

# Upton Hall School FCJ Governance Arrangements

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Upton Hall School FCJ is an academy trust, which means it is a charitable company limited by guarantee. It has Members and Trustees.

The founding members who signed the articles of association in February 2012 were:

Sister Marie Claire Sykes (now General Superior of the [FCJ Society](#))

Sister Moira Cashmore (Foundation Governor)

Professor James Keaton (then Chair of Governors)

The current members are:

Sister Marie Claire Sykes (General Superior of the FCJ Society)

Sister Moira Cashmore (Foundation Governor)

Mrs C Green (Chair of Governors)

Mr J Prothero (Vice Chair of Governors)

Mr B Larkin (Foundation Governor)

The members meet once a year at an Annual General Meeting

The members

- are the subscribers to the trust's memorandum of association (where they are founding members)
- may amend the articles of association (the articles include a definition of the trust's charitable objects and governance structure) subject to any restrictions in the articles or in the trust's funding agreement or charity law
- have powers to appoint and remove trustees in certain circumstances
- appoint the trust's auditors and receive the trust's audited annual accounts (subject to the [Companies Act](#)).

Trustees, who can be called the Directors, are known at Upton Hall School FCJ as Governors. There are different categories of Governors determined by how they are appointed or elected.

## School Governors Academic Year 2018-2019

Foundation Governors				
Name	Date of Appointment	Conclusion of Term of Office	Appointed by	Pecuniary Interests
Mrs K Green (Chair)	1 November 2018	31 October 2022	Faithful Companions of Jesus	School Director of Business at Meadowside School
Mr J Prothero (Vice Chair)	1 March 2016	29 February 2020	Faithful Companions of Jesus	
Mr B Larkin	1 March 2016	29 February 2020	Faithful Companions of Jesus	Chair of Trustees of Chester Catholic Academies Partnership.
Sr Brigid Halligan FCJ	1 March 2016	29 February 2020	Faithful Companions of Jesus	
Mrs S Moore	1 February 2016	31 January 2020	Faithful Companions of Jesus	Foundation Governor at Christ the King Catholic Primary School, Bromborough and is Foundation Director on the Holy Family

				Multi Academy Trust (St John Plessington Catholic College, Our Lady of Pity Catholic Primary).
Dr E Smears	1 March 2016	28 February 2019 (3 year tenure)	Faithful Companions of Jesus	Member of the Faculty of Education at Liverpool University and John Moore's University
Mrs R Farmer	1 October 2018	30 September 2022	Faithful Companions of Jesus	
Mr P Hoskinson	1 March 2016	29 February 2020	Faithful Companions of Jesus	
Sr Moira Cashmore FCJ	1 March 2016	29 February 2020	Faithful Companions of Jesus	
Mrs N Teare	1 March 2016	29 February 2020	Faithful Companions of Jesus	
Dr J F Innes	1 December 2018	30 November 2022	Faithful Companions of Jesus	
<b>Appointed Governors</b>				
Mr S Duggan	1 March 2016	29 February 2020	Upton Hall School Academy Trust	
Professor J Hunt	5 May 2016	4 May 2020	Upton Hall School Academy Trust	
<b>Staff Governors</b>				
Mrs A Gaunt	1 September 2018			
Mrs H Whitehurst	6 October 2015	5 October 2019	Election by Staff	
Mrs L Smith	25 September 2017	24 September 2021	Election by Staff	
<b>Parent Governors</b>				
Mrs S Rioux	12 February 2019	11 February 2023	Elected by Parent Body	
Mrs H Boyd	5 May 2016	4 May 2020	Elected by Parent Body	
Mr C Lea	13 October 2017	12 October 2021	Elected by Parent Body	
Mr R Williams	21 January 2016	20 January 2020	Elected by Parent Body	
<b>Clerk to the Governors</b>				
Ms C Morrison	1 September 2006		Appointed by Headteacher and Chair of Governors	

A record of attendance is kept for each meeting:

