

Appendix H – Local Governing Body sub-committees Terms of Reference

Where a Local Governing Body determines that, having regard to its size and composition, it is appropriate to operate a flatter governance structure, it must ensure that the functions, duties and responsibilities assigned to each committee, as set out in Appendix H, are fully discharged through a flat structure. The Local Governing Body must review the suitability and effectiveness of such governance arrangements at least annually.

(Committees of the LGB, operating within the Scheme of Delegation)

Admissions Committee

Purpose

Ensure admissions arrangements are compliant, fair and aligned to the school and trust's Catholic mission.

The Committee shall ensure that all admissions arrangements and decisions are made in accordance with Catholic Social Teaching principles and the Church's mission to provide Catholic education.

Membership & Voting

1. The membership of the Committee shall be determined by the Local Governing Body on an annual basis, to consist of a minimum of 3 Foundation Governors (to ensure the Foundation Governor majority required by the Scheme of Delegation), plus the Headteacher.
2. Other members of the school's Senior Leadership Team shall attend meetings of the Committee for reporting purposes only but shall not vote in its proceedings.
3. Additional Governors may be appointed to serve on the Committee as deemed necessary by the Local Governing Body, provided that Foundation Governors always outnumber all other Governors by two, in accordance with the Trust's Governance Handbook.
4. All Governors, along with the Headteacher, shall have a deliberative vote on all matters determined by the Committee.
5. It is considered good practice to appoint the Headteacher onto any Admissions Committee. For the avoidance of doubt, and in accordance with the School Admissions Code, decisions relating to admissions may not be delegated to a single individual (unless they relate to admissions through the FAP process and appropriate delegation has been provided in accordance with the School Admissions Code)

Meetings & Quorum

1. The Committee shall hold at least one meeting per academic year.
2. Additional meetings may be called as deemed necessary by the Committee.
3. At the start of every meeting, no less than three (3) Foundation Governors shall form a quorum, in accordance with the Trust's Governance Handbook. The Headteacher and Admissions & Attendance Officer may be in attendance but do not count towards the quorum.

Terms of Reference:

Strategic Responsibilities:

- Ensure compliance with the Diocesan Guidance on Admissions, and the School Admissions and Appeals Codes
- Form an admissions committee and make arrangements for determining admission arrangements
- Receive annual information from the Headteacher in relation to school places and advise the CEO and the LGB in respect of the need for future places and/or reduction in places at the school

Operational Responsibilities:

- To review the School Admissions Policy at least annually to ensure that it meets the requirements of the current Admissions Code and the Diocesan Guidance on Admissions
- To recommend to the Local Governing Body any amendments to the Admissions Policy
- Make arrangements for determining admission applications
- To determine offers that shall be made within the criteria for admissions
- To determine offers that shall be made outside the criteria for admissions (where permitted)
- Ensure effective arrangements are in place for pupil recruitment
- Contribute to the development of the school prospectus (if there is one)
- Delegate admission decisions relating to the fair access panel to the Headteacher

Monitoring & Reporting:

- Monitor admissions data and trends
- Consider appeals data and community impact
- Report to the full Local Governing Body on admissions matters as required

Appeals:

- Make arrangements for hearing admission appeals and appoint admission appeals panels

Delegation:

The Committee may delegate decisions relating to admissions through the Fair Access Protocol to the Headteacher, in accordance with the School Admissions Code. All other admission decisions must be made by the Committee and cannot be delegated to a single individual.

Relationship with the Trust:

- Provide advice and guidance to the Committee as to requirements under the School Admissions and Appeals Codes
- Ensure that the impact of any proposed changes to admission arrangements are considered in light of other Catholic schools
- Report to the Directors regarding admission arrangements across the Academy Trust "

Policy Responsibility

The Committee shall be responsible for reviewing, agreeing and submitting all policies for ratification and adoption by the Full Governing Body, as determined by the Full Governing Body and must be done so in line with the school's Policy Review Cycle.

Pay Committee

Purpose

To implement Trust pay policies locally, ensuring that pay progression decisions for staff are consistent, fair, evidence-based and compliant with statutory requirements and the Trust's pay policy. The Committee ensures that pay decisions support the recruitment, retention and motivation of high-quality staff while maintaining financial sustainability and reflecting Catholic Social Teaching principles of dignity and fair treatment.

