



# Coloma Convent Girls' School

## Governing Body Structure

Updated 25th January 2022

**Chair of Board of Governors** Paul O'Donnell

**Vice Chair** Allison Thornton

### Functions of the Full Governing Body

*The Governing Body is responsible for*

Overall Strategy: Ethos, Vision, Strategic direction, Policies and Targets

Acting as a 'Critical Friend': Monitoring/Evaluating Performance and holding executive leaders to account for the educational performance of the school and its pupils

Overseeing the financial performance of the school and making sure money is well spent

Human Resources Functions: Appointment of Headteacher, appointment of Senior Leadership, Staff Discipline, Grievances and Complaints, Appraisals, Performance Management and Capability

Overseeing Premises: Health and Safety, Maintenance, Capital Projects, New Buildings and Refurbishment

## Committees

### Education & Standards Committee

Allison Thornton - Chair  
Claire Saunders - Vice Chair

#### ***Education & Standards Committee Responsibilities***

To make reports and/or recommendations on the education and quality of standards across the school as detailed in the Ofsted framework

Approval and recommending approval to the Governing Body of relevant policies and related documents, including:

Special Educational Needs and Disabilities

Allegations of abuse against staff

Behaviour and Rewards

Curriculum

Exclusions

Equality Statement

Safeguarding / Child Protection

Pastoral care and wellbeing

Diversity & Inclusion

Relationships and Sex Education

Any other significant areas that relate to education and the standards across the school

Review, monitoring and challenging information, data and policy in relation to the schools' approach to:

Trends on whole school performance provided in the Head Teacher's Reports, examination results, KPI data, benchmarking, Ofsted Inspection Reports, Section 48 Reports, etc.

### ***Education & Standards Committee Responsibilities- Continued***

How the curriculum is taught, evaluated and resourced  
Inclusion and wellbeing of all pupils and staff, and how it embeds its wellbeing and inclusion policies and practice

The provision of religious studies and how the catholic ethos of the school is embraced and embedded through the school community

The support and performance of:

- a. Students with Special Educational Needs and Disabilities
- b. Looked after children
- c. Students in receipt of pupil premium
- d. Gifted and Talented students

Discipline, exclusions, attendance, pastoral and safeguarding issues

Public presentation and relationships with the external community, parishes and the wider diocese and how the school engages with and communicates with parents, parishes and communities engaged with Coloma.

Statutory requirements for reporting and publishing information, and ensuring the school website content is fully compliant and presented in an accessible way

Monitoring decisions and feedback on leadership and management and the provision of CPD and the wellbeing of SLT and middle leaders

## **Admissions Committee**

Tana Adkin - Chair

Claire Saunders - Vice Chair

### ***Admissions Committee Responsibilities***

Reporting and/or making recommendations upon admissions matters and the school roll to the Governing Body and any Committee, including;

Admissions Policies for all Year Groups,

Approval of Admissions Rankings for Candidates

Application of the over-subscription criteria

Administrative arrangements for the Independent Admissions Appeal Panel

Consideration of relevant statutory and legal requirements and ensuring these are met

## Finance Committee

Alan Buckland - Chair  
Vinoos John - Vice Chair

### ***Finance Committee Responsibilities***

Making reports and/or recommendations upon matters relating to finance to the Governing Body and any other Committee.

Consideration of relevant statutory and legal requirements and ensuring these are met.

Consideration and review of long term financial planning and resourcing and monitoring of income and expenditure, including budgets

Approval of the level of delegation to the Headteacher day to day financial management to the school

Approval of purchases/contracts between £25,000 and £50,000

Review, revision and population of the DfE Dashboard

Approval and/or monitoring relevant policies/documents, including:

Annual Budget (draft/initial and final)

Quarterly statements of income and expenditure

Audited financial statements

Audit outcomes

Schools Financial Value Standard

Benchmarking

Asset and equipment registers

Financial Policy and Procedures (including schedule of delegations)

Lettings Policy

Charging and Remissions Policy

Anti-Corruption and Bribery Policy

Governors Expenses Policy

Consideration of capacity for sustained improvement in relevant areas.

## Capital Projects Committee

Paul O'Donnell - Chair

### ***Capital Project Committee Responsibilities***

The Committee will exercise responsibility for and oversight of programmes of new building/associated phases, refurbishment of existing buildings on the site and other Capital Projects

## **Pay Committee**

Paul O'Donnell - Chair

### ***Pay Committee Responsibilities***

Making recommendations on matters relating to pay to the Governing Body and any other Committee.

Consideration of relevant statutory and legal requirements and ensuring these requirements are met.

Consideration of capacity for sustained improvement in relevant areas.

Teaching and Support Staff Salary Scale Reviews

Annual Teaching and Support Staff Pay Reviews

Monitoring relevant policies/documents including Pay, Performance Review and Capability Policies