



## **St Thomas More Language College Local Governing Body**

### **SUB-COMMITTEE AND LINK GOVERNOR ROLES TERMS OF REFERENCE 2024 -2025**

# FINANCE SUB-COMMITTEE

## Status

The Sub-Committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Sections C and H of the Delegation Matrix to carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the Sub-Committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

## Composition

*Paragraph 6.8.25 of the Scheme of Delegation provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.*

At least 3 local governors

The Headteacher will attend all meetings of the Sub-Committee unless otherwise agreed.

The Sub-Committee may ask any other senior leader to attend meetings either regularly or by invitation, in order to provide information.

Sub-Committee meetings will not be open to the public.

## Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current members	
Name	Capacity
<b>RITA BUTTERI</b>	<b>FOUNDATION GOVERNOR</b>
<b>DAVID CLARK</b>	<b>FOUNDATION GOVERNOR</b>
<b>MIKE FARGEN</b>	<b>FOUNDATION GOVERNOR</b>
<b>PIERRE LECAT</b>	<b>CO-OPTED GOVERNOR</b>
<b>TREVOR PAPWORTH</b>	<b>HEADTEACHER, STAFF GOVERNOR</b>
<b>STEVEN KEOGH</b>	<b>BURSAR IN ATTENDANCE</b>

## Quorum

Not less than three local governor members of the sub-committee.

## Voting

*Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors.*

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

## Chair

The Sub-Committee chair will be elected at the first sub-committee meeting of the academic year. Any local governor member may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust. The term of office for sub-committee chairs is one year.

The following arrangements for the election of sub-committee chairs have been agreed:

- a. Any local governor may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust.
- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.
- e. The term of office for sub-committee chairs is one year.

In the absence of the chair from a meeting, the sub-committee shall choose an acting chair for that meeting from amongst its members present.

## Vice Chair

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

## Clerking

Clerk to Local Governing Body

In the absence of the clerk the sub-committee shall choose a clerk for that meeting from amongst subcommittee members present.

## Reporting

*Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/ individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.*

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Local Governing Body and will be presented at that meeting by the sub-committee chair (or in their absence another member of the sub-committee).

Minutes shall be made available for inspection. Information relating to a named person or any other matter that the sub-committee considers confidential does not have to be made available for inspection.

## Meetings

At least one a term.

AGREED : 30/9/24, UPDATED 10/2/25

REVIEW : 9/25

## General Terms

1. To act on matters delegated by the Local Governing Body.
2. To liaise and consult with other sub-committees where necessary.
3. To contribute to the School Improvement Plan.
4. To consider safeguarding and equalities implications when undertaking all sub-committee functions.
5. To conduct an annual review of the sub-committee's work, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and make recommendations on changes to the Local Governing Body.

## Authority

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

## Finance Duties

The duties of the Sub-Committee shall be:

1. Consider and recommend the Academy budget to the Local Governing Body.
2. Monitor and review current and forecast income and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, drawing any matters of concern to the attention of the Local Governing Body.
3. Monitor any variances from the budget and ensure the Local Governing Body is notified.
4. Monitor the implementation of any financial recovery or austerity plan.
5. Ensure the Academy's commercial and fundraising activities are carried out effectively and monitor progress.
6. Evaluate the impact of financial decisions
7. Ensure that systems of financial control comply with Trust policies and procedures.

## Finance Sources of Information

Academy Trust Handbook

Academy Trust Governance Guide

The Key – School Finance

The Key – How are Academies Funded

Diocesan Protocols: Accounting

SJSCAT Finance Manual

# ETHOS AND STANDARDS SUB-COMMITTEE

## Status

The Sub-Committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section B of the Delegation Matrixto carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the Sub-Committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

## Composition

*Paragraph 6.8.25 of the Scheme of Delegation provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.*

At least 3 local governors

The Headteacher will attend all meetings of the Sub-Committee unless otherwise agreed.

The Sub-Committee may ask any other senior leader to attend meetings either regularly or by invitation, in order to provide information.

Sub-Committee meetings will not be open to the public.

## Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current members	
Name	Capacity
<b>RITA BUTTERI</b>	<b>FOUNDATION GOVERNOR</b>
<b>DAVID CLARK</b>	<b>FOUNDATION GOVERNOR</b>
<b>MIKE FARGEN</b>	<b>FOUNDATION GOVERNORE</b>
<b>FR ANTHONY HOMER</b>	<b>ASSISTANT HEADTEACHER IN ATTENDANCE</b>
<b>DAVID MUIR</b>	<b>STAFF GOVERNOR</b>
<b>LINDA OTOO</b>	<b>PARENT GOVERNOR</b>
<b>EVE PAPE</b>	<b>DEPUTY HEADTEACHER IN ATTENDANCE</b>
<b>TREVOR PAPWORTH</b>	<b>HEADTEACHER, STAFF GOVERNOR</b>
<b>SHERAINE WILLIAMS</b>	<b>PARENT GOVERNOR</b>

## Quorum

Not less than three local governor members of the sub-committee.

## Voting

*Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors.*

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

## Chair

The Sub-Committee chair will be elected at the first sub-committee meeting of the academic year. Any local governor member may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust. The term of office for sub-committee chairs is one year.

The following arrangements for the election of sub-committee chairs have been agreed:

- a. Any local governor may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust.
- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.
- e. The term of office for sub-committee chairs is one year.

In the absence of the chair from a meeting, the sub-committee shall choose an acting chair for that meeting from amongst its members present.

## Vice Chair

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

## Clerking

Clerk to Local Governing Body

In the absence of the clerk the sub-committee shall choose a clerk for that meeting from amongst subcommittee members present.

## Reporting

*Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/ individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.*

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Local Governing Body and will be presented at that meeting by the sub-committee chair (or in their absence another member of the sub-committee).

Minutes shall be made available for inspection. Information relating to a named person or any other matter that the sub-committee considers confidential does not have to be made available for inspection.

## Meetings

At least one a term.

## General Terms

1. To act on matters delegated by the Local Governing Body.
2. To liaise and consult with other sub-committees where necessary.
3. To contribute to the School Improvement Plan.
4. To consider safeguarding and equalities implications when undertaking all sub-committee functions.
5. To conduct an annual review of the sub-committee's work, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and make recommendations on changes to the Local Governing Body.

## Authority

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

## Duties

The duties of the sub-committee shall be:

1. To ensure that the highest possible standards and provision are set and maintained across the school.
2. To receive and monitor data on school suspensions, exclusions, attendance and punctuality on a regular basis.
3. To receive a termly report from the Headteacher regarding standards and performance of the school against key performance indicators, especially in the following areas:
  - a. Pupil progress and achievement
  - b. The progress of different groups of pupils
  - c. The needs of groups of underachieving pupils
  - d. The use of the pupil premium and its impact on pupil progress
  - e. School performance data, such as examination and assessment results
  - f. The school's priorities for improvements in pupils' learning and outcomes
  - g. The school curriculum, including curriculum policies
4. To discuss termly reports from Headteacher and others in respect of RE and Catholic Life, RSHE, Pupil Premium and SEND.

AGREED : 30/9/24, UPDATED 10/2/25

REVIEW : 9/25

5. To identify any areas of concern in respect of standards and performance and to monitor the implementation of any action plan with the Headteacher.
6. To ensure that the school's curriculum is balanced and broadly based.
7. To scrutinise and review school curriculum and standards policies for recommendation to the local governing body.
8. To ensure that effective processes are in place for the quality assurance and self-evaluation of teaching and learning, the curriculum, inclusion and the sharing of good practice across the school.
9. To support the headteacher in the creation, implementation and monitoring of the school's vision, self-evaluation, strategic development and improvement planning and any post-Ofsted action plan.

## **Ethos and Standards Sub-Committee – Sources of Information**

Academy Trust Governance Guide

DfE – The National Curriculum

DfE - Guidance on 16-19 Study Programmes

Diocesan Protocols: Care for Creation, Standards, Religious Education, Collective Worship, RSE

RCADOW – Religious Education in a Catholic School

CES – To Know You More Clearly: Religious Education Curriculum Directory

RCADOW – Religious Education Key Policies and Documents

Catholic Schools Inspectorate Documents

OFSTED – Education Inspection Framework

OFSTED – School Inspection Handbook

The Key – Pupil Premium Quick Read and Links

The Key – SEND Overview

SJSCAT Policies



# SCHOOL ADMISSIONS SUB-COMMITTEE

## Status

The Sub-Committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section J of the Delegation Matrix to carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the Sub-Committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

## Composition

*Paragraph 6.8.25 provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.*

At least 3 local governors

The Headteacher will attend all meetings of the Sub-Committee unless otherwise agreed.

