



Vision for life and learning at Oratory Primary

Our aim is to nurture in our children a strong sense of self belief, to be loving and considerate with others, and keen to make the most of the years which stretch before them to do good.

Our motto is not an idle one, it is the essence of our school:

We work together, we play together, we laugh together, we pray together:

In Faith: We provide an environment where children are enabled to build on and deepen their relationship with God. Opportunities for prayer, reflection, and liturgy allow pupils to live and grow together as Catholics.

In Community: We appreciate the expert knowledge that parents have of their children's strengths and needs and invite families to share that knowledge with us. A strong partnership between home and school is vital in ensuring children achieve their personal best.

In Learning: We recognise that all children have particular abilities and aptitudes to be nurtured and celebrated. We encourage our pupils to become independent thinkers, and reflective learners, secure in the knowledge that with focus, endeavour and support, they can achieve their academic and creative potential.

In Life: We give our pupils a safe environment in which to build skills for their futures. We encourage them to adopt healthy lifestyles, respect the environment and be responsible citizens.

In Love: We teach our pupils to show kindness, respect and forgiveness. We celebrate our place in God's family by supporting one another and facing challenges together.

Governing Body Standing Orders Autumn 2025-Autumn 2026

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. While these regulations provide a basic framework the governing body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit the regulations will apply. The relevant regulation is indicated in brackets.

1 Roles of the Governing Body and Headteacher (Part 2, Regulation 6)

The governing body must operate in accordance with the following principles:

- 1.1 The functions of the governing body include the following core strategic functions —
 - (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
 - (b) ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and
 - (c) ensuring the sound, proper and effective use of the school's financial resources.
- 1.2 In exercising their functions the governing body will —
 - (a) act with integrity, objectivity and honesty and in the best interests of the school; and
 - (b) be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.
- 1.3 The head teacher's responsibilities include—
 - (a) the internal organisation, management and control of the school; and
 - (b) the educational performance of the school.
 - (c) the head teacher is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body

2. Governing Body Constitution and Membership

The constitution of the governing body, appointing bodies and terms of office for each category of governor are set out in the Instrument of Government (Appendix A)

2.1 All governors are asked to complete a skills audit which informs future appointments and helps identify our training and development needs. The governing body will review its skills and representation as required and agree a strategy for recruiting to any vacancies

2.2 This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Co-opted and Local Authority governors:

- Co-opted governors are persons "who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school".
- Local Authority governors are persons who are nominated by the local authority and appointed by the governing body "having, in the opinion of the governing body, met any eligibility criteria that they have set".

2.2.1 Procedure for co-options:

- Candidates for co-option will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school
- a decision on co-option will be made at a quorate meeting of the full governing body
- the agenda for the meeting should include "Appointment of a co-opted governor" as a separate item. The names of candidates should appear on the agenda and copies of their statements circulated with papers in advance.

2.2.2 Procedure for Local Authority governor appointments:

- on notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee
- the chair / other designated governor will meet the LA nominee and if content that the person meets the governing body's criteria will propose that person to the next full governing body meeting with relevant supporting personal details.
- the agenda for the meeting will include "Appointment of an LA governor" as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.

3. Election of Chair / Vice-chair (Part 3, Regulation 7)

All governors other than those who are under 18, pupils or paid to work at the school are eligible to stand as the chair or vice-chair of governors.

3.1 Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school the term of office will be until the first meeting of the governing body in the autumn term following the election.

3.2 Where a vacancy arises before the end of an incumbent's term the governing body will elect one of their number to fill that vacancy at their next meeting.

3.3.1 Election procedures

The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda. Candidates must withdraw during discussion and vote.

- a) The clerk to governors will invite nominations in advance of an election date
- b) The agenda for the meeting will include "Appointment of a chair and vice-chair" as separate items. The names of candidates will appear on the agenda – where known.
- c) Where there are no advance nominations the clerk will invite nominations at the meeting
- d) Candidates will be invited to make a short statement before withdrawing.
- e) Voting will usually be by a show of hand, but a secret ballot may be used.
- f) In the event of a tie a decision will be made by drawing lots / tossing a coin

4. Functions of the Clerk (Part 3 Reg 11)

The governing body must appoint and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the headteacher. However, if the designated clerk fails to attend a meeting, an associate member or a governor who is not the headteacher may act as clerk for that meeting.