Governors	Meetings attended	Out of possible
Sr Moira Cashmore FCJ	3	4
Mrs C Green (Chair of Governors)	4	4
Mr B Larkin	4	4
Sr Brigid Halligan (Head of Bellerive Catholic College FCJ)	4	4
Mr D Norton	3	4
Mr P Hoskinson	4	4
Mr J Prothero	4	4
Mrs N Teare	4	4
Mr S Duggan (Headteacher – St Anselm’s College)	1	4
Mrs P Young (Headteacher and Accounting Officer) – now retired	4	4
Dr E Smears	4	4
Mr C Lea (joined end October 2017)	3	3
Mrs H Boyd	4	4
Mrs L Smith	3	4
Ms T Hughes	0	4
Prof J Hunt	3	4
Mr R Williams	4	4
Mrs H Whitehurst	4	4
Mrs S Moore	4	4

The Trustees/Governors manage the business of the academy trust and should focus strongly on the three core functions of governance:

- ensuring clarity of vision, ethos and strategic direction in accordance with the FCJ Visions and Values and as a Catholic School
- holding executive leaders to account for the educational performance of the organisation and its pupil, and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent.

The trustees must ensure compliance with the trust’s charitable objects and with company and charity law, and adherence to the trust’s funding agreement with the Secretary of State and be governed by [The Seven Principles of Public Life](#) (also known as The Nolan Principles)

Governors are linked to each Faculty/Subject area within the School to enable them to act as critical friends and gain further insight into the working of the school. The Link Governors are listed below:

Link Governor	Faculty/Subject area
Sr Brigid Halligan/Mrs R Farmer/Prof J Hunt	Mathematics/Science
Mr J Prothero/Mrs K Green	English
Mr P Hoskinson/Mrs S Moore	MFL
Mr C Lea/Mr R Williams	Performing Arts/Art D&T
Mr C Lea/Mrs N Teare	Humanities
Mr B Larkin/Mrs N Teare	RE
Mrs N Teare/Mrs S Moore (Deputy)	SEN
Mrs K Green/Dr E Smears (Deputy)	Safeguarding
Mrs K Green	Health & Safety
Dr E Smears/Dr J Innes	Progress and Achievement and Sixth Form

Most of the work of Governors is undertaken in Committees. The chart below lists the committees and the number of Governors in each.

Committee	Membership
Admissions	5
Staff	3
Staff Pay and Disciplinary Appeals	5
Headmistress Dismissal Appeals	6 including one independent member
Curriculum, SEN Statements, Pupil Disciplinary and any other appeals	5
Admission and Pupil Exclusion Appeals	3 independent members
Building	5
Curriculum and Pupil Welfare	7
Pupil disciplinary	5
Finance	6
Personnel	5
Pay	3

## GENERAL ARRANGEMENTS OF COMMITTEES

### MEMBERSHIP

**1.1** Each Committee will be composed of Governors and, where appropriate, independent members selected by the Governing Body. Committees may wish others including other Governors to join their discussions, with or without voting rights according to the Committee's decision, but subject to an overall maximum of nine members. Independent members will be selected by the Clerk to the Governing Body after consultation with the Chairman and the Headteacher. In addition to the stated membership the Headteacher will be a member of all Committees for which she is eligible.

### ALTERNATES

**1.2** All Governors are nominated as alternate members of all Committees for which they are eligible. In cases of need, the Clerk to the Governors will select governors to act as alternates after consultation with the Chairman of the Governing Body.

### QUORUM

**1.3** The quorum of all Committees will be three members, except for staff appeals where the quorum is five.

### REPORTING

**1.4** The business of all Committees will be reported to the termly meetings of the Governing Body.

### CHAIRS

**1.5** The Chair of each Committee will be appointed by the Committee at its first meeting in the academic year. In the absence of the Chair from any meeting, the Committee will appoint one of its members to take the chair for that meeting only.

### REVIEW

**1.6** The functions and membership of all committees will be reviewed each year at the first meeting of the Autumn term.

## COMMITTEES

### 2.1 TERMS OF REFERENCE

The terms of reference of the Committees will be as follows:

#### 2.1.1 Admissions Committee

- To recommend to the Governing Body the number of pupils in any relevant age group that it is intended to admit to the school in any school year.
- To review and make recommendations each year about the arrangements for the admission of pupils to the school.
- To determine the offers that shall be made against the criteria for admissions to the first year entry.
- To make a full report to the Governing Body after any appeal has been heard.