The Sub-Committee may ask any other senior leader to attend meetings either regularly or by invitation, in order to provide information.

Sub-Committee meetings will not be open to the public.

## Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current members	
Name	Capacity
<b>MICHAEL FARGEN</b>	<b>FOUNDATION GOVERNOR</b>
<b>DAVID CLARK</b>	<b>FOUNDATION GOVERNOR</b>
<b>TREVOR PAPWORTH</b>	<b>STAFF GOVERNOR, HEADTEACHER</b>

## Quorum

Not less than three local governor members of the sub-committee.

## Voting

*Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors.*

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

## Chair

The Sub-Committee chair will be elected at the first sub-committee meeting of the academic year. Any local governor member may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust. The term of office for sub-committee chairs is one year.

The following arrangements for the election of sub-committee chairs have been agreed:

- a. Any local governor may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust.
- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.
- e. The term of office for sub-committee chairs is one year.

In the absence of the chair from a meeting, the sub-committee shall choose an acting chair for that meeting from amongst its members present.

## Vice Chair

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

## Clerking

Clerk to Local Governing Body

In the absence of the clerk the sub-committee shall choose a clerk for that meeting from amongst subcommittee members present.

## Reporting

*Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/ individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.*

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Local Governing Body and will be presented at that meeting by the sub-committee chair (or in their absence another member of the sub-committee).

Minutes shall be made available for inspection. Information relating to a named person or any other matter that the sub-committee considers confidential does not have to be made available for inspection.

## Meetings

One or two a year and as required.

AGREED : 30/9/24, UPDATED 10/2/25

REVIEW : 9/25

## General Terms

1. To act on matters delegated by the Local Governing Body.
2. To liaise and consult with other sub-committees where necessary.
3. To contribute to the School Improvement Plan.
4. To consider safeguarding and equalities implications when undertaking all sub-committee functions.
5. To conduct an annual review of the sub-committee's work, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and make recommendations on changes to the Local Governing Body.

## Authority

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

## Duties

The duties of the sub-committee shall be:

1. To consider applications for entry to the school and to determine the offers that shall be made in accordance with the admission arrangements determined by the Academy Trust.
2. To make recommendations to the local governing body concerning changes to admission arrangements, admission numbers and admission appeal arrangements.
3. To undertake a consultation on proposed changes to admission arrangements in accordance with the requirements of the Admissions Code.
4. To receive reports on the implementation of the admission arrangements, admission numbers and admissions under the agreed fair access protocol
5. To consider any direction from the Secretary of State to admit a named pupil.
6. To consider consultations from other admission authorities on their policies and procedures for admission.
7. To monitor the impact of the admission arrangements.
8. To represent the local governing body at admission appeals.
9. To consider appeals or complaints referred by the Education Funding Agency
10. To consider any objections to the Office of the Schools Adjudicator concerning the admission arrangements

## School Admission Sub-Committee – Sources of Information

Delegation Matrix (J. Admissions)

RCDO – Admissions Guidance

DfE – School Admissions Code

DfE – School Admissions Appeals Code

DfE – Academy Admissions

Academy Trust Governance Guide

Diocesan Protocols: Admissions

The Key – How to consult on Admission Arrangements

AGREED : 30/9/24, UPDATED 10/2/25

REVIEW : 9/25

The Key – How to review your Admission Policy

The Key – Admission appeals: How to Guide

The Key – Equality Act 2010 and Admissions

SJSCAT Policies

School admission policy

AGREED : 30/9/24, UPDATED 10/2/25

REVIEW : 9/25

# HEARINGS SUB-COMMITTEE

## (exclusions, suspension, complaints, capability, grievance)

### Status

The sub-committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Sections I, L and P of the Delegation Matrix to carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the sub-committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

### Composition

*Paragraph 6.8.25 provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.*

At least 3 local governors who have no interest that would affect their ability to act impartially. Local governors who are employed at the school may not be members of this sub-committee.

For complaints, at least 2 local governors and a third sub-committee member who is completely independent of the management and running of the school.

Sub-committee meetings will not be open to the public.

### Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current member pool	
Name	Capacity
All local governors, apart from staff governors,	
<b><i>And, only if there are insufficient members from the pool of local governors above</i></b>	
<u>Directors of the Saint John Southworth Catholic Academy Trust</u>	

### Quorum

Not less than three members of the sub-committee.

### Voting

*Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors or directors.*

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

**Chair**

The Sub-Committee chair will be elected at each sub-committee meeting. Any local governor or directors member may stand as chair of a sub-committee.

The following arrangements for the election of sub-committee chairs have been agreed:

- a. Any local governor or director member may stand as chair for a sub-committee meeting.
- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.

**Vice Chair**

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

**Clerking**

Clerk to Local Governing Body

**Reporting**

*Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/ individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.*

**Meetings**

As required, face-to-face or by videoconference if permitted.

**General Terms**

- 1. To act on matters delegated by the Local Governing Body.
- 2. To contribute to the School Improvement Plan.
- 3. To consider safeguarding and equalities implications when undertaking all sub-committee functions.

**Authority**

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

**Duties**

The duties of the Sub-Committee shall be:

## **Pupil Suspensions and Exclusions**

1. To consider the reinstatement of a suspended or excluded pupil within 15 school days of receiving notice of the exclusion if:
  - the exclusion is permanent;
  - it is a fixed period suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term; or
  - it would result in a pupil missing a public examination or national curriculum test.
2. If requested to do so by the parents, to consider the reinstatement of a suspended pupil within 50 school days of receiving notice of the suspension if a pupil would be suspended from school for more than five school days, but less than 16, in a single term.
3. Where an exclusion or suspension would result in a pupil missing a public examination or national curriculum test, to consider the exclusion or suspension before the date of the examination or test.
4. In the case of a suspension which does not bring the pupil's total number of days of suspension to more than five in a term, the sub-committee must consider any representations made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.
5. Where an independent review panel directs or recommends that the academy reconsiders its decision, the sub-committee must reconvene to do so within 10 school days of being given notice of the panel's decision.

## **Grievance**

1. To consider representations from parties and make decisions in accordance with agreed personnel procedures.

## **Complaints**

1. To make any determination or decision under the Saint John Southworth Catholic Academy Trust complaints procedures.

## **Hearings Sub-Committee – Sources of Information**

[Delegation Matrix](#) (I. L. and P.)

DfE – [School Suspension and Exclusion Guidance](#)

[Diocesan Protocols: Staffing and Recruitment, Complaints](#)

The Key – [Complaints Procedures Academies](#)

The Key – [Dealing with complaints: A summary](#)

The Key – [Staff disciplinary hearings](#)

SJSCAT – [Complaints Procedure](#)

[SJSCAT Policies: Equality, SEND, Safeguarding & Child Protection](#)

[Agreed SJSCAT personnel procedures](#)

[School behaviour and suspension policies](#)

# THE ROLE AND RESPONSIBILITIES OF LINK LOCAL GOVERNORS HEADTEACHER PERFORMANCE REVIEW

## Status

This link governor role has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section I of the Delegation Matrix to carry out the governance functions delegated, which are set out in these terms of reference.

The scope and powers of this link governor role shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

## Purpose

The Local Governing Body is responsible for the Headteacher’s performance review and must follow the terms and conditions of the post-holder’s contract and the Trust’s performance management and appraisal arrangements. The local governing body chair should lead the performance management process supported by other link governors and advised by the SJSCAT CEO.

## Appointment

A minimum of two local governors who have no interest that would affect their ability to act impartially will be appointed to this role at the first meeting of the local governing body for a one-year term of office. Local governors who are employed at the school may not be members of this sub-committee.

Current appointees	
Name	Capacity
<i>RITA BUTTERI</i>	<i>FOUNDATION GOVERNOR</i>
<i>DAVID CLARK</i>	<i>FOUNDATION GOVERNOR</i>
<i>MIKE FARGEN</i>	<i>FOUNDATION GOVERNOR</i>
Advisers: CEO	

## Meetings

At least two meetings each year: one in the Autumn term to review progress against the previous year’s targets and set targets for the new academic year, and a second meeting to conduct an interim review of progress mid-year.

## Quorum

Two local governors.

## Clerking

Clerk to local governing body, as required.



