



A Guide to Governance

**“Together Everyone
Achieves More”**



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What is Governance?

The role of the Governing Body is to monitor and evaluate the effectiveness of the school, to know its strengths and weaknesses and to support and challenge the school to raise standards. The governing body has 3 main functions:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the headteacher to account for the educational performance of the school and its pupils
3. Overseeing the financial performance of the school and making sure its money is well spent.

Governors monitor and evaluate the progress the school is making and act as a source of challenge and support to the headteacher (a critical friend).

The headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing body.

“The role of governor is largely a thinking and questioning role, not a doing role.”

A governor does NOT:

- Write school policies;
- Undertake audits of any sort
- Spend much time with the pupils of the school
- Fundraise
- Undertake classroom observations to make judgements on the quality of teaching
- Do the job of the school staff

Expectations

Every governor is expected, as a minimum, to work within at least 1 monitoring group (see pages 9-11). There is potential for any governor to take on more responsibility; Governors may belong to more than 1 monitoring group. In addition to this there are specialist roles that governors may wish to take on (see page 7). Groups of governors also form working parties from time to time based upon the needs of the school.

Time commitment:

As a minimum, governors are expected to:

- Attend 6 x 2-hour Full Governing Body meetings on weekday evenings.
- Attend 3 x 2-hour Monitoring group meetings (per group) during the school day
- Spend time reading materials in preparation for meetings
- Write at least 1 report for each monitoring group they belong to each year.
- Attend school events where possible.



Types of Governor

There are several different types of governor:

Co-opted governors are appointed by the governing body. They are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school.

Parent Governors are parents of children currently attending the school and are appointed by other parents of children who attend the school.

Staff Governors are members of the school staff in addition to being governors. They are appointed by the school staff.

Local Authority Governors are appointed by the local authority.

Associate members are not governors, but work alongside the governing body, taking on many of the same roles as a governor. At New Ash Green School, Associate Members do not take part in voting.

The total number of governors at New Ash Green Primary School is 11;

- 6 co-opted governors (currently including 1 staff member)
- 2 Parent Governors
- 1 Local Local Authority Governor
- 1 Staff Governor
- 1 Head Teacher

In addition to this, we have a number of Associate Members, chosen for their specialist skills.

The Governing Body has been constituted under the School Governance (constitution) (England) Regulations 2012.



Governor Roles and Responsibilities

Governors:

- Attend Full Governing Body meetings, held in the evening once per term.
- Read all reports and accompanying material in advance of each meeting.
- Formulate questions based on reports read to bring to the Full Governing Body meeting.
- Follow up on action points between meetings.
- Become a member of at least 1 of the core monitoring group and attend associated monitoring visits to the school.
- Report monitoring group findings to the Full Governing Body both verbally and in writing; Governors should write and present at least 1 report per year per monitoring group.
- Submit monitoring or training reports to the clerk at least 1 week before the Full Governing Body meeting.
- Undertake any training that is necessary to be an effective monitoring governor.
- Review policies relevant to the area of the School Development Plan (SDP) and make recommendations to the Full Governing Body.
- Governors must know the school well and take all possible opportunities to attend school events and activities when invited to do so.
- Governors will respect complete confidentiality when either required or asked to do so by the governing body, especially in relation to matters concerning individual staff or pupils.

Associate Members:

Take on all of the roles of a Governor (unless agreed otherwise), however:

- Associate members may not vote on any decision concerning admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing body.
- Associate members may not vote on statutory responsibilities which must be agreed by the full governing body.
- Associate members may be excluded from any part of a meeting when the item of business concerns an individual pupil or member of staff.



Governor Roles and Responsibilities

The Clerk:

- Works effectively with the Chair of governors, the other governors and the Headteacher to support the governing body.
- Advises the governing body on constitutional and procedural matters, powers and duties.
- Attends meetings of the governing body and ensures that minutes are taken, written up and distributed as soon after the meeting as possible.
- Follows up decisions and actions agreed at governing body meetings and keeps track of progress.
- Maintains a register of Business Interests.
- Maintains a register of members of the governing body and reports vacancies to the governing body.
- Maintains a register of attendance (published on the school website) and reports on non-attendance to the governing body.
- Gives and receives notices in accordance with relevant regulations.
- Performs such other functions as may be determined by the governing body from time to time.
- Undertakes appropriate training and development activities.
- Keeps a record of training completed by governors and communicates with the Training and Development Governor about completed and outstanding training.

(If the clerk does not attend a meeting, the governors present at the meeting may appoint a member of the governing body (but not the Headteacher) to act as clerk for that meeting.)



