

## **ST RICHARD'S RC PRIMARY GOVERNORS' INFORMATION & DUTIES**

### **Introduction**

In order to remain outstanding in our leadership and management (including governance) and to make best use of the valuable time of our governors and our staff in school, we undertook an internal review of our governance structures in Autumn 2019.

### **The principles which underpinned our internal review of governance:**

- That Foundation governors should outnumber all other voting governors combined at committee and at full governing body meetings.
- That most of the hard work should be done at committee stage and ratified at full GB meetings.
- That there should be little need to repeat activity or items.
- That sub-committee membership should be distributed so that no one governor is asked to do too much (equitable distribution of responsibility and workload).

### **Outcomes:**

- The Resources committee was re-named The Finance and Personnel committee. It continues to meet every term.
- A new Safeguarding, Health & Safety and Premises committee was created. It meets every term (in the space vacated by the Admissions and Curriculum committee meetings).
- The termly Admissions meeting has been discontinued. Termly updates on Admissions are included in the HT's Report to governors. The full Governing Body (GB) delegated day-to-day functions and decisions of the Admissions committee to the Chair of Governors (CoG) and Headteacher (HT) (who have admissions as a standing agenda item on CoG & HT weekly meeting agenda). Updated Admissions Policies will still be approved at full GB level.
- The Curriculum committee and the GB links meetings were merged and we have one big meeting in the school hall once per term to find out about really important things happening in the curriculum at St Richard's. All the governors meet with their named link teacher/manager and then receive a termly curriculum overview/update. There is always a curriculum-focused presentation to end the meeting.
- We introduced a simple and effective written format so that governors are able to evidence their activity and its impact at St Richard's. These written records are held in a file in school, accessible at any time by a governor.
- The three termly committees meet in the first half-term of Autumn, Spring and Summer and the full governing body meets in the second half-term (as late as possible)
- In the Autumn term there is an annual meeting of the Teachers' Pay Committee and the Headteacher's Performance Management Committee
- New Terms of Reference have been drawn up and adopted for each committee
- If a committee is ever not quorate, other governors will be contacted to enable the meeting to proceed.

### **EXCEPTIONAL CIRCUMSTANCES**

Meetings which were scheduled to take place from mid-March to July 2020 were cancelled due to the Coronavirus crisis. Governors are being kept fully informed and engaged in policy making and other matters through regular e-mail communications.

**TERMLY COMMITTEES**

<b>Safeguarding, Health &amp; Safety and Premises committee</b> (Meetings held at 3pm in school on the day of the Curriculum Links Meeting)			
Voting Members: 6		Quorum of voting members: 3	
Governor type:	Name:	Role on committee:	Attendance at meetings 2019/2020
(Ex Officio):	Father Michael Dever	Chair of this committee	1/1
(Local Authority):	Tim Ferguson	Vice-Chair of this committee	1/1
(De Facto):	Jon Murray		1/1
(Foundation):	Vacancy		
(Parent):	Waseem Nabi		0/1
(Parent):	Efua Uke		0/1
(Associate):	John Keyworth		1/1
In attendance:	Louise Bostock	To provide advice and expertise (non-voting)	1/1
Minuted by:	Alison Marshall		1/1
<i>The Summer term meeting scheduled for 24.6.2020 was cancelled due to COVID-19</i>			

<b>Finance &amp; Personnel (formerly Resources) committee</b> (Meetings held at 4pm in the presbytery every first half-term)			
Voting Members: 6		Quorum of voting members: 3	
Governor type:	Name:	Role on committee:	Attendance at meetings 2019/2020
(Ex Officio):	Father Michael Dever	Chair of this committee	2/2
(Foundation):	Christine Hession	Vice-Chair of this committee	1/2
(Foundation):	Kay O' Dowd		1/2
(Foundation):	Joanne Taylor		1/2
(Foundation):	Mary Coyne		2/2
(De Facto):	Jon Murray		1/2
(Associate):	John Keyworth		2/2
In attendance:	Alison Marshall, Ray Smith (EFC)	To provide advice and expertise (non-voting)	2/2
Minuted by:	Colette Bright		2/2
<i>The meetings scheduled for 18.3.2020 &amp; 20.5.2020 were cancelled due to COVID-19</i>			

## Curriculum Links

**Members: All GB and all teachers and managers**

**Quorum: Not applicable**

The Curriculum Committee was discontinued and merged into a termly meeting of the Curriculum Links meeting.

The role of teachers in this approach is to be able to provide honest and accurate assessment of the school's current position in this area. The role of the governor is to provide challenge and support.

The meetings start at 4pm and always begin with a welcome and prayer and then links meetings (a reduced number). These are more strictly timed than previously (20 minutes each) and structured (with a swap over at half-time: 4.05pm – 4.25pm then 4.25pm – 4.45pm). A two sectioned record sheet is provided to be pre-filled in (top half) by the Subject/Aspect Coordinator ahead of the meeting...with a record of the conversation/reflection added at the meeting by the link governor (then signed by both). These are compiled and kept in school as a series of 'mini-minutes' of all the link meetings.

The second part of the meeting consists of a presentation from either SLT or Subject leader. This starts at 4.45pm and finishes by 5.15pm.

Links meetings will only be between governors and teachers and governors and managers. The intention is for each governor to become a specialist in the one or two subjects/aspects that they are linked with.

*The Summer term meeting scheduled for 24.6.2020 was cancelled due to COVID-19*

### ADDITIONAL GOVERNOR INFORMATION

Name	Date Appointed	Appointed By	Term of Office	Date Stepped Down	Declaration of Business Interests
Fr Michael Dever	25.4.17	Diocese	4 Years	N/A	None
Mr Jonathan Murray	29.4.19	Diocese	4 years	N/A	None
Mr Tim Ferguson	25.4.17	Local Authority	4 Years	N/A	None
Mrs Kay O'Dowd	25.4.17	Diocese	4 Years	N/A	None
Mrs Tess Coughlan	25.4.17	Diocese	4 Years	N/A	None
Miss Christine Hession	25.4.17	Diocese	4 Years	N/A	None
Miss Joanne Taylor	25.4.17	Diocese	4 Years	N/A	None
Mrs Mary Coyne	25.4.17	Diocese	4 Years	N/A	None
Miss Kathryn Broadbent	Oct 2018	Elected (staff)	4 Years	N/A	None
Mrs Efua Uke	Oct 2018	Elected (parent)	4 Years	N/A	None
Mr Waseem Nabi	Oct 2018	Elected (parent)	4 Years	N/A	None
Mr John Keyworth	25.4.17	Diocese	4 years	N/A	None
Mrs Colette Bright	25.4.17	Diocese	4 years	N/A	None