## Reporting

*Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/ individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.*

## Role and responsibilities

1. Consult the CEO on setting the Headteacher's objectives and the review of performance.
2. Inform the Headteacher of the standards against which their performance will be assessed.
3. Set targets for the Headteacher.
4. Review the performance of the Headteacher, assessing their performance of their role and responsibilities against the relevant standards and their targets.
5. Assess the Headteacher's professional development needs and the actions needed to address them.
6. Make a recommendation on the Headteacher's pay to the local governing body, where relevant.
7. Give the Headteacher a written report of their performance review which includes the assessments and recommendation above.

## Sources of information

Academy Trust Governance Guide

School Teachers Pay and Conditions Document

SJSCAT Policies

The Key – Headteacher's appraisal: Chair of the Appraisal Panel

The Key – Headteacher Appraisal: Step by step process

The Key – Setting objectives

NGA – Headteacher CPD

# THE ROLE AND RESPONSIBILITIES OF THE LINK LOCAL GOVERNOR SAFEGUARDING

## Status

This link governor role has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section D of the Delegation Matrix to carry out the governance functions delegated, which are set out in these terms of reference.

The scope and powers of this link governor role shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

## Purpose

Section 175 of the Education Act 2002, and the Education (Independent School Standards) Regulations 2014 place a duty on the boards of maintained schools and academy trusts to have arrangements in place to ensure that they:

- carry out their functions with a view to safeguarding and promoting the welfare of children
- have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make for the purpose of that section.

The local governing body has strategic leadership responsibility for the safeguarding arrangements in its school and must ensure that it complies with its duties under legislation.

The local governing body must have regard to the statutory guidance, Keeping Children Safe in Education and it must ensure that policies, procedures and training in the school are effective and comply with the law at all times. The local governing body has agreed to appoint a link local governor to take leadership responsibility for school safeguarding arrangements.

## Appointment

One local governor will be appointed to this role at the first meeting of the local governing body for a oneyear term of office.

Current appointee	
Name	Capacity
DAVID CLARK	FOUNDATION GOVERNOR

## Reporting

*Paragraph 6.8.24 of the Scheme of Delegation requires that where any power/function has been delegated to a sub-committee/individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.*

## How to conduct the role

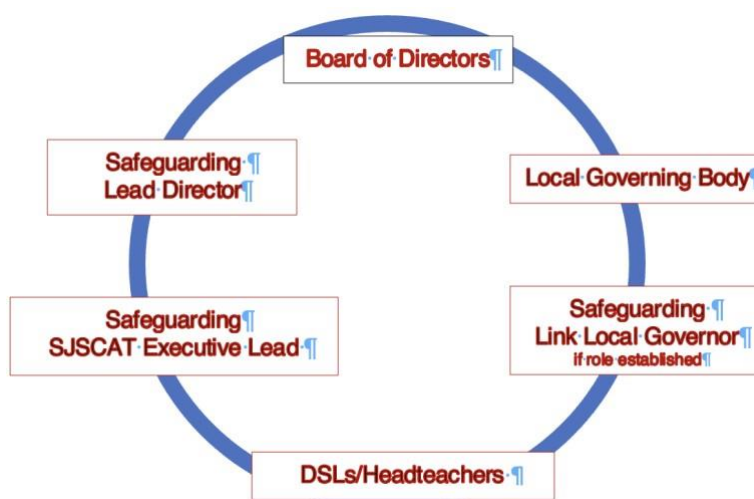
Working as a link local governor is about focussing on a particular aspect of school life. The role of the safeguarding link governor is locally strategic, not operational. It is a monitoring and reporting role which provides the local governing body with information about safeguarding arrangements, policies and practice. It is not a decision-making role and it does not become involved in day-to-day safeguarding matters.

AGREED : 30/9/24, UPDATED 10/2/25  
REVIEW : 9/25

You will:

1. Read Keeping Children Safe in Education (KCSIE) and check that other local governors have done so.
2. Undertake safeguarding training annually and make sure other local governors update their training at least annually.
3. Keep your local governing body up to date with statutory safeguarding and child protection guidance and make recommendations on changes to school practice in the light of new guidance.
4. Receive and scrutinise regular reports from the DSL/Head. This means looking for trends and questioning anything that stands out as a concern. From the report, you should expect:
  - A picture of the safeguarding context at your school, including how many incidents there have been (anonymised)
  - An overview of the safeguarding arrangements in place
  - To find out whether the procedures and the single central record are up-to-date and reflect recent changes in legislation
  - An indication of the workload of those responsible for managing safeguarding issues, and whether they need more resources
  - A sense of whether staff and governors have had all the training they need, including safer recruitment and Prevent training
  - A sense of the school's safeguarding strengths, and any safeguarding priorities that will be on an action plan over the next year
5. If the report doesn't give you this information, ask for more information (use this link for example questions). You should meet the Headteacher/DSL at least annually to discuss safeguarding.
6. Report to the local governing body.
7. Monitor the contents of reports on safeguarding from SJSCAT lead directors and executive leaders for any concerns relating to your school.
8. Take a central role in local governing body discussions about safeguarding.