The Committee shall ensure that all pay decisions are made in accordance with Catholic Social Teaching principles.

Membership & Voting

1. The membership of the Committee shall be determined by the Local Governing Body on an annual basis and to consist of a minimum of 3 Governors (of which at least 2 must be Foundation Governors). The Headteacher and School Business Manager shall not be members of the Committee but may be invited to attend for specific items to provide information.
2. The Chair of the Committee shall be elected from amongst the Foundation Governors at the Committee's first meeting of the year and on an annual basis, in accordance with the Trust's Governance Handbook.
3. Additional Governors may be appointed to serve on the Committee as deemed necessary by the Local Governing Body, provided that the Foundation Governor majority is maintained.
4. All Governors who are members of the Committee shall have a deliberative vote on all matters determined by the Committee. The Headteacher and School Business Manager or Finance Officer shall not have voting rights
5. The Headteacher shall not be a member of the Pay Committee and shall not participate in decisions relating to their own pay. The Headteacher may be invited to attend meetings to provide information and recommendations regarding staff pay but must withdraw when their own pay is discussed or when there is any conflict of interest.
6. No member of staff shall be present when their own pay or performance is being discussed, except to provide information if requested
7. All members of the Committee must declare any conflicts of interest at the start of each meeting and withdraw from discussions where a conflict exists.

Meetings & Quorum

4. The Committee shall hold at least one meeting per academic year, typically in the autumn term following the completion of the annual appraisal cycle. Additional meetings may be called as deemed necessary by the Committee or as required by the Trust.
5. At the start of every meeting, no fewer than 2 Foundation Governors shall form a quorum, in accordance with the Trust's Governance Handbook. The Headteacher and School Business

Manager may be in attendance to provide information but do not count towards the quorum and do not have voting rights.

Terms of Reference:

Pay Policy and Compliance:

- Review the school's Pay Policy at least annually, ensuring that it aligns with the Trust's pay policy and meets the requirements of current statutory guidance
- Ensure that the Pay Policy reflects the Trust's commitment to fair pay, equal opportunities and Catholic Social Teaching principles
- Decide the school's approach towards the exercising of pay discretions within the framework of the Trust's pay policy
- Comply with all statutory and contractual obligations relating to pay, including the School Teachers' Pay and Conditions Document (STPCD) where applicable
- Ensure that pay decisions comply with equality legislation and do not discriminate on any protected characteristic
- Monitor the school's pay structure to guard against equal pay claims and ensure fairness across all staff groups

Pay Decisions and Progression:

- Undertake the annual salary review for all staff (excluding the Headteacher) by considering and ratifying the Headteacher's recommendations for pay progression
- Ensure that the appraisal policy and pay policy have been consistently and robustly applied across all staff
- Ensure that pay progression decisions are evidence-based, linked to performance and aligned with the school's appraisal processes
- Approve pay progression for support staff in accordance with their contractual terms and the Trust's pay policy
- Ensure that any decisions to withhold pay progression are fair, evidence-based and comply with the school's capability and appraisal procedures
- Consider and approve any applications for pay progression outside the normal annual cycle, where appropriate and in line with policy
- Ensure that decisions regarding pay are made objectively and without discrimination

Headteacher Pay:

- Provide information to the CEO to inform decisions relating to Headteacher pay as requested by the CEO or Trust Board
- Ensure that the Headteacher's appraisal has been conducted appropriately and in line with Trust procedures
- The Headteacher's pay is determined by the Trust Board (or delegated committee) in consultation with the CEO and with input from the Local Governing Body as appropriate

Leadership and Senior Staff Pay:

- Approve the appraisals and pay recommendations for the Leadership Team (excluding the Headteacher), ensuring that appraisal has been conducted robustly
- Ensure that pay decisions for senior leaders are aligned with school performance and the achievement of School Development Plan priorities
- Consider the affordability and sustainability of leadership pay decisions within the school's budget

Communication and Documentation:

- Ensure that pay decisions for each member of staff in the school are communicated to them in writing, clearly and promptly following the Committee's decisions
- Ensure that all pay decisions are properly documented and records are maintained securely and confidentially
- Ensure that staff are informed of their right to appeal against pay decisions and that the appeals process is clearly communicated
- Maintain confidentiality regarding individual pay decisions at all times

Budget and Affordability:

