

# Dean Valley Community Primary School

## School Governing Body – Roles and Responsibilities

### Introduction

The Governing Body are given their powers and duties as an incorporated body. The statutory responsibilities of the Governing Body are detailed in Education and Inspections Acts and Regulations. The current Act became Law in 2006. The Law is further explained in the document 'A Guide to the Law for School Governors', which is regularly updated following changes in the Law or Regulations. The current Guide is available on the Governonet web site.

The role of the Governing Body is mainly strategic and to act as a “critical” friend to the Headteacher. A strategic role means the governors decide what they want the school to achieve and set the framework for getting there (the strategic framework). This means:

- Setting suitable aims and objectives;
- Agreeing policies, targets and priorities;
- Monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved.

### Specific Roles and Responsibilities

- To achieve the aims and objectives incorporated within the School Development Plan (SDP).
- Setting a legal budget and management of it within the terms of the Local Management of Schools Scheme (incorporating Cheshire County Council's financial regulations and procedures).
- Establishment of a framework within the School Government Regulations for the delegation of any part of the budget management to committees and staff.
- Establishment of limits of delegation to its committees and staff and reporting / monitoring procedures.
- Establishment of regulations for the tendering of contracts and commitment to expenditure.
- Establishment of appropriate procedures for dealing with matters relating to staff grievances, performance management, capability and discipline.

## Management through Committees

- Management framework should include terms of reference and delegated powers of any committees of the Governing Body.
  - Membership of the committees should be reviewed at least annually to take account of changes in the membership of the Governing Body.
  - Decisions made by committees, including finance, must be reported to the Governing Body. This will normally be done by committees publishing minutes of meetings to the Governing Body.
  - For each level and role within the structure, the Governing Body must determine responsibilities, set authorisation limits and state reporting requirements up and down the structure. These will normally be determined in the terms of reference of the various committees.
- Establishing committees
    - At least two-thirds of the Governing Body must be present when committees are appointed and terms of reference determined. The terms of reference of committees must be clear.
    - The names of Governors appointed to serve on committees must be recorded in the minutes.
    - The Chair of the committee is responsible for preparing the agenda, convening the meeting and ensuring minutes are taken and circulated to members of the committee.
    - When the minutes have been agreed by the committee the Chair will, either send a copy to the Clerk to the Governors for inclusion with the agenda for the next termly meeting, or distribute a copy to Governors and the Clerk at the next termly meeting. The one exception being that part 2 minutes of the Personnel Committee may be withheld at the discretion of the Chair of Governors.
    - No one who is employed in any capacity at the school is eligible to become the Chair or Vice-Chair of the Governing Body.
    - There is no requirement that the Clerk to the Governors be involved with committee meetings.
- Membership of committees
    - Committees must comprise at least three members.
    - Headteachers are entitled to attend all committee meetings and be members of committees except in such circumstances where the regulations require withdrawal (1989 Regulations 26.8 (8)). The Headteacher may not chair a committee. The Headteacher would not normally be a member of any disciplinary or grievance committee but may be required to attend to give advice or evidence as the investigating officer or if this duty is delegated by the Governing Body.
    - A committee dealing with representations in connection with the exclusion of a pupil must have no fewer than three members, none of whom should be the Headteacher
    - Committees may include persons who are not members of the Governing Body but such persons are not entitled to vote.

## Chair's Action

The Chair, or, if not available, the Vice-Chair, has the power to discharge any of the Governing Body's functions in circumstances where any delay would be seriously detrimental to the school.

### **Governing Body's Duties which cannot be delegated:**

- Holding a termly meeting;
- Electing Community Governors or appointing persons to the Governing Body;
- Electing a Chair and Vice-Chair;
- Considering the Local Authority's curriculum policy;
- Ensuring the National Curriculum is implemented;
- Agreeing any principles for pupil discipline;
- Approval of the school financial budget;
- Production of a charging policy;
- Production of the on line school profile;
- Taking action as required or permitted by law on matters relating to admissions;
- Deciding on changes in the times of school sessions;
- Appointing the Headteacher or Deputy Head;
- Deciding a whole school pay policy.

Although the above list of functions cannot be delegated to a committee or an individual, this does not prevent the Governing Body from setting up a working party or asking an existing committee to research an issue and to make recommendations.

'Declaration of Interests' will be a standing agenda item for all Governing Body and Governing Body Committee meetings. All declarations will be minuted. Members are invited to leave any meeting at the agenda items where a declaration of interest has been minuted by the Clerk.

**The composition and terms of reference will be reviewed annually in the Autumn Term.**

**These terms of reference were agreed at the Full Governing Body (FGB) Meeting held on 6<sup>th</sup> March 2008.**

They were subsequently amended, without FGB approval to include the approval of the school financial budget in the list of duties that cannot be delegated following the FMSiS audit in April 2008.

Signed: \_\_\_\_\_ David Picken, Chair of Governors.