

**ST LUKE'S RC PRIMARY SCHOOL
GOVERNING BOARD
2024-2025 TERMS OF REFERENCE (MAINTAINED SCHOOLS)**

The school was founded by and is part of the Catholic Church. The school is conducted as a Catholic school in accordance with Canon Law and the teachings of the Roman Catholic Church and in accordance with the Diocese of Salford.

SCHOOL EFFECTIVENESS COMMITTEE

Members	The Committee shall comprise of a minimum of three Governors.
Associate Members	The members have a vote
Quorum	The Quorum for the Committee shall be three Governors.
Meetings	The Committee will meet termly and more often if required.
Delegation	This Committee has Delegated Powers.
Committee Chair	Elected by the Governing Board
Clerk to the Committee	Arranged by the Governing Board.
Minutes	Approved by the Governing Board at its next meeting
Reporting Arrangements	Committee minutes will be received by the Governing Board.

Administrative Responsibilities

- Ensure there are effective clerking arrangements for the Committee.
- Ensure that the committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting.
- Ensure decisions, including any changes are clearly minuted.
- Ensure that declarations of pecuniary interest are recorded at each meeting.
- Ensure that governors, particularly committee members, receive appropriate training.

STANDARDS

STANDARDS	Term
1. To hold leaders to account for educational performance and monitor the impact of teaching, and assessment, ensuring procedures for assessment are robust, relevant and evaluated in an appropriate way	Every term
2. To hold leaders to account for the attainment and progress of all pupils, across all years and subjects including the following vulnerable groups: <ul style="list-style-type: none"> • SEND pupils • Children with EAL • Children Looked After • Free School Meal pupils • Gender groups • High, middle and low attainers taking into account prior attainment. 	Every term
3. To consider recommendations from external reports of the school for example Local Authority Quality Assurance visits, Ofsted or external bodies such as educational consultants. To hold leaders to account for the agreed actions as a result of these reports and evaluate regularly the implementation of the recommendations.	As required
4. To review the progress of the identified priorities within the school development plan ensuring actions contribute to raising standards, including appropriate targets and success criteria.	Every term

5. To ensure that mechanisms are in place for the school to engage meaningfully with parents and carers. Ensure this influences decision making and consider how this is fed back to parents and carers	Every term
CURRICULUM	
6. To ensure that the curriculum intent is fully developed and to hold leaders to account for this	Every term
7. To ensure a broad and balanced curriculum is implemented across school making sure all pupils have the breadth and depth of knowledge in all subjects in line with the requirements of the national curriculum	Every term
8. To hold leaders to account for the impact of the curriculum across school provided to all pupils	Every term
9. To ensure the school meets its statutory assessment obligations under the National Curriculum.	Summer
10. To review and ensure publication of information relating to the curriculum on the school website as specified by the School Information Regulations 2012 and Statutory Guidance	Autumn
11. To ensure that the requirements of children with special education needs and disabilities are met, as laid out in the Code of Practice, and receive termly reports from senior leaders	Every Term
12. To receive an annual report from the SEND governor	Summer
13. To ensure that the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and to prepare children and young people positively for life in modern Britain.	Every term
14. To monitor the impact Sex Education policy	As required

PUPILS AND WELFARE	
15. To ensure school has robust procedures in place for behaviour management and to hold leaders to account for the impact of these including the monitoring of incidents of bullying.	Every term
16. To receive, in accordance with statutory guidance, notification of all exclusions (number and length) and monitor the impact on pupils	Every term
17. To monitor the number of children that are electively home educated	As required
18. To ensure that the school meets its equality duty in line with the Public Sector Equality Duty and has annually published information showing how it complies with the new equality duty. To ensure the accessibility plan is reviewed every three years	As required
19. To monitor pupil attendance and punctuality including persistence absent and to receive updates on actions being taken to address any significant issues	As required
20. To ensure that mechanisms are in place for the school to engage meaningfully with pupils. Ensure this influences decision making and consider how this is fed back to parents and carers	
21. To ensure mental health support is effective for all pupils is to inform themselves about the school's practices, and provide challenge where appropriate	

SAFEGUARDING	
22. To review the Safeguarding and Child Protection Policy annually for approval by the Full Governing Board and to monitor its effectiveness	Autumn
23. To ensure that Safeguarding and Child Protection Policy is published on the school website.	Autumn
24. To receive a safeguarding report from leaders, suggestions include: <ul style="list-style-type: none"> • Changes to the Safeguarding and Child Protection Policy. • All training undertaken by the DCPO/DSL and all staff and Governors. • Statistical report on the number of children and young people on the child protection register. 	Summer
25. To receive a monitoring report from the Governor with specific responsibility for Safeguarding and Child Protection and to ensure that the Governor is aware of their role.	Every term

26. To ensure that systems are in place to review and respond to the wishes and views of the children and young people and their families and that appropriate action is taken where necessary.	As required
27. To ensure that LA Safeguarding Audit is completed and reviewed regularly.	Summer
28. To ensure a risk assessment has taken place under the Prevent Duty and that actions are in place and reviewed to reduce future risks.	As required
29. To ensure that appropriate safeguarding systems are in place and to hold leaders to account for children and young people who go missing from education.	Every term

STATUTORY POLICIES, PROCEDURES AND REQUIREMENTS DELEGATED TO THIS COMMITTEE FOR APPROVAL	APPROVAL CYCLE
Admissions Arrangements	Spring Term - Annually
Supporting Pupils with Medical Conditions	Spring Term – to be determined
School Exclusion	Autumn Term - Annually
Behaviour principles written statement	Autumn Term - Annually

STATUTORY POLICIES, PROCEDURES AND REQUIREMENTS DELEGATED TO THE HEADTEACHER FOR APPROVAL	APPROVAL CYCLE
Accessibility Plan	Every 3 years
Early Years Foundation Stage (EYFS) various policies as detailed in the Statutory Framework for EYFS	Varies – details in the statutory guidance
Sex and Relationships Education	Annually