4.1 The clerk is responsible for:

- ensuring the efficient functioning of the governing body
- convening meetings of the governing body
- issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors
- attending governing body meetings; producing draft minutes for agreement by the chair within 14 days of the meeting, ensuring that minutes are agreed and signed by the chair at the next meeting and that signed minutes are securely stored at the school
- maintaining a register of governors and associate members and reporting vacancies
- maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- providing advice to the governing body on the exercise of its functions
- Additional administrative support for governing body functions by agreement.

5. Meetings and Proceedings (Part 4 Regs 12 - 16)

5.1 The number of full governing body meetings per annum will be a minimum of 3.

5.2 The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year

5.3 Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given.

5.4 The agenda will be prepared by the clerk in consultation with the chair and headteacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 14 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and headteacher. The final decision on the agenda is for the chair.

5.5 Any other business: will appear as the final item on the agenda and should be notified to the clerk 48 hours in advance of the meeting. The governing body will decide whether any such item is to be discussed or dealt with in an alternative way. In general, only "for information" items will be accepted; issues which require a report or decision will not be dealt with as aob.

5.6 The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies. The quorum for any committee meeting is at least three governors who are members of the committee.

5.7 The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.

5.8 Where a governor is absent and has sent apologies to the clerk or the chair a reason for non-attendance must be given, and after one accepted absence further non-attendance will automatically incur refusal of apologies other than in exceptional circumstances.

- 5.9 All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive and note a report on any decision which it has delegated to a committee or an individual.
- 5.10 Participation in meetings by telephone, video conference or other remote means will be considered by the Chair of the Governing Body in cases of emergency and not as part of normal governing body business. Operation of virtual meetings will be run in line with the protocol in the appendix.
- 5.11 The only people entitled to attend a meeting of the governing body are governors, the headteacher, the clerk and where appropriate, associate members. If the headteacher is absent the deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting headteacher.
- 5.12 The deputy headteacher may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development.
- 5.13 Minutes and papers: Within 14 days of the meeting the draft minutes will be sent by the clerk to the chair for checking. Once agreed the draft minutes will be sent to all members of governing body within 15 - 20 days of the meeting.
- 5.13.1 The approval of the minutes of the previous meeting should be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.
- 5.14 The original signed minutes will be kept in a book / binder on consecutively numbered pages. They will be stored in a secure place in the school.
- 5.15 A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.
- 5.16 All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.
- 5.16.1 The clerk will log all correspondence to the governing body and may allocate it to an appropriate individual / committee. It will either be dealt with at the next GB meeting or that meeting will receive a report from whoever has dealt with the issue.
- 5.16.2 Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor / committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols.

6. Conduct and suspension / removal of governors (Reg 17 / Constitution regulations)

- 6.1 The governing body has adopted a Code of Conduct for Governors (attached Appendix B) The code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy as part of their Induction programme.
- 6.2 Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the regulations.

7. Delegation arrangements (Regulation 18, 19 and 20)

The governing body may delegate many of its functions to a committee, an individual governor or to the headteacher. It must review delegation arrangements annually. Delegation arrangements agreed by this governing body are shown as Appendix C (Scheme of Delegation).

- 7.1 No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.
- 7.2 The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.
- 7.3 The delegation arrangements for staff appointments are:
 - i) Support staff: headteacher
 - ii) Teaching staff: headteacher
 - iii) Senior staff: headteacher & governing body
- 7.4 Staff grievance conduct and discipline, capability, suspension or dismissal; salary appeals; headteacher appraisal; exclusions; complaints: the governing body will adopt procedures set out in relevant policies.

