

Division of responsibilities – Principal and Governing Body

Members	Principal
<ul style="list-style-type: none"> • Appoint Trustees to ensure St Bede's Catholic College charitable object is carried • Approve any amendments to the Articles of Association 	<ul style="list-style-type: none"> • Runs the college on a daily basis • Advises governors • Is the main influence on the governing body's decisions
<ul style="list-style-type: none"> • Governing Body 	<ul style="list-style-type: none"> • Principal
<ul style="list-style-type: none"> • Determines the aims, ethos and priorities of the college • Acts as critical friend – asking supportive but challenging questions • Delegates the power to run the college to the Principal • Monitors the standards of teaching through Link Governors and feedback to the Curriculum Committee • Involved in planning discussions and decisions through its committees • Agrees the final DIEP • Ratifies whole-college policies • Is the employer • Appoints the Principal and members of the Senior Leadership Team • Delegates the appointment of staff to the Principal • Designates a member of the governing board or a committee to have oversight of the college's arrangements for SEND • Dismisses the Principal • Arranges an independent review panel to consider permanent exclusions, where requested by parents • Appoints a senior executive leader as the accounting officer and a chief financial officer of the trust • Appoints auditor • Approves a balanced budget each financial year and submit to the ESFA • Maintains a published register of interests, including the business and pecuniary interests of members, trustees and local governors • Holds full governing board meetings at least 3 times a year • Elects a chair and vice-chair of trustees • Appoints a clerk • Determines the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoints or elect a chair for each committee • Checks that all statutory policies and documents are in place • Delegates functions to committees and individuals 	<ul style="list-style-type: none"> • Writes and formulates the Developing and Improving Education Plan (DIEP) • Drafts the detailed action plans

<ul style="list-style-type: none"> • Curriculum committee • Determine curricular policy and agrees the curriculum ensuring the college teaches a broad and balanced curriculum to the age of 16 • Establish a sex and relationship education (SRE) policy and makes sure copies are available for parents via the college website including the right to withdraw. • Consider any disapplication for pupils • Monitor the standards of teaching • Approve the SEN information report • Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness • Make sure all pupils at the college are provided with independent careers guidance from year 8 to year 13 • Monitor impact of pupil premium funding • Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training • Make sure the college complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this 	<ul style="list-style-type: none"> • Principal • Supplies information and advice and produces the curriculum plan • Determines and implements an appropriate curriculum for the college • Advises the governing body on the disapplication of the National Curriculum for any pupils • Responsible for the standards of teaching – evaluates the standards of teaching and learning and ensures that proper standards of professional performance are established and maintained • Makes sure that parents are notified by the college when special educational provision is being made for their child • Makes sure the college produces and publishes online its SEN information report • Co-operates with the local authority in developing the local offer • Makes sure the college follows the statutory SEND Code of Practice • Makes sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the college • Makes sure that the teachers in the college are aware of the importance of identifying pupils who have SEN and providing appropriate teaching • Makes arrangements for supporting pupils with medical conditions
<ul style="list-style-type: none"> • Personnel Committee • Provide clear advice and guidance to the Principal on which he can base the behaviour policy • Approve the written statement of behaviour principles • Consider parents' representations about an exclusion through a pupil discipline committee • Can advise that the Principal reinstates a pupil • Approve the number of staff at the college and the level of the posts. • Deal with disciplinary/grievance issues at the panel stage • Approve the discipline, conduct and grievance procedures • Carry out the appraisal of the Principal with appointed independent advisor • Approve teachers' salaries, including recommendations from the senior leadership team on whether to award performance-related pay in line with the college's pay policy • Determine salary levels for all members of staff • Ratify the appraisal policy • Ensure staff receive a regular appraisal of their performance 	<ul style="list-style-type: none"> • Principal • Writes the behaviour policy • Has the power to exclude a pupil • Notifies the governing body of any exclusions and arranges for suitable full-time education for any pupil of compulsory college age who has a fixed-term exclusion of more than five school days • Draws up the initial staffing plan based on the college's needs • Manages the appointment process – for example, drawing up job descriptions, organising a day in college and producing a timetable for candidates • Day-to-day management of staff – for example, deploying, managing and leading all teaching and non-teaching staff and allocating particular duties to them • Carries out appraisal of staff in conjunction with other senior and faculty leaders • Ensures sure the college complies with the Freedom of Information Act • Makes sure governors receive safeguarding training. • Appoints a member of staff to be the designated safeguarding lead

<ul style="list-style-type: none"> • Determine the college's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria. • Establish an independent appeals panel when there are admissions appeals. • Ensure sure the college complies with the General Data Protection Regulations (GDPR) • Check that the college complies with statutory guidance on safeguarding • Make sure there's a child protection policy in place • Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training • Make sure safer recruitment procedures are applied (for example, disclosure and barring checks) • Make sure employment law and guidance is being followed • Approve staffing structure changes • Ratify the statutory pay policy 	<ul style="list-style-type: none"> • Make sure that effective support is provided for any employee facing an allegation • Makes sure the admissions arrangements comply with the School Admissions Code and are fair, clear and objective
<ul style="list-style-type: none"> • Finance Committee 	<ul style="list-style-type: none"> • Principal
<ul style="list-style-type: none"> • Responsible for approving and monitoring the budget • Monitor the college's financial management • Has formal responsibility for making sure pupil premium information is published online • Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction • Participate in annual accounts consolidation exercises as communicated by the Department for Education • Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation • Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA) 	<ul style="list-style-type: none"> • Produces the budget headings • Manages the college's spending • Reports on the impact of specialist funding, such as the pupil premium or sports grant • Interprets the regulations for the governors • Makes performance-related pay recommendations following teacher appraisals • Produces the budget headings • Interprets the regulations for the governors • Makes performance-related pay recommendations following teacher appraisals • Makes day-to-day spending decisions under the amount of £15,000
<ul style="list-style-type: none"> • Sites and Buildings Committee 	<ul style="list-style-type: none"> • Principal
<ul style="list-style-type: none"> • Approve a lettings policy • Ensure emergency procedures are in place including the Critical Incident and Business Continuity Plan. • Monitor the implementation of the health and safety policy 	<ul style="list-style-type: none"> • Day-to-day management of the college, including who can enter the premises • Complies with health and safety law • Decides whether to close the college when there are health and safety risks or weather-related issues. • Makes sure there is an appointed person in charge of first aid

<ul style="list-style-type: none">• Admissions Committee	<ul style="list-style-type: none">• Principal
<ul style="list-style-type: none">• Acts as the Admissions Authority for Year 7, Year 12 and In-year applications.	<ul style="list-style-type: none">• Ensures the college has an effective admission procedure which conforms to all statutory requirements.