- Consider the financial implications of pay decisions and ensure that all pay awards are affordable within the school's budget
- Monitor staff expenses as they relate to pay and allowances
- Report to the Finance, Infrastructure & Personnel Committee on the budgetary impact of pay decisions

Appeals:

- Convene an appeals panel (comprising different Governors from those who made the original decision) to hear pay appeals, ensuring fairness and impartiality
- Ensure that all appeals are heard promptly and in accordance with the school's pay policy and statutory requirements

Delegation:

The Local Governing Body delegates to the Pay Committee the authority to:

- Make final decisions on pay progression for all staff (excluding the Headteacher)
- Approve pay recommendations from the Headteacher, subject to verification that appraisal processes have been properly followed
- Hear and determine pay appeals at first instance

The Committee delegates to the Headteacher the responsibility to:

- Conduct appraisal for all staff (excluding the Headteacher)
- Prepare pay recommendations based on appraisal outcomes
- Implement pay decisions once approved by the Committee
- Communicate pay decisions to individual staff members in writing

The Committee does not have delegated authority to:

- Determine the Headteacher's pay (this is reserved to the Trust Board)
- Amend the Trust's overarching pay policy
- Make pay decisions that exceed the school's budget without prior approval from the Finance, Infrastructure & Personnel Committee and the CEO

Relationship with the Trust:

The Committee operates within the framework established by the Trust's Scheme of Delegation.

The Committee shall:

- Implement the Trust's pay policy at school level, ensuring consistency with Trust-wide principles while allowing for local context
- Seek guidance from the CEO or Trust HR function on complex pay matters or where there is uncertainty about the application of policy
- Report compliance (not individual pay outcomes) to the Local Governing Body
- Provide aggregated pay data to the CEO as requested to support Trust-wide pay monitoring and planning
- Ensure that pay decisions support the Trust's commitment to being an employer of choice
- Align pay decisions with the Trust's strategic priorities and Catholic mission
- Escalate any significant pay-related issues or risks to the CEO in a timely manner

Policy Responsibility

The Committee shall be responsible for reviewing, agreeing and submitting the following policies for ratification and adoption by the Local Governing Body, ensuring they align with Trust policies

- School Pay Policy (ensuring alignment with Trust pay policy)

All policies must be reviewed in accordance with the Trust's policy review schedule and statutory requirements and must be done so in line with the school's Policy Review Cycle.

Education Standards Committee

Purpose

To hold school leaders to account for outcomes, quality of education and pupil wellbeing, ensuring that the school's educational provision reflects and promotes its Catholic character and mission.

The Committee shall ensure that all decisions relating to educational standards, curriculum and pupil wellbeing are rooted in Catholic Social Teaching principles and the Church's vision for education.

Membership & Voting

1. The membership of the Education & Standards Committee shall be determined by the Local Governing Body on an annual basis to consist of a minimum of 3 Governors (of which at least 2 must be Foundation Governors to ensure appropriate oversight of Catholic education), plus the Headteacher
2. Other members of the school's Senior Leadership Team shall attend meetings of the Committee for reporting purposes only but shall not vote in its proceedings.
3. Additional Governors may be appointed to serve on the Committee as deemed necessary by the Full Governing Body.
4. All Governors along with the Headteacher shall have a deliberative vote on all matters determined by the Committee.
5. The Chair of the Committee shall be elected from amongst the Foundation Governors at the Committee's first meeting of the year and on an annual basis, in accordance with the Trust's Governance Handbook
6. Individuals cannot exercise their vote on any matter in which they have a personal or business interest.
7. The Committee shall appoint Governors with specific responsibility for:
 - a. Looked After Children
 - b. Pupil Premium and Disadvantaged Children
 - c. SEND

These Governors will provide focused oversight and regular reporting to the Committee

Meetings & Quorum

6. The Committee shall hold at least 3 meetings per academic year (at least one per school term).
7. Additional meetings may be called as deemed necessary by the Committee.
8. At the start of every meeting, no less than 3 Governors shall form a quorum, in accordance with the Trust's Governance Handbook. The Headteacher may be in attendance but does not count towards the quorum.

