



RE and Catholic Life Governors Committee – Terms of Reference St Joseph's Primary a Catholic Voluntary Academy

Purpose:

To support and monitor the quality of Religious Education (RE) and Catholic Life, ensuring the school's mission, values, and statutory requirements are upheld.

Membership:

- Appointed by the Full Governing Body, minimum [number, e.g., three] governors.
- Headteacher and RE Subject Leader may attend as advisors.

Quorum:

- At least half of the committee members.

Responsibilities:

- Monitor and evaluate the Catholic ethos and spiritual life of the school.
- Review RE curriculum, teaching quality, and pupil outcomes.
- Ensure compliance with diocesan guidance and statutory RE requirements.
- Review policies relating to RE, collective worship, and Catholic Life.
- Receive reports from staff and make recommendations to the Full Governing Body.

Meetings:

- Held at least twice per year.
- Minutes to be submitted to the Full Governing Body.

Review:

- Terms of Reference to be reviewed annually by the Full Governing Body.



Teaching and Development Committee – Terms of Reference

St Joseph's Primary a Catholic Voluntary Academy

Purpose:

To support the school in improving teaching, learning, curriculum, and staff development, and to advise the Governing Body on related matters.

Membership:

- Chair (appointed by the Governing Body)
- Headteacher (or Assistant Headteacher)
- At least two other governors
- Optional: teaching staff representative(s)

Quorum:

At least 50% of members, including the Chair or Headteacher.

Meetings:

At least two times per year, or as needed.

Responsibilities:

1. **Teaching & Learning** – Monitor teaching quality, pupil progress, and attainment.
2. **Curriculum** – Review and update the curriculum, including enrichment activities.
3. **Staff Development** – Oversee professional development and support staff performance.
4. **Policy & Strategy** – Review relevant policies and advise on school improvement priorities.

Reporting:

The committee reports to the Governing Body after each meeting. Minutes are recorded by the clerk.

Review:

These Terms of Reference will be reviewed annually and updated as needed.



Finance Committee – Terms of Reference

St Joseph's Primary a Catholic Voluntary Academy

1. Purpose

The Finance Committee is established to oversee the financial management of the school, ensuring that resources are used effectively to support the school's mission, Catholic ethos, and educational objectives. The committee provides guidance and recommendations to the Governing Body on financial strategy, budgeting, and expenditure.

2. Membership

- Chair: Appointed by the Governing Body
- Members:
 - Headteacher
 - School Business Manager (if applicable)
 - At least two other governors

3. Quorum

The quorum shall be at least 50% of members, including the Chair or Headteacher.

4. Frequency of Meetings

The committee will meet at least three times per year, or as required to review budgets, financial statements, and funding matters.

5. Responsibilities

5.1 Budgeting and Financial Planning

- Review and recommend the annual school budget to the Governing Body
- Monitor budget performance throughout the year
- priorities

5.2 Financial Oversight and Controls

- Ensure financial policies and procedures are followed, in line with diocesan and statutory requirements
- Review monthly/quarterly financial reports
- Monitor income, expenditure, and reserves

5.3 Compliance and Audit

- Ensure compliance with relevant legislation, funding agreements, and diocesan requirements
- Review external audit reports and ensure timely implementation of recommendations

5.4 Risk Management

- Identify financial risks and recommend mitigation strategies
- Ensure appropriate insurance coverage is in place

5.5 Reporting

- Report key financial matters and recommendations to the Governing Body after each meeting
- Maintain clear and accurate minutes of meetings

6. Review

These Terms of Reference will be reviewed annually by the committee and updated as necessary.



Premises Committee – Terms of Reference

St Joseph's Primary a Catholic Voluntary Academy

Purpose:

To oversee the management, maintenance, and development of the school's buildings, grounds, and facilities, ensuring a safe, well-maintained environment that supports learning and reflects the school's Catholic ethos.

Membership:

- Chair (appointed by the Governing Body)
- Headteacher
- School Business Manager or Site Manager (if applicable)
- At least two other governors

Quorum:

At least 50% of members, including the Chair or Headteacher.

Meetings:

At least once per year, or as needed.

Responsibilities:

1. **Health & Safety** – Ensure the school complies with safety regulations and risk assessments are up to date.
2. **Maintenance & Repairs** – Monitor buildings and grounds, prioritise repairs, and oversee refurbishment projects.
3. **Development & Improvement** – Advise on school development projects, accessibility, and sustainability initiatives.
4. **Budget & Resources** – Work with the Finance Committee to ensure premises spending is within budget.
5. **Reporting** – Report recommendations and updates to the Governing Body; maintain minutes.

Review:

These Terms of Reference will be reviewed annually and updated as necessary.