John Holland	<b>Liaison with LA over CP allegations</b> Catherine Blackburn
<b>Child Protection/Safeguarding</b> Fr Tony Milner	<b>Special Educational Needs and Disability (SEND)</b> Mary Collins	<b>Looked After Children (LAC)</b> Mary Collins	
<b>Committees</b>			
<b>Learning and Well-Being</b> Grant Powell [Chair] Catherine Blackburn Mary Collins Fr Tony Milner Carolyn Scrutton Sue Taylor		<b>Resources</b> Martin Stebbings [Chair] Catherine Blackburn Damian Doherty Patrick Furlong John Holland Carolyn Scrutton Emma Smith	
<b>Panels</b>			
<b>HT Performance Management</b> Catherine Blackburn Patrick Furlong Fr. Tony Milner	<b>Pay</b> John Holland Grant Powell Martin Stebbings	<b>Pay Appeals</b> Mary Collins Damian Doherty Emma Smith	<b>Admissions</b> Catherine Blackburn Mary Collins Grant Powell Carolyn Scrutton
<b>Pupil Discipline</b> Mary Collins Grant Powell Martin Stebbings	<b>Pupil Appeals</b> Damian Doherty Fr Tony Milner Patrick Furlong	<b>Staff Discipline</b> Patrick Furlong Grant Powell Martin Stebbings	<b>Staff Appeals</b> Mary Collins Fr Tony Milner Emma Smith

## Governor Link Roles 2016-17

Area:	Governor Responsible:
Numeracy	Grant Powell
Literacy	Mary Collins
RE	Fr Tony Milner
Pastoral	Fr. Tony Milner
Ethos	Patrick Furlong
Pupil Premium	Catherine Blackburn
Parent Engagement	Emma Smith
Health and Safety	Martin Stebbings
Buildings	Pat Furlong

## Attendance at Meetings 2016-17

Name	FGB Meetings				Environment & Community			Learning & Well-being			Finance & HR		
	Business 20.09.16	Autumn 12.11.16	Spring 09.03.17	Summer 06.06.17	Autumn 13.10.16	Spring 22.02.17	Summer 24.05.17	Autumn 16.10.16	Spring 07.02.17	Summer 17.05.17	Autumn 02.11.16	Spring 01.03.17	Summer 17.05.17
Catherine Blackburn	X	x	X	X	AX	X	X	X	X	X	X	X	X
Mary Collins													
Damian Doherty	X	AX	X	X									
Patrick Furlong	X	X	X	X	X	X	X				X	AX	X
Maria Harding	X	X	X	X				X	X	X			
John Holland													
Wayne Kitcat	X	X	X	X							AX	X	X
Fr. Tony Milner	X	X	X	X				X	X	X			
Grant Powell	AX	X	X	X				X	X	X	X	X	AX
Dave Rogers	X												
Carolyn Scrutton	X	X	X	X	X	X	X	X	X	X	X	X	X
Emma Smith		X	AX	X		X	X						
Martin Stebbings	X	X	X	X	X	X	X				X	AX	X
Sue Taylor	X	X	AX	X				X	X	X			

X - Present

AX - Apologies accepted



Not in office



Not a member of this committee

## **Governing Body Roles and Responsibilities**

The Governing Body has three core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

The role of the governing body is to:

- set the strategic direction, vision and ethos of the school
- monitor and challenge the progress of the school in achieving its priorities
- recruit and performance manage the headteacher
- exercise employer responsibility
- ensure the school(s) meet its statutory responsibilities
- ensure financial probity
- ensure the premises are well managed and
- report to the school's stakeholders.

The governing body must hold at least three meetings in every school year.

Governing body meetings are not open to the public by right. It is for the governing body to decide each year whether anyone who is not a governor may attend meetings, visitors should be asked to withdraw if confidential (Part 2) items are to be discussed. If open meetings are agreed, it is advisable for the governing body to agree an open meeting protocol.

Copies of the agenda, the approved minutes and papers for each meeting must be made available for inspection at the school by any interested person. The only exception is for Part 2 items, which the governing body has decided should remain confidential.

Decisions should only be taken by a committee, or by an individual with delegated power, or at a governors' meeting. However, there may be times when a decision is so urgent that there is no time to call a meeting. If a delay would seriously harm a person or the school, the chair or vice-chair has the power to take a decision on behalf of the governing body. If neither is available, the headteacher can act as necessary and must seek the governing body's retrospective approval as soon as possible. Any such decision must be reported back to the next full meeting of the governors.