Terms of Reference:

Catholic Character and Curriculum:

- Review, monitor and evaluate the curriculum offered at all Key Stages, ensuring it reflects the school's Catholic mission
- Through the Headteacher, oversee the curriculum in the school, ensuring that the intended impact is evaluated and documented
- Support and promote rich curriculum development, engaging with national guidance as appropriate
- Monitor the quality of teaching and learning across the curriculum
- Ensure that the curriculum is appropriately costed as part of budget planning and delivered within budget

Standards, Progress and Achievement:

- Evaluate summative information on the performance of the school, comparing this to national figures and other Catholic schools
- Monitor and evaluate the school's performance through a range of measures, including reports based on tracking data, school visits, the Self-Evaluation Form (SEF), and Ofsted and Catholic School Inspection reports, ensuring appropriate action is planned and taken for the school to meet agreed targets
- Monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups to ensure that no group is disadvantaged
- Identify and celebrate pupil achievements

Leadership and Management

- Monitor and evaluate the effectiveness of leadership and management
- Monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- Ensure that appropriate formation, training and CPD is available to all staff and ensure that mechanisms are in place for sharing best practice

SEND, Pupil Premium and Vulnerable Groups:

- Monitor and evaluate provision for all groups of children (including vulnerable, Pupil Premium, SEND and Looked After) and ensure all their needs have been identified and addressed, and evaluate their progress and achievement
- Ensure that the school is providing effective support to pupils with SEND and monitor the effectiveness of any support provided
- Ensure that the requirements of children with special educational needs are met, as laid out in the SEND Code of Practice, and receive termly reports from the Headteacher/SENDCo and a termly report from the SEND Link Governor
- Oversee compliance with legal requirements relating to SEND
- Ensure that appropriate interventions and support are in place for pupils with SEND and monitor impact
- Ensure that the designated teacher for looked after children fulfils their role in compliance with statutory guidance

- Monitor the impact of the pupil premium and the sports premium in the school and advise the CEO
- Ensure effective deployment of the pupil premium and monitor its impact, reporting any issues to the Local Governing Body and CEO

Wider school life:

- Develop Pupil, Parent and Staff Voice and monitor the same
- Monitor the school's publicity, public presentation and relationships with the wider community
- Oversee arrangements for educational visits, including the appointment of a named co-ordinator
- Ensure effective arrangements are in place for pupil support and representation at the school

Inspection Readiness:

- Prepare for Ofsted and Catholic Schools Inspections
- Support the Headteacher and ensure staff wellbeing before, during and after inspections
- Report any concerns relating to inspection to the CEO
- Be available to speak to inspectors as required
- Monitor the implementation of actions arising from inspection outcomes in the school

Delegation:

Relationship with the Trust:

The Committee operates within the framework established by the Trust's Scheme of Delegation.

Policy Responsibility

The Committee shall be responsible for reviewing, agreeing and submitting the following policies for ratification and adoption by the Full Governing Body, ensuring they align with Trust policies and reflect the school's Catholic character

- SEND Policy
- Pupil Premium Strategy
- Educational Visits Policy
- Curriculum Policies
- Any other policies as determined by the Full Governing Body in line with the school's Policy Review Cycle

Finance, Infrastructure & Personnel Committee

Purpose

To monitor the impact of resource deployment within the school, ensuring that financial, premises and staffing resources support the school's Catholic mission and educational improvement priorities, and are managed in accordance with the Trust's Scheme of Delegation and Catholic Social Teaching principles.

The Committee shall ensure that all decisions relating to finance, infrastructure and personnel are made in accordance with Catholic Social Teaching principles.

Membership & Voting

8. Membership of the Committee to be determined by the Local Governing Body annually, to consist of a minimum of 3 Governors, plus the Headteacher and School Business Manager or Finance Officer.
9. Other members of the school's Senior Leadership Team shall attend meetings of the Committee for reporting purposes only but shall not vote in its proceedings.
10. Additional Governors may be appointed to serve on the Committee as deemed necessary by the Full Governing Body.
11. All Governors along with the Headteacher shall have a deliberative vote on all matters determined by the Committee.
12. The Chair of the Committee shall be appointed by the Committee at its first meeting of the year and on an annual basis.
13. Individuals cannot exercise their vote on any matter in which they have a personal or business interest.
14. The Committee shall appoint Governors with specific responsibility for:
 - a. Health and Safety
 These Governors will provide focused oversight and regular reporting to the Committee

Meetings & Quorum

9. The Committee shall hold at least 3 meetings per academic year (at least one per school term).
10. Additional meetings may be called as deemed necessary by the Committee.
11. At the start of every meeting, no less than 3 Governors shall form a quorum, in accordance with the Trust's Governance Handbook. The Headteacher may be in attendance but does not count towards the quorum.