Governor Roles and Responsibilities

The Chair of Governors:

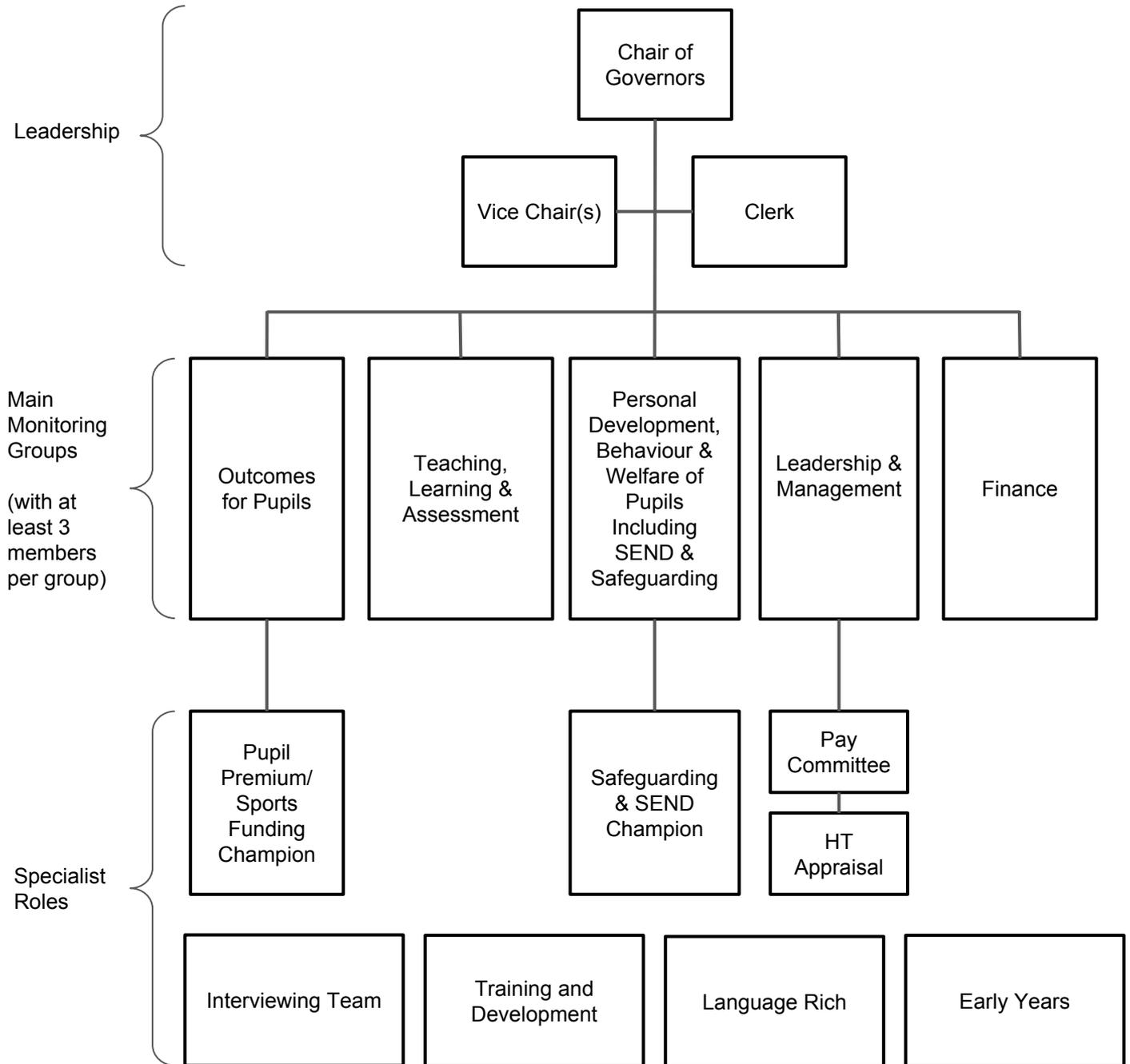
- Meets with the Headteacher and Vice Chair at least once per term to review personnel issues and any other issues that have arisen since the Full Governing Body meeting.
- Makes notes on meetings between the Head, Chair and Vice Chair.
- Conducts 1:1 meetings with every member of the governing body at least once per year.
- Oversees the agenda for Full Governing Body meetings.
- Ensures that meetings are run effectively, focusing on the priorities and making best use of the time available, and ensuring that all members have an equal opportunity to participate in discussion and decision-making.
- Reviews the minutes after every Full Governing Body meeting.
- Ensures that the governing body are working efficiently and that all governors are in roles suitable for their skills.
- Ensures that the business of the governing body is conducted properly in accordance with legal delegation requirements.
- Establishes and fosters an effective relationship with the Headteacher and Clerk based on trust and mutual respect for each other's roles.
- Along with the Vice Chair, creates and reviews the Governors' annual Action Plan in line with the School Development Plan.

The Vice Chair of Governors:

- Meets with the Headteacher and Chair at least once per term to review personnel issues and any other issues that have arisen since the Full Governing Body meeting.
- Reviews the minutes with the Chair after every Full Governing Body meeting.
- Is prepared to chair Full Governing Body meetings in the absence of the Chair.
- Along with the Chair, creates and reviews the Governors' annual Action Plan in line with the School Development Plan.