8. Committees (Part 5 Regulations 21 - 26)

- 8.1 The governing body determines the constitution, membership and terms of reference of any committee and must review these annually. This governing body has the following committees. Terms of Reference are attached as Appendix D
 - Finance Committee (with Responsibility for Personnel & Premises)
 - Learning & Achievement Committee (with Responsibility for Children, Families and Community).
 - Admissions Committee.
- 8.2 Associate Members: An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether or not the AM has voting rights on the committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.
 - 8.2.1 The governing body has agreed the following arrangements for Associate Members:
 - candidates will be asked to provide a statement outlining the contribution they can make to a particular committee
 - a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body
 - the agenda for the meeting will include "Appointment of an associate member to the (insert relevant committee). The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance
 - Associate Members may serve on committees or panels as decided by the full governing body.

9. Governors' Allowances (Part 6 regs 27 – 30)

The governing body has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform his / her duty, subject to the restrictions set out in the Governor Expenses policy (shown as Appendix E/ available to view at the school) and to be made on provision of a receipt for the relevant amount. Governors are volunteers and cannot be paid for loss of earnings as a result of their work as a governor. All claims are subject to audit scrutiny.

10. Pecuniary Interests / restrictions on taking part in meetings (Schedule 1; Reg16)

A governor must declare an interest – direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal

issue concerning another member of staff. If there is a dispute about whether a person should withdraw the governing body will decide on the matter

- 11.1 In addition members of staff may be asked to withdraw if the appointment of their successor is being discussed
- 11.2 Declaration of Interests will be a standard item on governing body and committee agendas
- 11.3 A register of Business Interests has been established and is available to view at the school office

Appendices

A – Instrument of Government

B – Code of Conduct for Governors

C – Scheme of Delegation

D – Terms of Reference

E – Expenses Policy

F – 2022-23 Oratory Standing Order Appendix - GB Alternative Virtual Meeting Participation Protocol

G - ICT User Agreement

Appendix A

THE CONGREGATION OF THE ORATORY OF ST PHILIP NERI IN THE DIOCESE OF WESTMINSTER Oratory Roman Catholic Primary School Instrument of Government

1. The name of the school is Oratory Roman Catholic Primary School.
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Congregation of the Oratory of St Philip Neri and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of the Congregation of the Oratory of St Philip Neri (a Society of Apostolic Life of pontifical right) and is an exempt charity.
4. The name of the governing body is: The Governing Body of Oratory Roman Catholic Primary School.
5. The Governing Body shall consist of twelve governors of which there shall be:
 - (a) seven foundation governors
 - (b) two parent governors;
 - (c) one LA governor;
 - (d) one headteacher governor
 - (e) one staff governor.
6. Foundation governors shall be appointed and may be removed by the Provost of the Congregation of the Oratory of St Philip Neri (or any person for the time being exercising the powers of the Provost).
7. The term of office for every foundation governor shall terminate on 31st August following the third anniversary of the date of appointment.
8. This Instrument of Government comes into effect on the date of making.
9. This Instrument of Government was approved by the Diocese of Westminster on 10th July 2014, by the Congregation of the Oratory of St Philip Neri on 20th October 2014 and made by order of Kensington & Chelsea local authority on 16 April 2015.
10. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), the Congregation of the Oratory of St Philip Neri and the Diocese of Westminster.

Adopted by the governing body of Oratory Primary School on: 04.10.22
Date of next review: Autumn 2026

Appendix B

Oratory Primary School Governing Body Code of Conduct

This code sets out the expectations on and commitment required from school governors, in order for the governing body to properly carry out its work within the school and the community.

The governing body has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the body we agree to the following:

Role & Responsibilities

- We understand the purpose of the body and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing body.
- We will actively support and challenge the headteacher.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.

- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the governing body.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other body members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the Diocese, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing body.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

- Should it be the chair that we believe has breached this code, another governing body member, such as the vice chair will investigate.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Adopted by the governing body of Oratory Primary School on: 04.10.22

Date of next review: Autumn 2023

Appendix C

SCHEME OF DELEGATION

In addition to the Terms of Reference the Governing Body must agree and keep under review a scheme of delegation in financial matters including the level of delegation to the headteacher and other staff for the day-to-day financial management of the school and make recommendations for change to the governing body.

Oratory R C Primary School Scheme of Delegation

Ordering of Goods and Services

All expenditure must be agreed in advance with the Headteacher. A member of staff will complete and sign an order form. This must be authorised or countersigned by the Headteacher (alternatively the Deputy Head in the absence of the Headteacher) before being submitted. Orders by the Headteacher and Deputy Head should be countersigned.