## Summary of Governance Safeguarding Responsibilities across the Trust



**Board of Directors** The Trust Board has strategic leadership responsibility for the Trust's safeguarding arrangements and must comply with its duties under legislation. It must have regard to KCSIE ensuring policies, procedures and training are effective and comply with the law at all times. It will:

- Receive and scrutinise termly and annual reports from the safeguarding lead director.
- Review and change Trust policy, as necessary and act on any recommendations.
- Be mindful of safeguarding in all matters discussed

**Lead Director** (this is a summary of the information above)

The lead director is the board's specialist on safeguarding and will:

- Keep the board up to date on the latest guidance
- Receive and scrutinise reports from the Executive Lead to gain a picture of safeguarding across schools in the Trust, strengths and areas for improvement.
- Report to the Trust Board twice a year.

**SJSCAT Safeguarding Executive Lead** The

SJSCAT Executive Lead will:

1. Receive and scrutinise reports from DSLs/Heads. Follow up with anything that stands out as a concern.
2. Produce a composite twice yearly report representing the picture and identifying trends in Trust schools and present this to the board's safeguarding lead director (see checklist below for example questions).
3. Ensure a consistent approach to safeguarding across SJSCAT schools.
4. Make recommendations, where necessary.
5. Respond to any questions from the directors.

**Local Governing Body** The local governing body has local strategic leadership responsibility for the school's safeguarding arrangements and must comply with its duties under legislation. It must have regard to KCSIE ensuring the school's policies, procedures and training are effective and comply with the law at all times. It will:

1. Receive and scrutinise termly and annual reports from the safeguarding link governor and/or headteacher.
2. Act on any recommendations.
3. Be mindful of safeguarding in all matters discussed.

### **Safeguarding Link Local Governor** (this is a summary of the information above)

The local safeguarding link governor is the specialist on safeguarding for your local governing body and should:

- Read Keeping Children Safe in Education (KCSIE) and check that other local governors have done so.
- Undertake safeguarding training annually and make sure other local governors regularly update their training.
- Keep the local governing body up to date with statutory safeguarding and child protection guidance and make recommendations on changes to school policy in the light of new guidance.
- Receive and scrutinise termly and annual reports from the DSL/Head. This means looking for trends and questioning anything that stands out as a concern. From the report, the link governor should expect:
  - A picture of the safeguarding context at the school, including how many incidents there have been (anonymised) ○ An overview of the safeguarding arrangements in place
  - To find out whether the policies, procedures and the single central record are up-to-date and reflect recent changes in legislation
  - An indication of the workload of those responsible for managing safeguarding issues, and whether they need more resources
  - A sense of whether staff and governors have had all the training they need, including safer recruitment and Prevent training
  - A sense of the school's safeguarding strengths, and any safeguarding priorities that will be on an action plan over the next year
  - If the report does not provide this information, more information should be requested (use [this link](#) for example questions). The link governor should meet the Headteacher/DSL at least annually to discuss safeguarding.

5. Report to the local governing body twice a year.

### **School Designated Safeguarding Lead (DSL) or Headteacher**

1. Produce a half-yearly and annual safeguarding report (see [The Key](#) for possible format) for the executive lead, local governing body (LGB) and/or safeguarding link local governor.
2. Respond to any questions they may have.
3. Meet with the link governor and executive lead, as required.