Structure of the Governing body





Monitoring Group Responsibilities

Outcomes for Pupils:

- To understand the performance data for the school
- To evaluate the extent of success at the end of the academic year and at key milestones in the year.
- To monitor pupil achievement against targets
- To monitor the impact of any extended services provided against pupil achievement
- To understand the strengths and weaknesses of the school and know what the school's actions are to improve progress and achievement.

Personal Development, Behaviour and Welfare including SEND:

- To understand the extent of provision for SEND and the impact that interventions are making.
- To review implementation of Behaviour, Safeguarding, Attendance and Exclusion policy.
- To ensure care and safety for all pupils.
- To decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the chair of Governors in cases of urgency.)
- To direct the reinstatement of excluded pupils.
- To monitor the Health & Safety Policy and receive the Health and Safety reports.
- To ensure that Health & Safety regulations are followed and prioritised appropriately.

Teaching, Learning and Assessment:

- To have a good overview of the quality of teaching in the school and what actions are being taken to ensure continuous improvement.
- To know which new teaching initiatives are implemented and how effective they are.
- To ensure that the assessment policy and processes are in place and effectively implemented.
- To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus and has informed parents of their right to withdraw their child and to ensure the school provides an act of daily collective worship.



Monitoring Group Responsibilities

Finance:

- To follow financial compliance regulations.
- To procure and maintain buildings, including a properly funded site management plan.
- To monitor the implementation of the school's Site Management Plan.
- Evaluate and recommend the three year budget plan, which shows clear links to the School Development Plan, for approval by the Full Governing Body.
- To review Policies relating to finance for approval by the Full Governing Body.
- To report monitoring and the outturn position to the Full Governing Body, highlighting any significant variances.
- To monitor and review the implementation of the Finance Policy. E.g. in deciding on tenders, service agreements and insurance.
- To advise the Full Governing Body of any consultations to change the LA Scheme for Financing Schools.
- Benchmark the school's financial performance and report to the Full Governing Body.
- Evaluate and recommend the annual Statement of Internal Control and Best Value Statement and present to the Full Governing Body for approval.
- To ensure that the school reviews annually and completes the Schools Financial Value Statement (SFVS) form.

Leadership and Management:

- To review regularly how the school is regarded by pupils and parents.
- To note and formally adopt the KCC Admissions policy.
- To monitor progress against the priorities of the School Development Plan (SDP) particularly those related to finance and premises.
- To review disciplinary/capability procedures.
- To monitor and review the impact of leadership across the school including subject leaders, Assistant Headteacher and Senior Leadership Team.
- To ensure that the appraisal policy and processes are in place and effectively implemented.



Specialist Roles

The Safeguarding and SEND Champion:

- Reviews implementation of the Safeguarding policy and procedures including the Disclosure and Barring (DBS) checks.
- Monitors child protection procedures in school and the progress and attainment of children in care and post adopted children.
- Evaluates the impact of the SEND policy provision, including the SEND register and procedures.
- Ensures care and safety for all pupils.

The Pupil Premium/Sports Champion(s):

- Monitors and reviews the expenditure and implementation of the pupil premium funding and the sports funding
- Ensures evaluation of the spending for pupil premium and sports funding is published on the website annually
- Monitors the provision for pupil premium funding and its impact
- Monitors the provision for sports funding and its impact.

Pay Committee:

- To agree a Pay policy and pay discretion for approval by the Full Governing Body.
- To prepare and agree the Headteacher's appraisal review statement.
- To monitor through the year the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make decisions and report to Governors in respect of pay progression.
- To meet annually with the Headteacher to discuss and determine the pay for all staff, teaching and non-teaching, as laid out in the Pay Policy.

Headteacher Appraisal Team:

With the support of the independent adviser...

- Review the performance of the Headteacher against previously agreed criteria and determine the recommendation on pay progression.
- Determine the Headteacher's objectives and performance criteria for the coming year.



Specialist Roles

The Language Rich Governor:

- Monitors the implementation and impact of the language rich strategies used in school

The Interviewing Team:

- May assist in shortlisting potential candidates for staff positions within the school.
- May take part in the interview process for new members of staff.
- May contribute to the decision making process when new members of staff are appointed.
- Must be trained in 'Safer Recruitment'.

The Training and Development Governor:

- Communicates with the Clerk about training undertaken by members of the governing body as well as outstanding training.
- Ensures that governors receive training to help them to work effectively within their roles.
- Ensures that all governors undertake at least one training session per year.
- Follows up any outstanding training reports.

Early Years:

- To meet yearly in the Summer Term to review Early Years policies, procedures and assessment data and produce a monitoring report detailing findings.



Monitoring Groups - Frequency of Visits

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Outcomes for Pupils including Pupil Premium/Sports Funding	✓		✓		✓	
Teaching, Learning & Assessment		✓		✓		✓
Personal Development, Behaviour & Welfare of Pupils Including SEND & Safeguarding	✓		✓		✓	
Leadership & Management		✓		✓		✓
Pay Committee						✓
Headteacher Appraisal Team	✓			✓		
Finance	✓	✓	✓	✓	✓	✓
Early Years						✓