## **Committees and Groups**

Effective governance demands effective structures, procedures and working practices that are understood by all. The Governing Body at St. Joseph's organises its work through committees, which are able to look in more detail at the workings of the school. This structure aims to provide an appropriately strategic view of the school and its' work, to drive school improvement and to ensure that governors' knowledge is optimised.

The Committee structure adopted is as follows:

- Learning and Well-Being Committee
- Resources Committee

The constitution, membership and terms of reference of each committee is reviewed annually. The quorum for any meeting of a committee must be determined by that committee but in any event must be not less than three governors who are members of the committee. A chair is appointed to each committee by the governing body.

The governing body will annually appoint a Pay Committee with delegated powers described in the pay policy. The committee will consist of three governors who are not members of staff at the school and the headteacher in an advisory capacity.

In addition, working parties or task groups may be set up and led by experienced governors with knowledge and skills in the required areas when there is a specific problem to address. Such groups report back to the whole governing body with findings and recommendations.

## **Individual Responsibilities**

### **Chair of Governors**

The chair is usually elected for a period of 1 year. The length of terms of office for the chair and vice-chair should be decided by the FGB before the election to both offices. The Chair of Governors does have certain powers to act in emergency only, on behalf of the FGB. Any actions taken must be reported at the next FGB meeting under "Chair's Actions" on the agenda. An emergency situation is one where failure to act would be detrimental to the interests of the school, a pupil at the school, a parent or anyone who works at the school.

### **Vice-Chair of Governors**

The vice-chair takes the place of the chair in their absence and has the same powers and responsibilities while doing so.

### **The Link Governor**

The Link Governor acts as a liaison for governor support and training. Governing bodies should ensure that, through effective training and development, they are up to date in their knowledge of governance and education issues in general and that they are fully cognisant of their statutory roles and responsibilities.

Using a skills audit is a practical way of identifying individual and collective development needs of the governing body. This tool reflects the current desirable competencies that all governing bodies should have reflected within their composition.

Governors should conduct a skills audit on an annual basis. All governors should be encouraged to complete the audit. Once this has been done, the governor responsible for training and development should collate the results with the Chair of Governors and ensure that the full governing body discusses their collective development needs at the next meeting and agrees what actions will follow as a result.

### **The Clerk to the Governors**

The Clerk's role is to make sure that the governing body is well organised and to offer information and advice to the governing body, particularly on matters involving the law and procedures to be followed at meetings. They prepare the agenda, take the minutes of the full governing body meetings and committee meetings and prepare and distribute them. In Surrey, the clerk is responsible for providing the LA with details of the membership of the governing body and any changes to it.

## **Types of Governor**

### **Foundation governors**

Foundation governors are appointed by the Bishop. They must have the skills to contribute to the effective governance and success of the school, and must ensure that the school's religious character is preserved and developed; and that the school is conducted in accordance with the foundation's governing documents.

### **Headteacher**

The Headteacher is a member of the governing body by virtue of their office. The Headteacher is included in the total number of Staff governors.

### **Local Authority Governors**

Local authority governors are nominated by the local authority but appointed by the governing body. The local authority can nominate any



eligible person as a local authority governor, but it is for the governing body to decide whether their nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set.

### **Parent Governors**

Parent governors are elected by other parents at the school. Any parent, or carer, of a registered pupil at the school at the time of election is eligible to stand for election as a parent governor. Parent governors may continue to hold office until the end of their term of office even if their child leaves the school. Schools must make every reasonable effort to fill parent governor vacancies through elections. However, the Regulations make provision for the governing body to appoint parent governors where not enough parents stand for election. Governing bodies may only appoint as a parent governor a parent who has, in their opinion, the skills to contribute to effective governance and the success of the school. As with all governors, elected parent governors are expected to develop their skills in order to contribute to effective governance and to behave in a manner befitting the role.

### **Staff Governors**

Teaching and support staff who, at the time of election, are employed by either the governing body or the local authority to work at the school under a contract of employment, are eligible to be staff governors. Staff governors are elected by the school staff. They cease to hold office when they cease to work at the school. It is important that prospective staff governors understand the nature of the role of a governor – and specifically that their role will not be to represent staff, nor to stand alongside the headteacher in being held to account by the governing body, but to operate as part of the governing body to provide strategic leadership and to hold the headteacher to account.

The constitution of governing bodies of maintained schools (Statutory guidance for governing bodies of maintained schools and local authorities in England) August 2017 set out the basis on which governing bodies may suspend governors, including parent governors.