Terms of Reference:

FINANCE

Budget Planning and Monitoring:

- Ensure that the school is operated within its annual budget and the financial scheme of delegation
- Review and agree the school's annual budget plan, ensuring it aligns with the School Development Plan and the Trust's strategic priorities, before submission to the Local Governing Body for approval

- Monitor and consider the school's in-year expenditure and income against budgets at each meeting, ensuring compliance with the Trust's financial scheme of delegation and report any issues to the CEO
- Prepare monitoring reports for the Local Governing Body and summary reports for the Trust Board as required

Financial Authorities and Contracts:

- The Local Governing Body delegates responsibility for the day-to-day financial management of the school to the Headteacher in accordance with the Trust's Finance Manual and the financial scheme of delegation
- Approve contracts up to the limits of delegation and within an agreed budget, ensuring that consents are obtained where required
- Approve the making of payments within agreed financial limits, ensuring that consent is obtained where required
- Ensure that appropriate authorisation processes are followed for all expenditure in accordance with the Trust's financial scheme of delegation
- Chair to discuss the school budget with the Headteacher regularly
- Review Headteacher expenditure requests in line with relevant policies

Financial Reporting

- Prepare an annual report on the school's financial performance for the CEO
- Provide information on the effectiveness of central services, as may be necessary
- Report to the Local Governing Body on the school's financial position at least termly

INFRASTRUCTURE (Premises, Health & Safety and Estate)

Premises and Estate Management:

- Consider the premises related impact of the annual School Development Plan, and advise other Committees or the Local Governing Body of these implications
- Consider the maintenance needs for the school buildings and site, and monitor the planned maintenance and development projects related to school premises
- Seek approval from the Trust Board for any changes to fixed assets used by the school
- Review estates, health & safety and premises issues regularly
- Ensure the lettings policy is implemented and compliant with the Trust Diocesan Trustees' requirements

Health & Safety:

- Oversee the implementation of the Trust's health and safety policy and ensure that appropriate risk assessments are being carried out
- Ensure that site inspections to review any health and safety issues and the security of premises and equipment are carried out (using external advisers as required)
- Ensure suitable risk assessments are prepared and appropriate actions taken
- Ensure the School complies with the Trust's disaster recovery/business continuity plan
- Review the risk register and ensure that a risk report is prepared, having regard to the risks identified by the CEO and audit processes

- The Local Governing Body delegates responsibility to the Headteacher and SLT for carrying out and reviewing annual risk assessments and reporting outcomes to the Committee

Insurance and Compliance:

- Oversee compliance with all insurance obligations and requirements
- Ensure compliance with all statutory testing and maintenance requirements (e.g. asbestos management plan, fire risk assessments, water hygiene, electrical safety)
- The Local Governing Body delegates responsibility to the Headteacher for carrying out an annual inventory check, in accordance with the Trust's policy and procedures

PERSONNEL (Staffing and HR)

Staff Wellbeing, Formation and Development:

- Ensure that the Trust is an employer of choice and promotes staff wellbeing
- Ensure that staff receive appropriate formation, support and development
- Monitor the effectiveness of CPD and its impact on staff performance and pupil outcomes
- Support the development of Catholic leadership within the school

HR Policies and Procedures:

- Ensure the implementation of the Trust's HR policies and procedures at school level
- Convene a select panel of Governors to confidentially hear, or consider appeals, regarding staff grievances or disciplinary issues, in accordance with the Trust's policies
- Provide advice/information in relation to issues relating to staff in the school as required

Delegation:

The Local Governing Body delegates responsibility to the Headteacher for the following:

- Recruiting and appointing all staff (excluding Deputy and Headteacher posts) in accordance with the Trust's recruitment processes and the Bishops' Memorandum, ensuring that any plans to recruit have been approved in accordance with the recruitment process
- Determining staffing requirements within the school and budget
- Liaising with the CEO or CFO in accordance with the budgeting criteria set for the school
- Determining all initial staff dismissal decisions in accordance with statutory guidelines and the Trust's policies (excluding Deputy and Headteacher which must be referred to the Committee and the CEO)
- Implementing the Trust's pay policy and making recommendations for pay progression
- Conducting the performance management and pay progression of staff in the school in line with the relevant policies
- Reporting appointments and staffing changes to the Committee

Relationship with the Trust:

The Committee operates within the framework established by the Trust's Scheme of Delegation.

