

February 2025

St. Joseph's Catholic Primary School



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

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

### Members of the Governing Body 2024-2025

Name	Category	Appointed by	Duration of Office	Date of Appointment	Term of Office Expires	Roles
Mrs Clare Bates	Parent	Parents	4 yrs	28.11.2023	27.11.2027	
Mr Andrew Carter	Local Authority	Surrey CC	4 yrs	18.09.2023 (2 <sup>nd</sup> term)	17.09.2027	Honorary Treasurer, Finance Panel, Pay Panel, GDPR, Subject links; Science, Music, MFL
Mr Francis Cluett	Foundation	Bishop of A & B	4 yrs	12.03.2022 (2nd Term)	11.03.2026	Headteacher's Performance Management, Pay Panel, Admissions Panel, Staffing Professional Development/Staff Well Being, Subject Links; Geography, Art & DT, EYFS
Miss Jessica Devlin	Staff	Elected by Staff	4 yrs	12.09.2022	11.09.2026	
Mr Peter Evans (Vice Chair)	Foundation	Bishop of A&B	4 yrs	27.07.2022	26.07.2026	Child Protection/Safeguarding, Pupil Premium and Disadvantaged
Mr Leslie Maruziva (Chair)	Appointed as Foundation	Bishop of A&B	4 yrs	07.06.2023	06.06.2027	Governor responsible for liaison with the LA in the event of allegation Child Protection against Headteacher, Finance Panel, Pay Panel, Headteacher's Performance Management, Admissions Panel, Health & Safety/Premises, Subject Links; Maths, Computing, PE (inc Sports Premium)
Mrs Victoria Moreau	Parent	Parents	4 yrs	28.11.2023	27.11.2027	Finance Panel
Mrs Margaret Power	Foundation	Bishop of A&B	4 yrs	29.11.2021	28.11.2025	Headteacher's Performance Management, Subject Links; English, History, RE and PSHE, Ethos & Pastoral Care
Miss Carolyn Scrutton	Headteacher	Ex Officio		01.05.2005	n/a	Admissions Panel

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**Governors who have held office during the last academic year (2023-2024)**

Mrs Louise Deegan	Parent	Elected by parents	4 yrs	29.11.2019	28.11.2023	
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**Business, Pecuniary & Governance Interests 2024-2025**

Name	Current parent?	Related to staff?	Governor at another school?	Relevant business /pecuniary interests?	Details
Clare Bates	Yes	No	No	No	None Parent of a child at the school
Andrew Carter	Yes	No	No	No	None Parent of a child at the school
Francis Cluett	No	No	No	Yes	Employed by Highways England Co. Ltd, Government Administration. Wife employed by Highways England Co. Ltd, Government Administration
Jessica Devlin	No	No	No	Yes	Employee
Peter Evans	Yes	No	No	No	None Parent of children at the school
Leslie Maruziva	Yes	No	No	No	None Parent of child at the school
Victoria Moreau	Yes				Parent of child at the school
Margaret Power	No	Yes	No	Yes	Daughter is employed as a teacher at the school. Grandchildren attend the school
Carolyn Scrutton	No	No	No	Yes	Employee Friends of St Joseph’s School (FOSJ), Norfolk Road, Dorking [Charity]

**Committee and Panel Structure and Membership 2024-2025**

<b>Full Governing Body</b>			
<b>Statutory and Recommended Roles</b>			
<b>Chair of Governors</b> Mr Leslie Maruziva	<b>Vice Chair of Governors</b> Mr Peter Evans	<b>Honorary Treasurer</b> Mr Andrew Carter	<b>Liaison with LA over CP allegations</b> Mr Lelie Maruziva
<b>Child Protection/Safeguarding</b> Mr Peter Evans	<b>Special Educational Needs and Disability (SEND)</b> Mr Andrew Carter	<b>Looked After Children (LAC)</b> Mr Andrew Carter	<b>Link Governor</b>

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<b>Panels</b>			
<b>HT Performance Management</b> Mr Francis Cluett Mr Leslie Maruziva Mrs Maggie Power	<b>Finance</b> Mr Andrew Carter Mrs Victoria Moreau Mr Leslie Maruziva	<b>Pay</b> Mr Andrew Carter Mr Francis Cluett Mr Leslie Maruziva	<b>Admissions</b> Mr Francis Cluett Mr Leslie Maruziva Miss Carolyn Scrutton
<b>Pupil Discipline</b> To be agreed if needed	<b>Pay Appeals</b> <b>Pupil Appeals</b> To be agreed if needed	<b>Staff Discipline</b> To be agreed if needed	<b>Staff Appeals</b> To be agreed if needed

### Attendance at Meetings 2023-2024

Name	FGB Meetings							Total meeting attendance
	Business 13.09.2023	Autumn 1 18.10.2023	Autumn 2 22.11.2023	Spring 1 17.01.2024	Spring 2 06.03.2024	Summer 1 CANCELLED	Summer 2 03.07.2024	
Mrs Clare Bates				X	X		X	3/3
Mr Andrew Carter	X	X	X	X	X		X	6/6
Mr Francis Cluett	X	X	X	X	X		X	6/6
Mrs Louise Deegan	AX	AX	AX					0/3
Miss Jessica Devlin	X	X	X	X	X		X	6/6
Mr Peter Evans	X	X	X	X	X		X	6/6
Mr Leslie Maruziva	X	X	X	X	X		X	6/6
Mrs Victoria Moreau				X	Ab		AX	1/3
Mrs Margaret Power	X	X	X	X	X		X	6/6
Miss Carolyn Scrutton	X	X	X	X	X		X	6/6

X - Present    AX - Apologies accepted     Not in office    Ab – Absent    IA – In Attendance

## **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 Full Governing Body 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 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

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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 does not operate with a committee structure; the governing body meets in full six times per year (once each half term).

The governing body will annually appoint a Pay Panel with delegated powers described in the Pay Panel Terms of Reference. The committee will consist of three governors who are not members of staff at the school and the headteacher in an advisory capacity. The governing body will annually appoint a Finance Panel with delegated powers described in the Finance Panel Terms of Reference. The committee will consist of three governors who are not members of staff at the school and include the chair and honorary treasurer. The headteacher will attend 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.

The governing body at St Joseph's previously operated with two standing committees; learning and well-being and resources. Where any school policy or procedure refer to either of these committees the responsibilities now fall to the full governing body.

## **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-chairs 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-Chairs 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**

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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 SAfE (Schools' Alliance for Excellence) 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 of Arundel and Brighton. 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.

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### **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.