#### 2.1.2 Staff Committee

- To consider such staff disciplinary cases as may be referred to the committee by the Headteacher or as members of the committee may decide, according to the school's disciplinary procedures.
- To suspend any person employed to work at the school where, in the opinion of the committee or the Headteacher, exclusion from the school is required, and be informed of such a suspension where it is undertaken by the Headteacher.
- To recommend to the Governing Body that any suspension be determined where this is considered the appropriate action.
- To terminate the employment of any person employed at the school as requested by the Headteacher or as determined by the committee.
- To suspend the Headteacher for misconduct or other urgent cause.
- To make a full report to the Governing Body after any appeal has been heard.

#### 2.1.3 Appeals Committees

- To hear any appeal concerning admission to or exclusion from the school.
- To hear any appeal against disciplinary action related to a member of staff, including dismissal, or to a pupil.
- To hear any appeal against the handling of a complaint.
- To resolve any grievance which cannot be resolved by the Leadership Team.
- To hear any appeal against a pay award.
- To hear any appeal from parents about any SEN statement/EHCP decided by the school.

#### 2.1.4 Building Committee

- To advise generally on the provision of resources and services to the school and, in particular, to undertake the setting up of contracts for a variety of services as determined by the Governing Body.
- To keep under review and to advise the Governing Body on the general condition, usage, and development of the school's buildings and their fabric, and playing fields and grounds.
- To consider and make full recommendations to the Governing Body on any proposals for the acquisition or disposal of buildings and sites.
- To draw up any capital bid in consultation with the Headteacher and the architects for approval by the Governing Body.
- To produce a rolling maintenance programme for the school and to monitor its progress.
- To ensure that all health and safety matters are properly considered and dealt with.
- To accept tenders for building work up to a limit of £50,000 for which provision had been included in the approved budget.

#### 2.1.5 Curriculum and Pupil Welfare Committee

- To review the school's curriculum policies on a regular basis to ensure that they comply with the National Curriculum and other statutory requirements.

- To ensure that teaching programmes:
  - are free from any form of indoctrination including political education
  - comply with equal opportunities and disability legislation
  - attend to any special educational needs of pupils being taught in the school
- To ensure that pupil assessments and records are kept up-to-date and comply with current requirements.
- To advise the Governing Body on curriculum information that needs to be placed in the school's prospectus and the school website.
- To keep under review the school's charging and remissions policy for pupils' extra curricular activities.
- To monitor the school's policy on school visits involving pupils.
- To determine, approve, monitor and keep under review the school's discipline policy for pupils, including the policy for control of bullying.
- To keep under review the school's curriculum complaints procedure.
- To initiate and review the school's Special Educational Needs code of practice.
- To monitor information about school performance and to set pupil and Sixth Form student performance targets.
- To recommend to the Governing Body the times for the start and finish of the school day and the lunch-time period, together with the dates for the beginning and end of school terms and half-term breaks.

### 2.1.6 Pupil Discipline Committee

- To be informed by the Headteacher of any exclusion for more than fifteen school days (in total) in any one term or where a pupil loses an opportunity to take a public examination because of her exclusion, and of the reasons for the exclusion.
- To be informed by the Headteacher where an exclusion that was originally for a fixed period is to be made permanent and of the reasons for this decision.
- Where the Headteacher has decided to institute a permanent exclusion to consider whether the pupil should be reinstated, irrespective of any representation from the parents and to work within any time scale laid down in the statutory regulations.
- To consider any representation from parents regarding a fixed term exclusion.
- To conduct any hearing by the same procedure used for an appeal hearing.
- To make a full report to the Governing Body after any appeal has been heard.

### 2.1.7 Finance Committee

- To advise the Governing Body on the application of the general annual grant, 16-19 funding and all other grants and payments made to the school in accordance with sections legislation, regulations and administrative arrangements.
- To advise the Governing Body of financial and governance requirements, delegated authorities, audit requirements, and any other matters set out in the Academies Financial Handbook for the current year.
- To advise the Governing Body on financial strategy and policy within the resources available and in accordance with the school's development plan.
- To receive, consider and present to the Governing Body annual estimates of the school's budget and the annual out-turn budget.
- To keep under general review the staffing establishment of the school and to recommend to the Governing Body the financial limits for salaries and wages within the overall school budget.
- To receive regular reports on the school's income and expenditure, showing a comparison of these against the annual budget.
- To review from time to time the financial memorandum and regulations for the supervision and control of financial procedures, accounts, income and expenditure of the school, together with such related matters as considered necessary and desirable, including insurances.
- To authorise non-staffing budget virements between £1000 and £5,000.
- To oversee the distribution of the school voluntary fund and submit the annual audited statement to the Governing Body.

