



POLICY FOR GOVERNANCE

DRAFTED BY: Darren Williams

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CPD SCHOOLS FEDERATION

Policy for Governance

The aim of this policy is to clarify issues around the recruitment, roles, responsibilities and rights of our Governing Board. Full regard should be made to both current and future legislation relating to Governors including identified policies and the current 'Instrument of Government'.

This policy is written in line with 'What does a Governor do? NGA (*National Governors' Association*)

GOVERNORS' AUTHORITY, ACCOUNTABILITY & OVERALL RESPONSIBILITY.

Schools operate in accordance with a range of policies and legal requirements determined by the Secretary of State for Education. The Governing Board, Executive Headteacher and Headteachers have been entrusted with the responsibility for establishing and maintaining its aims, values and ethos, deciding its policies, supervising its management and monitoring its performance, leaving the Heads to manage the school from day to day. This is undertaken in line with both recognised legal and Local Authority (LA) procedures and the policies approved by the Governing Board. As unpaid voluntary public servants, the Governors help to sustain the school's identity and provide a link with the community served by the school. The Governors are best thought of as trustees for the performance of the school, in the interests of both current and future pupils, and aim to promote high standards of educational achievement in everything they do.

STATUS OF THE GOVERNING BOARD:

The Governing Board exercises its powers and duties collectively, but Governors' committees have been established to act on behalf of the Governing Board in certain matters. All Governors have an equal say on the Governing Board, an equal right to serve on its committees and to stand for election as Chair or Vice Chair of the Governors.

An issue that cannot await the next meeting, or a specially convened meeting, may be acted upon by the Chair or Vice Chair on behalf of the Governing Board. Similarly, if neither the Chair or Vice Chair is available and inaction would seriously harm the school or the people in it, the Headteacher can act as necessary but must seek the Governing Board's retrospective approval as soon as possible.

Governors, including the Executive Headteacher, cannot act as clerk to the Governing Board or its statutory committee meetings, namely admissions, staffing dismissal, staff dismissal appeals and pupil behaviour committees.

The Governing Board of CPD Schools Federation is by law an 'exempt' charity which means that it has charitable status but cannot be registered as a charity.

GENERAL PROCEDURES:

The Governing Board meet twice each term. Governors are also expected to find time for serving on committees of the Governing Board, visiting the school, attending school events, training and the preparation and follow-up involved in all these aspects of their work. The school has a comprehensive Monitoring and Evaluation policy, which forms the main framework by which Governors monitor the effectiveness of the school.

DIFFERENT TYPES OF GOVERNORS:

As defined in our Instrument of Government CPD Schools Federation Governing Board consists of:

- 2 Parent Governors – elected by parents
- 1 LA Governor – selected by the LA and elected by the GB
- 1 Staff Governor – elected by teaching staff at the school
- The Headteacher
- 7 co-opted Governors - elected by the GB

ELIGIBILITY OF GOVERNORS:

The eligibility of people to serve in each of these categories together with the respective periods of office can be found in the ‘Instrument of Government’. Procedures for the disqualification of Governors can be found in ‘The Constitution of Governing Bodies of Maintained School’, Aug. 2017 DfE Circular.

THE PURPOSE OF THE GOVERNING BOARD

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

All boards, no matter what type of schools or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

ELECTION OF REPRESENTATIVES TO THE SCHOOL GOVERNING BOARD:

The election of representatives to the Governing Board must be undertaken in accordance with established procedures. These procedures can be found in ‘The Constitution of Governing Bodies of Maintained Schools 2017’).

INDUCTION OF NEW GOVERNORS:

Newly appointed Governors will be inducted to their role and the school through the induction process using the checklist outlined in Appendix 1.

ACCOUNTABILITY:

Governors are accountable to:

- the LA, which maintains the school, for its good performance and for the effective use of the funds which the LA has delegated to them;
- the parents, pupils and community served by the school for the good education of the pupils;
- the staff, as good employers.

FINANCIAL LIABILITY:

The members of the Governing Board have no personal financial liability for any action of the Governing Board.

FUNCTION OF THE GOVERNING BOARD:

In fulfilling their statutory responsibilities for the overall management of the school, Governors at CPD Schools Federation have the following specific duties:

1. School Day and Year

The Governing Board is responsible:

- for fixing the dates of school terms and holidays.
- setting the start and finishing times of the school day and mid-day breaks

2. Curriculum

The Governing Board is responsible for:

- promoting the statutory aims of the curriculum and ensuring compliance with the National Curriculum and the teaching of Religious Education and collective worship.
- ensuring statutory testing and assessment of children.
- setting targets for pupil achievement in specified National Curriculum subjects and for reporting on school achievement in its annual report.
- deciding the appropriateness and content of any Relationship and Sex Education.
- ensuring that non-partisan political views are adopted by the school and in children's activities.

3. Special Educational Needs

The Governing Board must ensure that the school complies with the statutory code on SEN.

*See Inclusion policy

4. Control of premises

The occupation and use of the school premises, during and outside school hours is under the control of the Governing Board. In exercising control outside school hours, the Governing Board must have regard to the desirability of making the premises available for community use.

*See Lettings Policy

RELATIONS WITH THE EXECUTIVE TEAM:

The Headteachers are responsible for all aspects of the day to day management of the school and for assisting the Governing Board in the formation and implementation of the schools aims, objectives, policies and plans. The Executive Headteacher is responsible for the strategic deliver of approved policies and improvement plans. The Heads are accountable to the Governing Board for all that the Head does. The relationship of the Governing Board with the Head should be seen as a partnership, which operates so as to reflect the roles assigned by law to each partner.