The Committee shall:

- Ensure compliance with the Trust's financial scheme of delegation at all times

- Seek approval from the CEO and/or Trust Board for decisions that exceed the Committee's delegated authority
- Report significant financial, premises or staffing issues to the CEO in a timely manner
- Provide reports to the CEO on the school's financial performance, estates matters and staffing as requested
- Support the implementation of Trust-wide financial, premises and HR policies
- Contribute to the school's annual report on resource deployment and value for money
- Liaise with the Trust's Chief Financial Officer on financial matters as required
- Ensure that the school operates in accordance with Catholic Social Teaching principles in all financial, procurement and employment matters"

Policy Responsibility

The Committee shall be responsible for reviewing, agreeing and submitting the following policies for ratification and adoption by the Local Governing Body, ensuring they align with Trust policies:

- Charging and Remissions Policy
- School-specific financial procedures (within the Trust's Financial Manual)
- Health and Safety Policy (school-specific implementation)
- Lettings Policy (school-specific implementation)
- Premises Management Policy
- Staff Wellbeing Policy

All policies must be reviewed in accordance with the Trust's policy review schedule and statutory requirements and must be done so in line with the school's Policy Review Cycle.

Catholic Community and Pastoral Care Committee

Purpose

Strengthen Catholic Life, Mission and community relationships in accordance with the Trust's overarching responsibility to preserve and develop the Catholic character of the school.

The Committee shall ensure that all decisions and activities relating to Catholic Life and community engagement are rooted in Catholic Social Teaching principles and the Church's mission in education.

Membership & Voting

1. The membership of the Committee shall be determined by the Local Governing Body on an annual basis to consist of a minimum of 3 Foundation Governors (to ensure the Foundation Governor majority required by the Scheme of Delegation), plus the Headteacher.
2. Other members of the school's Senior Leadership Team shall attend meetings of the Committee for reporting purposes only but shall not vote in its proceedings.
3. Additional Governors may be appointed to serve on the Committee as deemed necessary by the Local Governing Body, provided that Foundation Governors always outnumber all other Governors by two, in accordance with the Trust's Governance Handbook.
4. The Chair of the Committee shall be elected from amongst the Foundation Governors at the Committee's first meeting of the year, in accordance with the Trust's Governance Handbook.
5. All Governors, along with the Headteacher, shall have a deliberative vote on all matters determined by the Committee.
6. Individuals cannot exercise their vote on any matter in which they have a personal or business interest.
7. The Committee shall appoint Governors with specific responsibility for:
 - a. Safeguarding
These Governors will provide focused oversight and regular reporting to the Committee

Meetings & Quorum

12. The Committee shall hold at least 3 meetings per academic year (at least one per school term).
13. Additional meetings may be called as deemed necessary by the Committee.
14. At the start of every meeting, no less than three (3) Foundation Governors shall form a quorum, in accordance with the Trust's Governance Handbook. The Headteacher may be in attendance but does not count towards the quorum."

Terms of Reference:

Preservation and Development of Catholic Character:

- Preserve and develop the Catholic character of the school, ensuring this responsibility permeates all aspects of school life and the local community
- Ensure that the school is conducted in accordance with its trust deed, which includes the provisions of Canon law, the Religious Education Directory and Bishops' statements on religious education, and any directives issued by the Diocesan Bishop
- Ensure that all school leaders contribute to sustaining, developing and nurturing the school's Catholic ethos

- Ensure that Catholic principles and Gospel values are embedded in the policies and day-to-day life of the school
- Ensure that the curriculum is taught in the light of Gospel values and actively promotes the spiritual and moral development of pupils

Religious Education:

- Ensure that RE is delivered in accordance with the Curriculum Directory and Diocesan Protocols
- Ensure that the importance of Religious Education is demonstrated in the school through curriculum time, resourcing and staffing
- Ensure learning and teaching in Religious Education is effective and that pupils' progress is assessed and monitored

Collective Worship:

