

ST RICHARD'S RC PRIMARY GOVERNORS' INFORMATION & DUTIES – Reviewed July 2025

Introduction

In order to make best use of the valuable time of our governors and our staff in school, we have agreed the following principles which underpin all governance activity at St Richard's:

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

Governing Body Structures:

- The Finance and Personnel committee meets at least once every term.
- The Safeguarding, Health & Safety and Premises committee was created 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 Chair of Governors (CoG) and Headteacher (HT). Admissions Policies are approved at full GB level.
- A GB Curriculum Links meeting of all governors and all takes place once a term. Governors find out about important things happening in the curriculum at St Richard's. The usual structure is that governors meet with their named link teacher/manager to receive a termly curriculum overview/update. There is always a curriculum-focused presentation to begin this meeting.
- The three termly committees (above) 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 (2024-2025):

Name	Full GB	Finance & Personnel	Pay	Safeguarding, H & S and Premises	Other
Mr Jonathan Murray	3/3	4/4	1/1	2/2	
Mr Tim Ferguson	2/3	4/4	1/1	2/2	
Mrs Kay O'Dowd	2/3	4/4	1/1		
Mrs Tess Coughlan	0/3		-		
Miss Christine Hession	2/3	3/4			
Miss Joanne Taylor	3/3	3/4			
Mrs Mary Coyne	1/3	1/4	1/1		
Miss Kathryn Broadbent	2/3				
Mrs Efua Uke	3/3			2/2	
Mr Ian Stenson	0/3			0/2	
Mr John Keyworth	3/3	2/4		2/2	
Mrs Colette Bright	3/3	4/4			
Mrs A Marshall (Clerk)	3/3	4/4	1/1	2/2	

ADDITIONAL GOVERNOR INFORMATION

Name	Date Appointed	Appointed By	Term of Office	Date Stepped Down	Declaration of Business Interests
Mr Jonathan Murray	29.4.23	Diocese	4 years	N/A	None
Mr Tim Ferguson	2.7.25	Local Authority	4 Years	N/A	None
Mrs Kay O'Dowd	25.4.21 (pending)	Diocese	4 Years	N/A	None
Mrs Tess Coughlan	5.4.22	Diocese	4 Years	N/A	None
Miss Christine Hession	14.11.23	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
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	2.7.25	Diocese	4 years	N/A	None
Mrs Colette Bright	22.2.22	Diocese	4 years	N/A	None

Additional Governance Information**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.

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 MEETINGS

Safeguarding, Health & Safety and Premises Committee			
Voting Members: 6		Quorum of voting members: 3	
Governor type:	Name:	Role on committee:	Attendance at meetings 2024/2025
(Local Authority):	Tim Ferguson	Chair of this committee	2/2
(De Facto):	Jon Murray		2/2
(Parent):	Efua Uke		2/2
(Parent):	Ian Stenson		0/2
(Associate):	John Keyworth	(non-voting)	2/2
In attendance:	Louise Bostock	(non-voting)	2/2
Minuted by:	Alison Marshall		2/2

Pay Committee			
Voting Members: 6		Quorum of voting members: 3	
Governor type:	Name:	Role on committee:	Attendance at meetings 2024/2025
(Local Authority):	Tim Ferguson	Chair of this committee	1/1
(Foundation):	Kay O' Dowd		1/1
(Foundation):	Tess Coughlan		0/1
(De Facto):	Jon Murray		1/1
(Foundation):	Mary Coyne		1/1
In attendance:	Alison Marshall	(clerking and to provide advice and expertise. Non- voting)	1/1

Finance & Personnel Committee			
Voting Members: 6		Quorum of voting members: 3	
Governor type:	Name:	Role on committee:	Attendance at meetings 2024/2025
(Local Authority):	Tim Ferguson	Chair of this committee	4/4
(Foundation):	Christine Hession	Vice-Chair of this committee	3/4
(Foundation):	Kay O' Dowd		4/4
(Foundation):	Joanne Taylor		3/4
(Foundation):	Mary Coyne		1/4
(De Facto):	Jon Murray		4/4
(Associate):	John Keyworth	(non-voting)	2/4
In attendance:	Alison Marshall	To provide advice and expertise (non-voting)	4/4
Minuted by:	Colette Bright		4/4

GB Curriculum Links	
Members: All GB and all teachers	Quorum: Not applicable
<p>GB Curriculum Links Meetings take place once per term. The role of teachers 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.</p>	