Orders over £5,000 are to be authorised in consultation with the Chair of Finance.
Orders over £10,000 are to be authorised in consultation with the Finance Committee.
Orders over £15,000 are to be authorised in consultation with the Full Governing Body.

Cheque Signatories

Two people must sign all cheques - there are six approved signatories:

Andrew Tagg (Head of Resources, RBKC)
Dr Barry Quirk (Town Clerk, RBKC)
Alice Steinart (Acting Headteacher)
Ana Paiva (Business Manager)
Patrick Alton (Senior Teacher and member of SLT)

Internet banking facility is now available on all accounts. School Business Manager actions the internet banking transfer when applicable invoices have been pre-approved. New payees and all payment transactions are saved and stored in the School Fund / Newman Fund files locked in the school office. Such files are audited once a year by an external finance manager from a neighbouring school.

Open Credit Facilities

Up to £200.00 can be withdrawn per day in cash via a cheque signed in accordance with the bank mandate from HSBC Bank. The named presenter will be either one of the signatories or a staff member bearing a letter of authority signed by two signatories.

Invoice Certification

Alice Steinart (Acting Headteacher)

Petty Cash

Authorised holding £200.00

Authorised signatories for approving expenditure are the Headteacher, Deputy Headteacher, Acting Deputy Headteacher and, in the absence of the above, the Business Manager. The authorised signatories will not authorise their own personal claims.

Write-Offs

To be maintained by Andres Toro (Site Manager) and made available upon request.

Tenders

For orders of goods/services over £2,000, 2 written quotes should be obtained, for orders of goods/services over £5,000, 3 written quotes should be obtained.

Contracts

Contracts of £10,000 in aggregate value must be authorised by the Finance Committee.

Virements

Virements between budget headings of £1,000 or more must be authorised by the Finance Committee. Virements of £5,000 or more to be authorised by the governing body.

School Fund

Voluntary fund – separate from the school's budget/official money. All cheques must be signed by 2 of the following signatories:

Headteacher, Deputy Headteacher or Business Manager.

Payroll

Approval of Appointments/Terminations/Changes - The Headteacher.

For the Headteacher, the SLT form must be countersigned by the Chair of the Governing Body.

Authorisation of Claim Forms – Headteacher, Deputy Headteacher and senior teacher.

Adopted by the governing body of Oratory Primary School on: 04.10.22

Date of next review: Autumn 2023

Appendix D

Terms of Reference

Oratory Primary School Finance Committee

(with Responsibility for Personnel & Premises)

Membership

The Committee will comprise no fewer than 3 governors plus up to 1 associate member as agreed by the governing body

Quorum

The quorum for meetings of the Committee is 3 governors including the headteacher or her/his representative

Clerking

Clerk to the Governing Body

Meetings

The Committee will meet 3 times per year (at least once a term), in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Finance Committee will oversee

- the school finances ensuring that the school operates within the financial regulations of the local authority, school finance policy and procurement code and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;
- the maintenance and development of the school site and premises;
- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled

In particular the committee will:

Finance

- keep under review the school's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the headteacher for the day-to-day financial management of the school

- agree medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing body
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the school development plan;
- agree effective procedures for monitoring the budget, consider appropriate reports for the purposes of monitoring, report the outcomes of monitoring together with an evaluation of the use of resources to the governing body at least termly with any appropriate recommendations;
- monitor the use and impact of the school's pupil premium allocation in overcoming barriers to learning
- undertake the SFVS review and ensure appropriate action is taken in response to any identified shortfalls
- agree the award of contracts for services in accordance with the school's scheme of delegation and procurement code, and keep under review the effectiveness and value for money of contracts so awarded
- ensure that the School Fund is audited and appropriate records are kept
- establish and keep under review procedures for governors to claim expenses;

Premises, health and safety

- consult with the Premises Working Party on medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- agree the lettings and charges policy for the use of school premises;

Staffing

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;

Current policies delegated for review by this committee:

- Scheme of Delegation
- Statement of Financial Regulations and Procedures
- SFVS
- Charging & Remissions Policy

Adopted by the governing body of Oratory Primary School on: 04.10.22

Date of next review: Autumn 2023

Terms of Reference

Oratory Primary School Curriculum and Achievement Committee

This committee will be responsible for overseeing curriculum, attainment, special educational needs, the well-being and development of the children, and home-school issues.