## **Sources of information**

The Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education  
Academy Trust Governance Guide

Diocesan Protocols: Safeguarding

The Key – Online Training for Link Governor Safeguarding

The Key - Questions to Ask About Safeguarding

The Key – Understanding the Annual Safeguarding Report contain

The DfE's guidance on mental health and behaviour in schools

The Home Office's Prevent duty guidance

SJSCAT Safeguarding and other policies

# THE ROLE AND RESPONSIBILITIES OF THE LINK LOCAL GOVERNOR CATHOLIC LIFE AND RELIGIOUS EDUCATION

*Religious Education is the "core of the core curriculum" in a Catholic school Pope St John Paul II*

## Status

This link governor role has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Section E of the Delegation Matrix to carry out the governance functions delegated, which are set out in these terms of reference.

The scope and powers of this link governor role shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

## Purpose

Our Catholic ethos is central and permeates everything we do as a School. The objects clause of the Articles of Association makes it clear that the Trust's purpose is to advance the Catholic religion in its schools and to conduct itself in accordance with the teachings of the Church. Guided by the Diocesan Bishop, we serve as witness to the Catholic faith in Our Lord Jesus Christ.

The school is responsible for and has a legal duty to preserve and develop its Catholic character through its mission, ethos, religious education and collective worship.

The Local Governing Body has agreed to appoint a link governor to take leadership responsibility for monitoring Catholic life and Religious Education in our school.

## Appointment

A foundation local governor will be appointed to this role at the first meeting of the local governing body for a one-year term of office.

Current appointee	
Name	Capacity
MIKE FARGEN	FOUNDATION GOVERNOR

## Conduct for school visits

All directors and local governors who visit SJSCAT schools must follow the Trust's policy on school visits.

## Reporting

*Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/ individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.*

AGREED : 30/9/24, UPDATED 10/2/25  
REVIEW : 9/25

## Role and responsibilities

The Link Governor Catholic Life and Religious Education will

1. Act as the lead governor on the local governing body for Catholic Life and RE.
2. Understand the responsibilities as a local governing body for the preservation and development of the school's religious and educational character, mission and ethos.
3. Actively expand their knowledge in this area by undertaking training relevant to the role and being familiar with the sources of information set out below.
4. Receive half-yearly and annual reports from the Headteacher and meet with them (and others), as necessary, to learn:
  - a. About the Catholic character, mission and life of the school and how this is embedded in all aspects of school life and leadership
  - b. About provision and resources for Religious Education and pupil outcomes
  - c. About provision for Relationships, Sex and Health Education (RSHE)
  - d. About teaching in other subjects, which supports Gospel values and spiritual and moral growth
  - e. About the arrangements for prayer and liturgy and pupil participation and engagement
  - f. How pupils deepen their understanding and relationship with their Catholic faith and its moral and Catholic social teaching and the impact on pupils' everyday lives
  - g. About the spiritual life of the school and the ways in which it informs the moral and spiritual development of pupils
  - h. About monitoring and self-evaluation processes (Catholic self-evaluation document CSED), priorities for RE and Catholic life and how they are being implemented
  - i. About the relationship with the wider School and SJSCAT community – pupils, parents, staff, parishes – and how this enhances the quality of Catholic education and Catholic formation.
5. The Link Governor will report to the Local Governing on the monitoring work carried out, ensuring that the Local Governing Body:
  - a. Knows about the provision of Religious Education, prayer and liturgy and Catholic life in the School and any concerns
  - b. Knows about RSHE policy and provision in the context of legislation and the Bishops' requirements.
  - c. Considers RE and Catholic life in discussions and exercises strategic local leadership to fulfil its Catholic mission
  - d. Asks challenging questions about the development of the RE curriculum and Catholic formation.

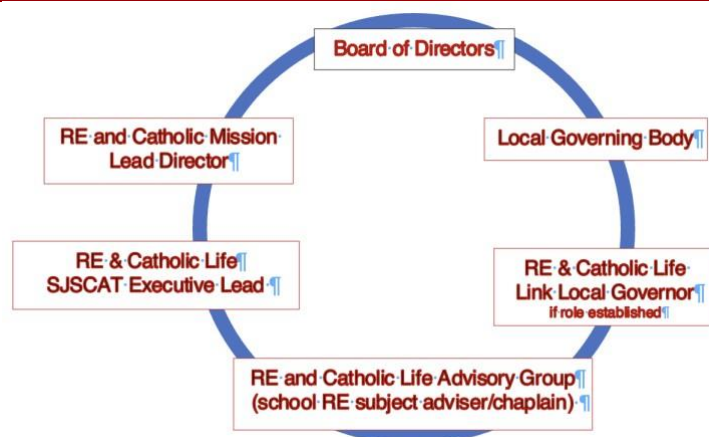
## How to conduct this role

The Link Governor will:

1. Meet twice a year either face-to-face or virtually with the Headteacher (and/or others) to discuss and monitor RE, the Catholic development of pupils in other subjects and areas of school life, collective worship, preparedness for S48 RE inspections and response to outcomes
2. Attend School Masses and services by arrangement.
3. Report to the Local Governing Body at least twice yearly on the outcome of monitoring school RE and Catholic life.



