



## ST BERNARD'S HIGH SCHOOL

### A Catholic Academy Governance Arrangements

The Governors of St Bernard's High School meet at the end of each term. This meeting acts as an opportunity to review all of the business that has been discussed in the sub-committees that have met during that term.

These committees, their remit is listed below:

#### **Finance Audit and Risk Committee:**

- Electing the Chair and Vice Chair annually.
  - Set up an internal control framework having regard to:
    - co-ordinating budgeting and planning
    - applying discipline in financial management
    - preparation of timely management accounts receiving a copy at least once a term
    - ensuring delegated authorities are respected
    - selection and oversight of capital projects
    - propriety and regularity of financial transactions
    - management and oversight of assets
    - the risk of fraud and theft
  - To be aware of the requirements of the Academies Financial Handbook as updated annually and to review to ensure Governors are meeting the expectations
  - In reviewing the risks to internal control the Governors should agree a programme of work to
    - address them delegating the work to an internal auditor. That auditor should make a written report each term addressed directly to the Chair of Committee which should be discussed at each meeting.
    - The internal auditor should also be asked to attend the summer term meeting of the Committee, in order to make a report on the year and to agree a plan of work for the following year.
  - Assess the risks arising, including likelihood and materiality and maintain a register which is reviewed at each meeting
  - Ensure adequate insurance
  - Make a contingency and business continuity plan
  - Approve a set of accounting policies
  - Ensuring efficiency and value for money
- Ensure that cash is managed and contractual obligations are met.
  - Receive financial reports at each meeting and specifically reviewing actual financial performance compared with the budgeted performance and to take remedial action as necessary. Such action to be reported to the Governing Body. In all cases liaison must be maintained with the appropriate committees.
  - Maintain proper accounts, including annual accounts
  - To agree and ratify charges for the letting of the school premises including the grounds.
  - Notify the Secretary of State of any fraud or theft
  - Appoint a registered auditor

<b>Governor Name</b>
Lorraine Lancaster
Michael Harnetty
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### Premises Committee

The Premises Committee shall report regularly to and advise the Governors in respect of all matters concerned with the School's building accommodation and grounds. The Committee shall fulfil this role by:

- Electing the Chair and Vice Chair annually
- proper maintenance of the existing exterior and interior building fabric, its working plant and installations eg. hard standing, drains, water, gas, electricity, telephones, ICT; all to appropriate health and safety standards
- planning for and carrying out the requirements of the Governors in respect of modifications, improvements or enlargements to current facilities. Reviewing, recommending for approval at Full Governing Body the Asset Management Plan
- making decisions as to spending within the delegated powers given to it as stated in 6.2 of the Financial Regulations, on the following budgets – Buildings and Grounds maintenance, improvements, general upkeep, running costs etc. Working within cost limits on maintenance and capital projects as sanctioned by the Governors
- referring to the Finance and Audit Committee, with recommendations, any spending outside the delegated powers given to it as stated in 6.2 of the Financial Regulations
- receiving and approving non-school use of the buildings and grounds where appropriate, in accordance with the Lettings Policy & Partnership Agreement
- recommending to the Governing Body any requests or needs for leasing arrangements
- advising the Finance and Audit Committee on the appropriate charges for letting the school premises including the grounds
- Receiving and approving details of any competitive quotations are accepted with regard to catering, cleaning, grounds maintenance, buildings maintenance and improvements
- In emergency situations the Committee (normally through its Chair) shall advise the Chair of the Governors of action taken or proposed to be taken to minimise the disturbance of the School and to reinstate parts which have been adversely affected, as soon as possible. The prior agreement

of the Chair of Governors will be required in all situations except where this proves to be impracticable

- Day to day maintenance of the premises shall be the responsibility of the Senior Caretaker who reports to the School Business Manager and the Premises Committee
- In the foregoing, the School shall employ the services of specialist agencies and contractors to report on and carry out maintenance and other works required by the Governors

Governor Name
Lorraine Lancaster
Michael Harnetty
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Karen Getty
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#### Staffing Committee