Membership

- No fewer than three governors plus the Headteacher
- To have co-opted non-voting members as the governing body shall appoint
- A Chair for the subcommittee will be elected at the first meeting of each academic year

Quorum

Minimum of three governors one of which must be the Headteacher.

Clerking

Clerk to the Governing Body

Meetings

The Committee will meet 3 times per year (at least once a term), in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Curriculum and Achievement committee will oversee:

- Ensure that the register of pupils is maintained
- To review, adopt and monitor all statutory policies relating to the curriculum advise the Governing Body on standards and other matters relating to the school's academic performance
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the school's curriculum
- Monitor and review the school's overall academic performance in line with key indicators nationally.
- Set targets for achievement of pupils throughout the school and review pupil achievement against the targets set
- To monitor the performance of disadvantaged pupils and the impact that the pupil premium grant is having on their overall achievement and in comparison to pupils in school and nationally.
- Monitor the quality of teaching and learning

- To consider curricular issues which have implications for Finance Committee decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with relevant bodies (Diocese, Local Authority and Ofsted) and ensure that all appropriate reports are received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEND, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To review and ensure publication of the SEND Information Report
- To review the SEND policy and ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To oversee arrangements for educational visits, including the appointment of a named co-coordinator
- To be familiar with the Performance Management Process within the school and ensure that it drives rapid academic improvement and high quality teaching and learning
- To hear complaints about the curriculum in accordance with Local Authority procedures
- To hear appeals against the school's decision to lift or change the National Curriculum for particular pupils

Pastoral

- To ensure that the Catholic Philosophy of Education influences all aspects of the school's mission and ministry
- To ensure that all school policies comply with Diocesan directives, policy and spirit of its guidance.
- Monitor and review the relevant sections of the Race Equality Policy, Anti bullying log and monitor equal opportunities within the school.
- To monitor and review the Home School Agreement

Current policies delegated for review by this committee:

- 'Excellence at Oratory': Staff Handbook for Professional Understanding and High Quality Learning and Teaching
- SEND policy (For approval by FGB)
- SEND Information Report
- Pupil Premium allocation
- Monitoring of the PE Grant
- Pupil Register & Attendance Policy
- Sex Education Policy

Adopted by the governing body of Oratory Primary School on: 04.10.22

Date of next review: Autumn 2023

Terms of Reference

Oratory Primary School Pupil Discipline Committee

Membership

The Committee will be called when required from eligible* members of the governing body, from whom *three* will be called to serve, with one reserve.

The Committee will be clerked by the Clerk to the Governing Body.

The Chair of the Committee will be decided by the GB at its annual review.

** No governor will serve if s/he has a connection with the pupil, family, or the incident which could affect their ability to act impartially.*

Quorum:

The quorum for meetings of the Committee is three governors

Meetings:

The Committee will meet when required

Responsibilities

- To receive representations from parents whose child has been excluded for more than five and less than fifteen school days in any one term if requested
- To consider the circumstances of any pupil excluded permanently or for more than fifteen days in a term, or who will be unable to sit a public examination as a result of exclusion: and
- Decide whether to direct reinstatement of any such pupil so excluded
- Where the committee is notified of an exclusion of five school days or less, the committee, or the chair of the committee, may consider any statement from the parent
- Report the outcome of any committee decisions to the next full meeting of the governing body ensuring that confidentiality is maintained at all times.

If an exclusion causes a pupil to miss sitting a public examination, the pupil discipline committee will meet before the exam wherever possible. If this is not practical, the Chair may take action on behalf of the committee

The Committee will take account of the latest DfE guidance and relevant information and training.