## Summary of Governance Catholic Life & RE Responsibilities across the Trust



### **Board of Directors**

*Within parameters set by the Diocesan Bishop, the SJSCAT board of directors has overall responsibility for setting, developing, embedding and monitoring the religious and educational character, mission and ethos of the Trust and its schools. It will:*

- *Exercise strategic leadership in this area*
- *Exercise a monitoring role, which includes receiving and scrutinising reports from the RE and Catholic Life lead director*
- *Review and change Trust policy, as necessary, act on any recommendations and take action where there are shortcomings or any risk to the religious character*
- *Be mindful of RE and Catholic life priorities in the Trust Improvement Plan and generally in all matters discussed.*

### **Lead Director**

*The Lead Director is the board's specialist on RE and Catholic Mission and will:*

- *Scrutinise half-yearly and annual reports from the SJSCAT RE & Catholic Life Executive Lead for information about compliance with requirements, priorities, strengths and weaknesses and action plans.*
- *Meet with the SJSCAT RE & Catholic Life Executive Lead to discuss and monitor RE and Catholic life*
- *Report to the Trust board twice yearly.*

### **SJSCAT Catholic Life and RE Executive Lead (the CEO) The**

*SJSCAT Executive Lead will:*

- *Monitor and produce composite half-yearly and annual reports representing the picture for Trust schools and present this to the Board's RE and Catholic Life lead director.*
- *Respond to any questions from the lead director.*
- *Make recommendations, where necessary.*
- *Respond to any questions from the board or its committees*



### **Local Governing Body**

*The local governing body is responsible for setting, developing, embedding and monitoring the religious and educational character, mission and ethos of the school, bearing in mind Trust policy and in compliance with national and diocesan policy. It will:*

- Exercise strategic local leadership in this area*
- Exercise a monitoring role, which includes receiving and scrutinising reports from the Headteacher or RE link local governor (if appointed).*
- Review and change school policy, as necessary, act on any recommendations and take action where there are shortcomings or any risk to the religious character of the school.*
- Be mindful of RE and Catholic life priorities in the School Improvement Plan and generally in all matters discussed.*

**Catholic Life and RE Link Local Governor** (this is a summary of the information above) The Link Local Governor will:

- Report half-yearly and annually to the local governing body.*
- Respond to any questions they may have.*
- Meet twice a year either face-to-face or virtually with the Headteacher and/or others (e.g. subject leader, chaplain) to discuss and monitor the RE curriculum, the Catholic development of pupils in other subjects and areas of school life, collective worship, preparedness for S48 RE inspections and response to outcomes*
- Visit lessons and/or attend school Mass, by arrangement with the Headteacher*

### **Headteacher and/or others (subject leader, chaplain)**

*If a link local governor for RE and Catholic Life has been appointed*

- Meet twice a year either face-to-face or virtually with the link local governor to report on the RE curriculum, the Catholic development of pupils in other subjects and areas of school life, collective worship, preparedness for S48 inspections and response to outcomes*
- Respond to any questions from the local governing body*

## **Sources of information**

SJSCAT Mission and Values

Catholic Schools Inspectorate

WDES RE Key policies and documents

WDES Relationships and Sex Education

Catholic Education Service, Religious Education and Collective Worship

Catholic Education Service, Relationships and Sex Education

Diocesan Protocols: Care for Creation, Standards, Religious Education, Inspections, Collective Worship,

DfE RE and Collective Worship in Academies and Free Schools

Academy Trust Governance Guide

The Key – Section 48 inspections

The Key – The role of the RE link governor

## **ADDITIONAL AGREED LINK GOVERNOR ROLES**

**LINK GOVERNOR ICT – PIERRE LECAT, Please see this [role description](#)** **LINK GOVERNOR HEALTH AND SAFETY – MIKE FARGEN, Please see this [role description](#) and [this link](#) to training**