*See 'School Teacher Pay and Conditions' document.

RELATIONS WITH STAFF:

The Governing Board should behave as a good employer. It should value the staff and support the Headteacher in promoting job satisfaction, effective staff development, and constructive staff involvement in what happens at the school.

RELATIONS WITH PARENTS:

Many of the Governing Board's duties are designed to ensure that parents are informed about what the school does, and tries to do, what it is providing for the pupils and how they are progressing. Conversely the views of parents should be brought to bear on the Governing Board's work.

Governors should attempt to secure and develop a positive rapport between the school and all parents, which is based on mutual respect and trust. One of the keyways that this is achieved is through explaining the school aims, objectives, values, expectations and policies to every parent. This has been partly achieved through the development of the Governors Newsletter.

The Governing Board has a number of specific statutory responsibilities towards parents. These include producing:

- information for parents in relation to the curriculum,
- pupil records,
- pupil behaviour procedures,
- an annual report to parents,
- a policy concerning charges made for certain school activities.

The above should be supplemented by a wide range of non-statutory arrangements by which parents are individually and collectively informed, consulted and involved in the work of the school.

Although the responsibility for non-statutory arrangements generally falls to the Headteacher, Governors should keep themselves informed about such arrangements:

Such arrangements should include:

- supporting or monitoring the PTA,
- procedures for reporting children's academic progress, behaviour or well-being to parents,
- consulting with parents over major issues,
- supporting the Headteacher in disseminating curriculum issues to parents,
- supporting extra-curricular activities.

ROLE OF PARENT GOVERNORS:

CPD Schools Federation has two elected parent Governors. Parent Governors must serve as members of the corporate Governing Board and generally have the same powers, duties, rights and responsibilities as other Governors, some of who may also have a child at school.

Parent Governors are not on the Governing Board simply in order to represent the interests of parents, because all Governors must have regard to the rights and duties of parents. They are not bound to carry out the parent body's wishes, because they are not the mandated delegates of the parents.

However, by having a child at the school Parent Governors are well placed to understand the needs and points of view of parents.

Parent Governors are not the official link between the Governing Board and parents but can strengthen the Governing Board's relationship with parents by keeping in touch with them through both formal and informal channels of communication.

When dealing with individual concerns from parents, a Parent Governor should:

- listen carefully to parents concerns, keeping an open mind on the issue,
- be aware that the school has to act in the best interest of all the children in school,

- clarify that, being an individual Governor, they cannot act for the Governing Board,
- be aware of the schools' procedures for dealing with parental concerns, and in appropriate cases advise parents that these procedures must be followed before the Governors can be involved,
- avoid being an intermediary between a parent and the school on a matter of substance,
- not publicly criticise the Executive Headteacher or the Headteachers, but ensure that grievances are handled in the appropriate way,
- identify that there may be little or nothing that the school can do in response to the parents' point where it concerns matters outside the control of the school, e.g. LA Funding, class sizes, etc.,
- be prepared to explain the reason for any decisions the Governors may have made,
- inform the Executive Headteacher and the Headteachers of any concerns prior to a Governors' meeting for an informed discussion,
- raise any parental concerns as a confidential point on the agenda, after any advice from the Executive Headteacher or the Headteachers,
- raise any significant staff concerns with the Executive Headteacher or the Headteacher rather than the Governors, as internal discipline procedures may need to be implemented prior to it being an issue for Governors to consider.

TRAINING:

As a result of continual changes in education, Governors recognise the need for up to date training. At the annual Away Day, the Governors consider the different training packages available from NPW subject to the schools financial allocation. Newly appointed Governors are particularly encouraged to attend training.

APPENDIX 1**CPD SCHOOLS FEDERATION NEW GOVERNOR INDUCTION – CHECKLIST**

Name of Governor.....	Responsibility	Completed Date and initials
Chair of Governors initial welcome	Chair of Governors	
Headteacher’s initial contact and meeting	HT	
Guided tour of school	HT	
Meet with Chair and/or Vice Chair – to include <ul style="list-style-type: none"> • Brief introduction to roles and responsibilities • Information about school policies, procedures and legal requirements placed on the Governing Board • Committee structure information, scope of work and agreed communication protocol • Explanation of focused visits and responsibilities of individual Governors • Brief introduction to school finance- including last quarterly monitoring report to be discussed • Powers of delegation by Governing Board • Expected level of commitment to school and Governor ‘events’ • What to expect at a Governors’ Meeting • Discussions of interest and skills to match relevant committee • Recommendations for further training and how to book • Schedule of Governors’ Meeting • School’s own website and Governors’ Page on Google Drive 	Chair of Governors/ Vice Chair of Governors	
New Governor contact details added to list	Clerk	
New Governor contact details to other Governors	Clerk – next meeting	
Pack to be prepared containing; <ul style="list-style-type: none"> • School Prospectus (including staff list) • School Development Plan & SEF • List of contact details of other Governors • Latest quarterly monitoring report • Schedule of Governor Meetings • Dates of termly school events • Governor’s Guide to the Law • Minutes of last Governors meeting • Latest Headteacher’s Report • Copy of latest Ofsted report • The school’s instrument of government • Governors Financial Induction and Financial Procedures document. • Pecuniary Interest form to complete 	Chair of Governors/ Clerk/Exec Team PA	
Appointment letter from Authority received & LA induction pack	Gov. Support Service	