Appeals by parents against the decision of the Pupil Discipline Committee are dealt with by an independent panel established by the local authority. The LA Review panel has no powers to direct reinstatement but it can uphold the decision to exclude, recommend the GB to reconsider the decision or quash the original decision, if it believes it was flawed, and direct the GB to reconsider the case. It may be given additional powers when it has recommended reconsideration of a quashed decision of the GB, e.g. about what should go on a pupil's record. In some circumstances this may result in adjustment to the school's budget (costs of review panel).

Adopted by the governing body of Oratory Primary School on: 04.10.22

Date of next review: Autumn 2023

Terms of Reference

Oratory Primary School Admissions Committee

Membership

The Committee will comprise no fewer than 3 governors plus up to 1 associate member as agreed by the governing body

Quorum

The quorum for meetings of the Committee is 3 governors including the headteacher or her/his representative

Clerking

School's Admissions Officer

Meetings

The Committee will meet once per year, in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Admissions Committee will:

- Draft the Admissions Policy and recommend it to the Governing Body in the Autumn term.
- Consider and respond to consultations on the Admissions Policy.
- Apply the Admissions Policy in managing the admission of pupils to the school.

Current statutory policies delegated for review by this committee:

- Admissions Policy

Adopted by the governing body of Oratory Primary School on: 04.10.22

Date of next review: Autumn 2023

Appendix E

Oratory Roman Catholic Primary School Governors' Expenses Policy

Introduction:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states:-

- 1. The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).*
- 2. Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.*

Departmental advice issued in 2014 states:-

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing body), is not out of pocket where the School has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

Child care or baby sitting expenses.

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees, approved governor training/conferences or is otherwise representing the School or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

Governors with a special need

Where the School or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

Telephone charges, photocopying costs and stationery

The above may be reimbursed where the governor is unable to use the facilities of the School in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Travel and subsistence

Mileage may be claimed where the distance between the governors' home and the School or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of 40p per mile for the miles travelled in excess of 10 miles. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made on the approved form to the School Business Manager and authorised by the Headteacher.

Adopted by the governing body of Oratory Primary School on: 04.10.22

Date of next review: Autumn 2023

Signed by:

Chair:

Date:

Headteacher:

Date:

Appendix F

Oratory RC Primary School

2022-2023 Standing Order Appendix

Alternative Virtual Meeting Participation Protocol

The Governing Board expects governors to be present at all meetings. Where this is not possible, members of the governing board of Oratory RC Primary School are able to participate and vote virtually at full governing board and committee meetings. Virtual participation includes, but is not limited to, telephone, Skype and video conference.

Alternative Participation Protocol

- A maximum of two governors may attend virtually for any single meeting.
Note: In the event of an emergency such as Covid-19, where the majority or all governors are unable to attend a face-to-face-meeting an exception may be made.
- Notice of virtual participation must be given to the Clerk to the Governing Board by the governor who wishes to participate, no later than 48 hours prior to the meeting, and the reason for non-attendance in person.
- Virtual participation must only be requested through absolute necessity. It must not be utilised for convenience.
- It is the responsibility of individual governors, wishing to participate virtually, to ensure they are able to do so through a secure method in an environment conducive to confidential and private communication. **Anyone participating in a meeting using technology must declare that they are in an environment which is a secure, and which protects confidentiality.**
- Virtual participation must be for the entire meeting and not just for specific agenda items or solely for voting purposes.
- It is the responsibility of those participating virtually to ensure they have a reliable connection.
- If the communication connection fails and reasonable attempts to reconnect are unsuccessful virtual participation will no longer be possible and the agenda will not be delayed. The clerk will note the time that the connection was lost.
- Ensuring quorate meetings is the responsibility of the clerk who will monitor this throughout any meeting involving virtual participation and advise the board if a meeting becomes inquorate.
- If there is to be a vote, all governors must have relevant documents seven days prior to the meeting.
- If there is to be a vote, by secret ballot, governors participating virtually will **not** be able to vote.
- Where there is no visual connection all meeting participants will always start their comments by stating their name.

- If there is no visual connection the outcome of any vote taken through a show of hands will be communicated to the individual attending virtually. The virtual attendee will need to cast their vote by stating if they wish to vote in favour or against.
- The chair and headteacher will always attend the meeting in person. ***
- The clerk will always attend the meeting in person. ***

Note: In the event of an emergency such as Covid-19, an exception would be made for the chair, headteacher and clerk to also participate virtually.