- To incur expenditure on any item up to a limit of £50,000 for which provision had been made in the approved budget, excluding contracts for building work.

### 2.1.8 Personnel Committee

- To determine, approve and keep under review policies relating to the employment, recruitment, selection, appointment, redundancy, in-service training, promotion, review, grievance, discipline, capability, remuneration (in accordance with the Governors' Pay and Appraisal Policies) and terms and conditions of the employment of all staff, taking account of national and local agreements relating to conditions of service.
- To set up appointment panels for staff with responsibility allowances and to delegate all other appointments to the Headteacher.
- To advise the Governing Body on the implication of any changes in employment legislation affecting the school.
- To make recommendations to the Governing Body on the overall staffing provision of the school, including the management structure, within the approved staffing budget.
- To recommend the adoption of policies related to equal opportunities and health and safety.
- To ensure that appropriate consultation takes place with staff on all relevant matters.

### 2.1.9 Pay Committee

- To determine the salaries of the teaching staff on 1 September of each year, taking account of the current national Pay and Conditions Document and attendant circular, the school's current pay policy and the recommendations of the Headteacher.
- To determine the salaries of the Deputy Headteachers for 1 September each year, taking account of any objectives set for the previous year, and taking advice from the Headteacher.
- To determine the Headteacher's salary for 1 September each year after considering the performance review statement prepared by the governors appointed for this purpose.
- To determine the salaries of all support staff using the APT & C and other appropriate scales, taking account of the current pay policy and the recommendations of the Headteacher.
- To recommend to the Governing Body changes to the school's pay policy, having taken appropriate consultation through the school's consultative mechanism for staff.
- To make a full report to the Governing Body after any appeal has been heard.

## 2.2 COMMITTEE MEMBERSHIP 2018-2019

(Mrs Gaunt to be a member of all Committees she is entitled to attend).

### 2.2.1 Admissions Committee - Five members:

Mr J Prothero (Chair)  
 Dr E Smears  
 Mr R Williams  
 Mr B Larkin  
 Mrs H Whitehurst

### 2.2.2 Staff Committee – Three members (Chair nominated at the time of meeting):

Mrs K Green  
 Mr J Prothero  
 Mr P Hoskinson

### 2.2.3 Appeals Committee:

#### Staff Pay and Disciplinary Appeals – Five members (Chair nominated at the time of meeting):

Mr R Williams  
 Sr B Halligan  
 Mr P Hoskinson  
 Mrs N Teare



Mrs K Green

*Headteacher Dismissal Appeals – Six members, including one independent member (Chair nominated at the time of meeting):*

Mr R Williams

Sr B Halligan

Mrs S Moore

Mrs N Teare

Mrs K Green

*Curriculum, SEN Statements, Pupil Disciplinary and any other appeals – Five members (Chair nominated at the time of meeting):*

Prof J Hunt

Sr B Halligan

Mrs S Moore

Mrs R Farmer

Mrs K Green

*Admission and Pupil Exclusion Appeals – Three independent members (Chair nominated at the time of meeting)*

**2.2.4 Building Committee – Five members (Chair to be appointed at first meeting of the academic year):**

Mr C Lea

Mrs K Green

Mr R Williams

Mrs N Teare

Mr B Larkin

**2.2.5 Curriculum and Pupil Welfare – Seven members:**

Mr B C Larkin (Chair)

Mr C Lea

Mrs S Moore

Dr E Smears

Mrs H Whitehurst

Mrs H Boyd

Prof J Hunt

**2.2.6 Pupil Discipline Committee – Five members (Chair nominated at the time of meeting):**

Mrs N Teare

Dr E Smears

Mrs S Moore

Mr J Prothero

Mrs K Green

**2.2.7 Finance Committee – Six members:**

Mr P Hoskinson (Chair)

Sr Brigid Halligan

Mrs L Smith

Mrs N Teare

Mr J Prothero

Mrs R Farmer

### 2.2.8 Personnel Committee – Five members:

Mr J Prothero (Chair)  
 Dr J Innes  
 Mr B C Larkin  
 Mrs K Green  
 Mr P Hoskinson