- Ensure that the Headteacher is complying with the requirement to provide a daily collective act of worship in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church and take action to address any issues, as appropriate
- Ensure the Collective Worship policy contributes to an institution in which the Catholic faith is manifested through every aspect of school life
- Monitor the quality and impact of liturgical celebrations and prayer life within the school

Community Relationships and Partnerships:

- Ensure effective partnership between the school, the Church and the wider community, including parents and assisting the Headteacher to build relationships with other schools, agencies and business, to work with them as they contribute to the Catholic formation of the pupils at the school
- Support parish, parent and community engagement initiatives

Staff Formation and Development:

- Ensure that staff receive appropriate formation, support and development in Catholic education and the school's mission
- Support the development of Catholic leadership within the school

Behaviour and Attendance:

- Monitor behaviour data across the school, including exclusions and suspensions, to identify trends and ensure that behaviour expectations are clear, inclusive, and support a calm, safe, and supportive environment
- Ensure that attendance processes are inclusive and that additional support is provided for pupils with barriers to attendance, such as those with SEND, long-term illnesses, or other vulnerabilities
- Ensure that the school's behaviour policy aligns with the Trust's behaviour principles and with statutory guidance, and reflects the school's Catholic ethos
- Monitor the implementation and impact of the behaviour policy, ensuring that behaviour processes are inclusive and that additional support is provided for pupils with barriers to good behaviour

- Convene a committee to review any exclusion of a pupil, ensuring that at least one member of any exclusion committee has undergone appropriate training
- Ensure compliance with the Trust's suspensions and exclusions policy
- Review and maintain home-school agreements (or equivalent), if appropriate, which should reflect support for the school's Catholic character

Safeguarding:

- Ensure that safeguarding practices are followed and report any issues to the CEO
- Ensure that safeguarding is a standing item for every Committee meeting
- Receive the outcomes of the safeguarding audit and monitor that appropriate actions are taken
- Ensure that the Headteacher is implementing the Trust's safeguarding and child protection policy effectively
- Monitor that the school has appointed a designated safeguarding lead (DSL) and that they are clearly identified along with all other qualified safeguarding staff
- Ensure that all staff receive appropriate safeguarding training
- Identify safeguarding training needs and report to the CEO or Clerk
- Ensure Governors attend required safeguarding training
- Ensure that the single central record is regularly updated and reviewed

Monitoring, Evaluation and Inspection Readiness:

- Regularly monitor and review the school's self-evaluation as a Catholic school, ensuring that self-evaluation is ongoing and contributes to school improvement
- Monitor RE provision and Catholic Schools Inspection (CSI) readiness
- Ensure the spiritual wellbeing of pupils at the school
- Ensure the school develops a corporate life which attempts to glorify God in developing the full human potential of each person - whether pupil, member of staff, parent or governor
- Monitor the impact of Catholic Life initiatives and report findings to the full Local Governing Body

Delegation:

Relationship with the Trust and the Catholic Diocese of Portsmouth:

The Committee shall ensure compliance with:

- Canon law
- The Religious Education Directory and Bishops' statements on religious education
- Any directives issued by the Diocesan Bishop
- The Trust's Articles of Association and Scheme of Delegation
- Diocesan Protocols on Governance

In addition, the committee will:

- Respond to the needs of the Catholic community as a whole as represented by the Diocesan Bishop, complying in all respects with Diocesan requirements

- Consider not only the interests of the school, but the interests of other Catholic schools and of Catholic education throughout the Diocese
- Provide information to the CEO and Directors as requested to support Trust-wide Catholic Life initiatives
- Support and work with other Local Governing Bodies across the Trust
- Report to the full Local Governing Body on matters relating to Catholic Life and Mission

Policy Responsibility

The Committee shall be responsible for reviewing, agreeing and submitting the following policies for ratification and adoption by the Full Governing Body, ensuring they reflect the Catholic character, ethos and values of the Academy Trust:

- Attendance Policy
- Behaviour Policy (ensuring alignment with Trust behaviour principles)
- Religious Education Policy
- Collective Worship Policy
- Relationships and Sex Education Policy (ensuring it is taught in accordance with the social and moral teachings of the Catholic Church and that parents' position as the primary educators of their children is acknowledged)
- Any other policies as determined by the Full Governing Body in line with the school's Policy Review Cycle