

## **ST RICHARD'S RC PRIMARY GOVERNORS' INFORMATION & DUTIES – Reviewed November 2023**

### **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 meets at least once every term.
- A new Safeguarding, Health & Safety and Premises committee was created. It meets every term.
- Termly updates on Admissions are included in the HT's Report to governors. The full Governing Body (GB) has delegated day-to-day functions and decisions of the Admissions committee to the Headteacher (HT) Updated Admissions Policies will still be approved at full GB level.
- The Curriculum committee and the GB links meetings were merged in 2019 and we now have a termly meeting of governors and teaching staff in the school hall 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 this meeting.
- In 2019 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.
- Terms of Reference are in place and are reviewed on an annual basis by each committee
- If a committee is ever not quorate, other governors will be contacted to enable the meeting to proceed. Where this happens, they will only be recorded as attending that specific meeting.

## **Attendance record at GB meetings (2022-2023):**

<b>Name</b>	<b>Full GB</b>	<b>Finance &amp; Personnel</b>	<b>Pay</b>	<b>Safeguarding, H &amp; S and Premises</b>	<b>Other</b>
Fr Michael Dever	1/3	3/3	1/1	2/2	Stepped down 16.4.23
Mr Jonathan Murray	3/3	4/4	2/2	3/3	
Mr Tim Ferguson	2/3	2/2	1/2	2/3	Acting Chair from 16.4.23
Mrs Kay O'Dowd	2/3	2/4	0/2		
Mrs Tess Coughlan	2/3		1/2		
Miss Christine Hession	1/3	2/4			
Miss Joanne Taylor	2/3	1/4		1/1	
Mrs Mary Coyne	2/3	3/4	2/2	1/1	
Mrs A Abajori	2/3			1/1	
Miss Kathryn Broadbent	3/3				
Mrs Efua Uke	3/3			1/3	
Mr Ian Stenson	1/3			1/3	
Mr John Keyworth	3/3	3/4		2/3	
Mrs Colette Bright	2/3	4/4			
Mrs A Marshall (Clerk)	3/3	4/4	2/2	3/3	

## **ADDITIONAL GOVERNOR INFORMATION**

<b>Name</b>	<b>Date Appointed</b>	<b>Appointed By</b>	<b>Term of Office</b>	<b>Date Stepped Down</b>	<b>Declaration of Business Interests</b>
Fr Michael Dever	24.4.21	Diocese	4 Years	16.4.23	None
Mr Jonathan Murray	29.4.23	Diocese	4 years	N/A	None
Mr Tim Ferguson	25.4.21	Local Authority	4 Years	N/A	None
Mrs Kay O'Dowd	25.4.21	Diocese	4 Years	N/A	None
Mrs Tess Coughlan	5.4.22	Diocese	4 Years	N/A	None
Miss Christine Hession	6.11.19	Diocese	4 Years	N/A	None
Miss Joanne Taylor	17.12.21	Diocese	4 Years	N/A	None
Mrs Mary Coyne	21.12.21	Diocese	4 Years	N/A	None
Mrs Anne Abajori	24.2.22	Diocese	4 Years	N/A	None
Miss Kathryn Broadbent	22.2.22	Elected (staff)	4 Years	N/A	None
Mrs Efua Uke	28.11.22	Elected (parent)	4 Years	N/A	None
Mr Ian Stenson	28.6.22	Elected (parent)	4 Years	N/A	None
Mr John Keyworth	24.4.21	Diocese	4 years	N/A	None
Mrs Colette Bright	22.2.22	Diocese	4 years	N/A	None

## **Additional Governance Information**

### **Date governors stepped down:**

Fr M Dever 16.4.2023

### **Register of Business Interests:**

None declared/recorded for the period

### **Material interests arising from relationships between governors/school staff:**

None declared/recorded for the period

### **Governance roles in other educational settings:**

None

### **Associate members:**

Associate members attend meetings where appropriate, but do not have voting rights.

### **Record of salaries paid above £100,000 or more (in increments of £10,000):**

One member of staff at St Richard's is paid above £100,000.

**COMMITTEE MEMBERSHIP 2023/24**

<b>Safeguarding, Health &amp; Safety and Premises Committee</b>		
<b>Voting Members: 6</b>		<b>Quorum of voting members: 3</b>
<b>Governor type:</b>	<b>Name:</b>	<b>Role on committee:</b>
<b>(Local Authority):</b>	<b>Tim Ferguson</b>	<b>Chair of this committee</b>
<b>(Ex Officio):</b>	<b>Father Boniface Ambe</b>	
<b>(Foundation):</b>	<b>Anne Abajori</b>	
<b>(De Facto):</b>	<b>Jon Murray</b>	
<b>(Parent):</b>	<b>Ian Stenson</b>	
<b>(Parent):</b>	<b>Efua Uke</b>	
<b>(Associate):</b>	<b>John Keyworth</b>	<b>(non-voting)</b>
<b>In attendance:</b>	<b>Louise Bostock</b>	<b>(non-voting)</b>
<b>Minuted by:</b>	<b>Alison Marshall</b>	

<b>Finance &amp; Personnel Committee</b>		
<b>Voting Members: 7</b>		<b>Quorum of voting members: 3</b>
<b>Governor type:</b>	<b>Name:</b>	<b>Role on committee:</b>
<b>(LA):</b>	<b>Tim Ferguson</b>	<b>Chair of this committee</b>
<b>(Foundation):</b>	<b>Christine Hession</b>	
<b>(Foundation):</b>	<b>Kay O' Dowd</b>	
<b>(Foundation):</b>	<b>Joanne Taylor</b>	
<b>(Foundation):</b>	<b>Mary Coyne</b>	
<b>(Foundation):</b>	<b>Tess Coughlan</b>	
<b>(De Facto):</b>	<b>Jon Murray</b>	
<b>(Associate):</b>	<b>John Keyworth</b>	<b>(non-voting)</b>
<b>In attendance:</b>	<b>Alison Marshall</b>	<b>To provide advice and expertise (non-voting)</b>
<b>Minuted by:</b>	<b>Colette Bright</b>	

<b>Pay Committee</b>		
<b>Voting Members: 4</b>		<b>Quorum of voting members: 3</b>
<b>Governor type:</b>	<b>Name:</b>	<b>Role on committee:</b>
<b>(Local Authority):</b>	<b>Tim Ferguson</b>	<b>Chair of this committee</b>
<b>(Foundation):</b>	<b>Kay O' Dowd</b>	
<b>(Foundation):</b>	<b>Tess Coughlan</b>	
<b>(De Facto):</b>	<b>Jon Murray</b>	
<b>(Associate):</b>	<b>John Keyworth</b>	
<b>In attendance:</b>	<b>Alison Marshall</b>	<b>Clerking and to provide advice and expertise. (Non-voting)</b>

<b>GB Curriculum Links</b>	
<b>Members: All GB and all teachers and managers</b>	<b>Quorum: Not applicable</b>
<p><b>GB Curriculum Links Meetings take place once per term. The role of teachers (and some non-teaching managers) at these meetings is to be able to provide honest and accurate assessment of the school's current position in their specialist area. The role of the governor is to provide challenge and support.</b></p> <p><b>Link governors feedback to the Full Governing Body at each termly meeting.</b></p>	