



Holy Cross Catholic Primary School

Local Governing Board Membership and Terms of Reference 2026-2027

To be agreed: September 2026

Based on a template provided by



Governor
Services

Local Governing Board Membership 2026/2027 Academic Year

Parent Governors (2)	End of Office
Cloe Moore	09.12.29
Zuzana Salter	09.12.29
Head Teacher (1)	End of Office
Michelle Walsh	Ex-Officio
Staff Governor (1)	End of Office
Katie Gamlen	29.09.29
Foundation (6)	End of Office
Karen McGuigan	14.03.29
Kevin Grady	31.08.28
Kerry Spillane	24.04.30
Maria webb	02.07.29
Morgan Williams	12.11.29
VACANCY	

Chair: Morgan Williams
Karen McGuigan

Vice Chair:

Meeting Dates 2026/2027

	Autumn Term	Spring Term	Summer Term
Local Governing Body Start 5.30pm	01.10.26 12.11.26	28.01.27	29.04.27 17.06.27

Local Governing Board

The committee has responsibility delegated by the board of trustees to:	
➤ Championing the MAT vision and values ➤ Monitoring the use of school budget against outcomes / school improvement plan / national benchmarks (termly) ➤ Conducting school visits (termly) ➤ SCR assurance (termly) ➤ Receive termly HT report and challenge school leaders on progress towards Trust set targets for outcomes ➤ Oversee the quality of education / experience of pupils at the school (termly) ➤ Pupil Exclusions (as and when) ➤ Oversee website compliance (annually) ➤ Hold school leaders to account (termly) ➤ Ensuring MAC policies are used and applied, particularly for SEND, Safeguarding, pupil premium, sports premium (through the link governors - termly report to LGB) ➤ Support in performance management of the Head Teacher / Principal (annually) ➤ Review the individual academy risk register (at least annually - termly better) ➤ Consider parental complaints in line with policy (as and when) ➤ Support in the appointment of new head teacher (usually just the chair)	
<i>Any item referred by the board of trustees</i>	
Membership	
1. Michelle Walsh Spillane 2. Morgan Williams 3. Karen McGuigan 4. Maria Webb Salter 6. Kerry 7. Katie Gamlen 8. Cloe Moore 9. Zuzana Head of School: Charlotte Gorman	
Chair	Morgan Williams
Clerk	SIPS

Special Responsibility Governors

Chair	Kevin Grady
Vice Chair	Karen McGuigan

RE & Catholic Life	
Teaching, Learning & Achievement	Morgan Williams
Inclusion & Pupil Premium	Morgan Williams
SEND	Morgan Williams
Health & Safety	Karen McGuigan
Digital & Technology Standards	Kerry Spillane
Safeguarding	Kerry Spillane
PE & Sports Premium	
Personal Development & Wellbeing	Maria Webb
Attendance & Behaviour	Katie Gamlen
Community Engagement	Zuzana Salter
Financial Oversight	
Staff Wellbeing & Personal Development	Cloe Moore

**In accordance with Keeping Children Safe in Education 2026 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Governance

The LGB shall have the following Governors:

- At least six Foundation Governors. One of the Foundation Governor positions must be made available to a priest. Employees of the school are not eligible for appointment as Foundation Governors.
- One Staff Governor. Unless the MAC Directors agree otherwise, the LGB should invite nominations from all staff (teaching and non-teaching) employed under a contract of employment (except the principal) or a contract for services. If more than one person is nominated the LGB should hold an election by secret ballot of all staff.
- Two Parent Governors. Unless the MAC Directors agree otherwise, the LGB should invite nominations from all parents of pupils registered

at the school. However, any parent who is an elected member of the local authority or employed to work at the school for more than five hundred hours in any twelve consecutive months is not eligible to be a Parent Governor. If more nominations are received than posts vacant the LGB should hold an election by secret ballot of all parents of pupils registered at the school.

- The principal, who is always a Governor. This position should be held by the "first in charge" in the school. If the school has an executive leadership structure, then the Executive Principal would normally hold this position unless alternative formal arrangements have been made for the Head of School to hold the position instead.

So long as there is still a majority of two Foundation Governors in post, the LGB may co-opt up to two Governors. A Co-opted Governor is a person who is to serve as a Governor who has not been either elected or appointed. A member of staff may not be co-opted if that would make the number of Staff Governors exceed one third of the number of Governors.

All Governors who are not Foundation Governors must, before they commence any Governor duties, sign and return to the DES the Undertaking to the Archbishop which is available on the DES website.

A Governor may resign by written notice to the LGB but that notice of resignation will not be effective if it would leave less than three Governors on the LGB. On receipt of the notice of resignation, the LGB will inform the MAC Directors and the DES of the resignation.

A Governor can be suspended or removed by the person or person who appointed him or her. A person (except for a Foundation Governor) may also be suspended or removed by the MAC Directors but only after the MAC Directors have given due regard to any representations made by the LGB.

A Staff Governor shall cease to be a Governor when he or she leaves the school.

A Parent Governor shall cease to be a Governor at the end of the school term during which he or she ceases to be a parent of a registered pupil at the school.

A Governor is disqualified automatically if he or she:

- Is not yet eighteen.
- Becomes incapable of managing his or her own affairs.
- Has not provided to the Chair of the LGB an enhanced Disclosure and Barring Service check and/or such other check as may be required from Governors from time to time by the DES. If the result of that check discloses any information which would in the opinion of either the Chair of the LGB or the Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall

be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

- Is absent without the permission of the Chair of the LGB from all of its meetings for six months and the LGB passes a resolution that the person should no longer be a Governor.
- If an application for a bankruptcy order or a petition for a bankruptcy order or a bankruptcy order is made against them.
- Would be disqualified from acting as a company director or as a charity trustee.
- Has been removed as a trustee for a charity by an order made by the Charity Commission or the High Court.
- Is included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999.
- Is disqualified from working with children in accordance with section 35 of the Criminal Justice and Court Services Act 2000.
- Is barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).
- Has had a direction made against them under section 142 of the Education Act 2002 or are subject to any prohibition or restriction which takes effect as if contained in such a direction.
- Has at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where the offence would disqualify them from acting as a charity trustee.

Where a person becomes disqualified from being a Governor and he or she was serving or was proposed to serve, they shall immediately inform the LGB who shall inform the MAC Directors and the DES. This provision also applies to any member of any committee of the LGB who is not a Governor.

NB: The quorum for a meeting of the LGB, and any vote on any matter shall be three Governors, or, where greater, one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting. In the event that, at a meeting of the LGB, Foundation governors are in the minority, no decisions may be taken at that meeting and the meeting adjourned, rearranged and held within twenty school days.