This protocol does not apply to any formal hearings e.g. pupil exclusion, parental complaint, where all panel members must follow the governance requirements in place at the time.

The Governing Body of Oratory RC Primary School adopted the Alternative Virtual Meeting Participation Protocol at the board meeting 04.10.22

Appendix G

Oratory RC Primary School ICT User Agreement

Date Approved	04.10.22	
Review Date		
Biennial	This policy will normally be under a two-yearly review, but with the introduction of <u>virtual meetings</u> the review period has been shortened in the first instance.	
Signed Headteacher		Date
Signed Chair of Governing Body		Date

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1. Aims & Background

This ICT user agreement covers the use of all digital technologies while in school: i.e. email, internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, apps and other relevant digital systems provided by the school or Local Authority, or other information or systems processors.

This ICT user agreement also covers school issued equipment (as logged on the asset register) when used outside of school, use of online systems provided by the school such as VPN or webmail, or other systems providers when accessed from outside school.

This ICT user agreement also covers posts made on any non-school official social media platform or app, made from outside the school premises or school hours which reference the school, or which might bring staff members or governors professional status into disrepute.

The ICT user agreement also covers the use of virtual meeting platforms, the governance cloud storage and meeting spaces that could be accessed from outside school.

The school regularly reviews and updates with the assistance of the DPO, all user agreement documents to ensure that they are consistent with current school policies as listed at the end of the agreement.

2. User Requirements

School governors using school systems must comply with the requirements below. Failure to do so could possibly mean a breach of the school's Data Protection Policy and Code of Conduct.

Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may be subject to monitoring.

- a) I will only use the school's ICT resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body in the line of my role as a governor.
- b) I will set strong passwords and will not reveal my password(s) to anyone.
- c) I will not use anyone else's password if they reveal it to me and will advise them to change it.
- d) I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or other authority or processing system, both on school site and remotely.
- e) I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols, and retention policy.
- f) I will not engage in any online activity that may compromise my professional responsibilities as a governor.
- g) I will only use the schools approved email system(s) for any school business as directed by the school.
- h) I will only use the approved method/s of communicating with pupils or parents/carers and will only communicate with them in a professional manner and on appropriate school business.
- i) I will not support or promote extremist organisations, messages or individuals or give a voice or opportunity to extremist visitors with extremist views. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- j) I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Headteacher and Chair of Governors.
- k) I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed. I will seek advice from the School and/or ICT Manager.
- l) I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- m) I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up to date, using the school's recommended anti-virus and other malware systems.
- n) I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- o) I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- p) I will only I take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.
- q) I will use the school's online cloud storage service in accordance with school protocols.
- r) I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role and will create a distinction between the two. I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- s) I will only access school resources remotely (such as from home) using the school approved system and follow e-security protocols to interact with them.
- t) I will ensure any confidential data is protected by encryption and that I follow school data security protocols when using any such data at any location including the home environment and in virtual meetings.

- u) I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- v) I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school's data policy and adequately protected. The school's data protection officer must be aware of all data storage.
- w) I understand it is my duty to support a whole-school safeguarding approach and will report any behaviours of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the relevant Senior Member of Staff / Designated Safeguarding Lead.
- x) I understand that all internet and network traffic / usage can be logged, and this information can be made available to the Head / Safeguarding Lead on their request.
- y) I understand that internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- z) I understand that I have a responsibility to uphold the professional standing of the governing body and of the school, and that my digital behaviours can influence this.

3. Links with Other Policies

I understand that this user agreement is linked to the schools policies as noted below:

- Freedom of information publication scheme
- Online and E-Safety Policy
- GDPR/Data Protection Policy
- Document Retention and Safe Destruction Policy
- Asset Management Recording Policy
- Disaster Recovery/Business Continuity Planning and Risk Register.
- Safeguarding and Child Protection Policy

4. Agreement Form

User Signature

I agree to abide by all the points noted in the ICT User Agreement.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible ICT user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to removal from the governing body.

Signature Date

Full Name (printed)

Role

Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature Date.....

Full Name (printed)