- To elect the Committee Chair and Vice Chair annually
- To consider and agree all pay scales for staff employed at the school and to conduct an annual review further delegated to Pay Committee and Head Teacher's Pay Committee
- To be responsible for ensuring that all staff are employed by a written contract of employment as per agreements
- To agree and keep under review the School's Pay Policy and other policies under the Committee's remit
- To agree and review each year, the annual staffing establishment
- To be responsible for all staff appointments other than those delegated to the Head Teacher as stated in 6.3(a) and (b) of the Financial Regulations
- To be responsible for advising the Governing Body on all aspects of current and new legislation affecting employment of staff at the school
- To ensure that Inland Revenue rules concerning employment of "contractors" are adhered to (Any individual whose main source of income is obtained from the school should be employed by the school.)
- To be aware of and ensure compliance with 'auto enrolment' pension legislation applicable to the School from 1 April 2014

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#### Teaching and Learning Committee

- To elect the Committee Chair and Vice Chair annually
- To ensure that the aims of the Mission Statement are fulfilled concerning the care and well-being of the students with regard to their spiritual, intellectual and social welfare
- Once admissions criteria have been approved, to be responsible for determining whether a child's application would prejudice efficient education or the efficient use of resources within the School
- To be responsible for the processes ensuring that where a child is refused admission to the School, then the parent(s) or guardian(s) are aware of:
  - The right to appeal against that decision
  - The arrangement to determine that appeal
- To be responsible for the processes enabling a prospective student (or a parent/guardian if the student is under 18) to appeal to an Independent Appeal Committee against any decision by the Teaching and Learning Committee refusing that student admission to the school
- To approve policies on the teaching, learning and programmes of study of sex education, child protection and religion for adoption by the Governing Body
- To scrutinise and report to the Governing Body on the curriculum offered throughout the school, with reference to the needs and requirements of the National Curriculum
- To receive written documents on curriculum and to consider curriculum development in the school and approve all policy amendments
- To ensure all members are aware of all curriculum innovations in which the school is participating
- To advise the Governing Body on setting statutory targets.
- To be responsible for considering and disposing of complaints relating to any matter concerning the curriculum within the school, where such matters cannot be resolved informally

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### Staff Disciplinary Committee

- To be responsible for considering discipline matters in respect of all persons employed to work at the School and any proposal that such a person should be dismissed in line with the Catholic Education Service guidelines
- To be responsible for considering grievance matters where referred in the context of grievance procedures

This Committee meets only as necessary.

### Student Disciplinary Committee

- To be responsible for considering whether a student should be reinstated following exclusion by the Head Teacher
- To hold a Student Disciplinary Meeting with students and their parents to emphasise the expectation of the Governors with reference to behaviour on the recommendation of the Head Teacher

This Committee meets only as necessary.

### Student Appeals Committee

- To be responsible for enabling a student (or a parent/guardian if the student is under 18) to appeal against any decision by the Student Related Committee not to reinstate that student.

This Committee meets only as necessary.

### Pay Committee

- To consider and agree all pay scales for staff employed at the School and to conduct an annual review.

This Committee meets annually.

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### Pay Appeals Committee

- To be responsible for considering an appeal by a member of staff where the Pay Committee has refused that member of staff an increase in pay.

This Committee meets only when necessary.

### Head Teachers' Pay Committee

- To consider and agree the pay scale for the Head Teacher at the School and to conduct an annual review.

This Committee meets annually.

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#### Full Governing Body

<b>Governor Name</b>	<b>Role</b>
Lorraine Lancaster	Chair of Governors
Michael Harnetty	Vice Chair of Governors / Foundation
Caroline Clark	Foundation
Jody Gordon	Parent
Stacey Jones	Foundation
Cecilia Macaulay	Foundation
Louise Norris	Foundation
George Shepherd	Foundation
Allison Moise-Dixon	Headteacher
Louise Williams	Non-Foundation
Fr Paul Fox	Foundation
Sandra Moss	Clerk to the Governing Body