### 2.2.9 Pay Committee – Three members:

Mr B Larkin (Chair)  
 Mr P Hoskinson  
 Mr J Prothero

The scheme of delegation of financial powers includes the following:

Name	Authority to Purchase	Tenders/ Contracts	Cheque Signatory	Cheque Limits
<b>Governing Body</b>	Over £100,000	Over £100,000	No	None
<b>Chair of Governors</b>	None	No	Yes	Unlimited
<b>Finance Committee</b>	Between £50,000 and £100,000	Between £50,000 and £100,000	No	None
<b>Chair of Finance Committee</b>	None	No	No	None
<b>Building Committee</b>	None	Between £50,000 and £100,000	No	None
<b>Headmistress</b>	Up to £50,000	Up to £50,000	Yes	Unlimited.
<b>Deputy Head/ Director of Business</b>	Over Departmental Budget level	No	Yes	Unlimited
<b>Deputy Head or Director of Business</b>	Up to the value of the annual Supply Staff budget	No	Yes	Unlimited
<b>Director of Business</b>	Up to £50,000	Up to £50,000	Yes	Unlimited
<b>Departmental Budget Holders</b>	Up to the value of their annual budget	No	No	None

Attendance at Committee meetings for the previous academic year was as follows:

Committee Meeting Attendance 2017-18		
Admissions Committee	Tuesday 3 October 2017	Monday 5 March 2018
	Dr E Smears	X
Mr R Williams	✓	✓
Mr B Larkin	✓	✓
Mr J Prothero (Chair)	✓	✓
Mrs H Whitehurst	✓	✓
Mr S Duggan (In attendance)	✓	✓
Mrs P Young	✓	✓
Mr M Quinn (In attendance)	✓	✓
Ms C Morrison (Clerk)	✓	✓

Finance Committee					
	Tuesday 25 September 2017	Monday 14 November 2017	Monday 12 February 2018	Monday 23 April 2018	Monday 11 June 2018
Sr Brigid Halligan	✓	✓	X	✓	✓
Mrs L Smith	✓	✓	✓	✓	✓
Mr P Hoskinson (Chair)	✓	✓	✓	✓	✓
Mrs N Teare	X	✓	✓	X	✓
Mr J Prothero	X	✓	X	X	✓
Mrs K Green (Chair of Governors)	✓	✓	✓	✓	✓
Mrs P Young	✓	✓	✓	✓	✓
Mrs A Gaunt (In attendance)	✓	✓	✓	✓	✓
Mrs D Chesters (In attendance)	✓	✓	✓	✓	✓
Mr B Larkin (In attendance)	✓	X	✓	✓	✓
Ms C Morrison (Clerk)	✓	✓	✓	✓	✓

Personnel Committee				
	Monday 14 November 2017	Monday 27 February 2018	Monday 24 April 2018	Wednesday 20 June 2018
Mrs T Hughes	✓	X	X	X
Mr D Norton (Chair)	✓	X	✓	✓
Mr B C Larkin	X	✓	✓	✓
Mrs K Green	✓	✓	✓	✓
Mr P Hoskinson	✓	✓	✓	✓
Mrs P Young	✓	✓	✓	✓
Mrs A Gaunt (In attendance)	✓	✓	✓	✓

Curriculum Committee			
	Monday 25 September 2017	Monday 12 February 2018	Monday 11 June 2018
Mrs K Green	✓	✓	✓
Mrs T Hughes	✓	X	X
Dr E Smears	X	✓	✓
Mr B C Larkin (Chair)	✓	✓	✓
Mrs H Whitehurst	✓	✓	X
Mrs H Boyd	✓	✓	✓
Prof J Hunt	✓	X	X
Mrs P Young	✓	✓	✓
Mrs A Gaunt (In attendance)	✓	✓	✓

All Governors receive training and are briefed on matters contained in the [Governance Handbook](#) (most recent January 2017).

If you are interested in becoming a trustee/governor, please contact the Clerk to the Governors for further information by email [cmorrison@uptonhall.org](mailto:cmorrison@uptonhall.org) or by post at Upton Hall School, Upton, Wirral, CH49 6LJ.