

**PARKVIEW PRIMARY SCHOOL**  
**GOVERNING BODY**

**ROLES AND RESPONSIBILITIES**  
**OF GOVERNORS**



## **Parkview Primary School's Governing Body**

Parkview Primary School's Governing Body's aim and purpose is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

Our three core functions as a Governing Body are:

- **Ensuring clarity of vision, ethos and strategic direction;**
- **Holding the Executive Leader and Leadership Team to account for the educational performance of the School and its pupils, and the performance management of staff; and**
- **Overseeing the financial performance of the school and making sure its money is well spent.**

We strive as a governing body to be ambitious for all children and young people in our school. To be infused with a passion for education and a commitment to continuous school improvement that enables the best possible outcomes. As a governing body we seek to provide effective governance through these six key features:

**Strategic leadership** that sets and champions the schools vision, ethos and strategy.

**Accountability** that drives up the schools educational standards and financial performance.

**People** with the right skills, experience, qualities and capacity.

**Structures** that reinforce clearly defined roles and responsibilities.

**Compliance** with statutory and contractual requirements.

**Evaluation** to monitor and improve the quality and impact of governance.

The governing body meets as a Full Governing Body at least 6 times a year. During this meeting decisions are made as to priorities and uses School Self Evaluation, School Improvement Plans and Governing Body Action Plan to inform the governance agenda.

Additional Committee's and roles and responsibilities are used as described below to support delivering on this agenda.

### **The Curriculum Committee**

Governors are responsible for the quality of the curriculum provided in their school so it is important we understand what Parkview provides and why. A good curriculum raises standards. It is one which enables all pupils to achieve, attend, behave, enjoy and make progress in and prepare them for their next stage of education.

The Curriculum Committee met five times during 2015-16.

There are often policies due for review by the committee, which are then recommended to the Full Governing Body meeting for approval.

Meetings can also include presentations by members of staff to help develop our understanding of the school curriculum and its impact.

The Curriculum Committee meetings held during 2015/16, focussed on-

- Comparisons of School and National Data from previous year.
- Explored how this year's results would be presented in different format – ARE (Age Related Expectations) and how this would be monitored in school Target setting and performance.
- Measuring pupil's progress – 'assessment without levels, "O" track looked at range of school relevant systems and data and how this informs teaching strategy.'
- Cross curricular writing been focus part of SIP observations of teaching and Learning undertaken – to form focus next year with application of skills into all subjects
- Phonics – strategy – how lessons to be planned across KS1 and for some KS2 children and Reception children taught phonics and integrated into the groups.
- Regular Curriculum updates – considered developing an ACRONYM for Curriculum Statement.
- Spelling scheme developed across KS2 – full impact to be explored next year
- Use of Pupil Premium.- How spent and planned to be spent along with the impact on the children

- Sports Premium funding – how to be spent over the year and benefit to children across the school.
- Home School Agreement reviewed to become “School Expectations”
- Community Cohesion – SMCS awareness throughout school – governors during visits and subject visits to monitor this in line with SIP
- SEND School Lead joined committee provided overview of intervention programmes in place and impact on the children.
- Homework and marking across year groups discussed
- Learning Walk in Early Years outdoor area.
- Policies Process reviewed – Art, D&T, Sun Protection (SUN Smart), Physical Activity, Marking, P.E. Arts, Homework, SMCS E-Safety, Discipline & Behaviour and Exclusion policies all reviewed.
- Staff Training- INSET Days: Science, De-escalation techniques, Early Years and Art

<b>Recommended Training</b>
Understanding Performance Data
A Good Education for All – Ensuring your school is at least good
Preparing for Ofsted - What Governors Need to Know
Governor Visits to School – Good Practice
How to Ensure Pupil Premium Has Impact
Language for Learning – Language for Life
Responding to the Phonics Check
Pupil Premium (GEL)
Ofsted Inspection of Schools (GEL)
Early Years Education (GEL)
Equality & Diversity (GEL)

### **Finance and Premises Committee**

Required to meet at least termly, however this tends to be half- termly, with exceptions being around Financial Year budget planning session, when it may be more frequently.

#### **Overview of activities:**

#### **Finance**

- Assist the Head and FGB on all matters relating to budgeting and finance.
- Ensure compliance with the ‘Schools Financial Regulations’ e.g. FMSIS.
- Review regularly school's income and expenditure against budget.
- Ensure the Private schools fund is effectively managed and audited.
- During 2015/16 we also oversaw the financial impact of the changed leadership arrangements and Redwood contract.

#### **Premises**

- Monitor the security and state of buildings and equipment and prepare appropriate maintenance programmes.
- Approve use of the premises (lettings) and certain educational visits, e.g. Caythorpe. Review and approve Charging and Remissions policy.
- Review and monitor implementation of Health and Safety.
- Ensure the insurance arrangements are current and in place.

<b>Recommended Training</b>
Being an Effective Finance Committee
Health & Safety – Practical Issues
Supporting Risk Assessment In Schools
Understanding School Finance (GEL)
Health & Safety (GEL)
E-Safety for Governors (GEL)

## Pay Committee

Required to meet as and when required. Historically this has been once or twice during the school year. During 2016-17 this will be incorporated into the Personnel Committee meeting

### **Overview of activities:-**

- Review Pay Policy in line with Teachers pay and conditions document.
- Approve recommendation from Performance Management Committee regarding Head Teacher's pay.
- Approve Deputy Head's annual pay review.
- Determine the annual pay budget.

<b>Recommended Training</b>
School Teacher Appraisal and Capability (GEL)
Head Teacher Recruitment and Succession Planning (GEL)

## Personnel Committee

Parkview governors act collectively as the governing body of the school and are responsible for deciding the number of staff (both teaching and non-teaching) to be employed and importantly appoint the Head and decide on the number of deputy appointments. Both the Governing Body and Head Teacher have separate and particular responsibilities for selecting and managing staff. The Governing Body is accountable under employment law for these responsibilities.

Parkview Full Governing Body has a Personnel Committee where governors, as part of this committee, have been delegated the responsibility for:

- Making recommendations to the Full Governing Body for the Head and Deputy appointments for approval.

In conjunction with the Head the Personnel Committee also has responsibility for:

- Proposing the staffing structure to the Full Governing Body for approval.
- Making the appointment of all other school staff in accordance with the procedures determined by the Full Governing Body.
- Approving and keeping under review policies on the appointment of staff, redundancy, early retirement, leave of absence, disciplinary and grievance procedures and equal opportunities.
- Ensuring that the Staff Handbook is in place and staff are informed of the grievance and disciplinary procedures of the school and are aware of the Whistleblowing Policy.
- Ensuring that staffing policies support the School Improvement Plan.
- Contributing as a committee to the annual review of the School Improvement Plan.
- Monitoring the programme of staff development and training and ensuring that it is meeting the needs of the School and its staff.

Key areas of focus for 2015/16 were:

- Monitoring the recruitment of teaching and non-teaching staff
- Keeping up to date about Equal Pay Review progress
- Monitoring the implementation of the Redwood Contract & leadership changes
- Monitoring implementation of Disqualification by Association /Safeguarding procedures
- Monitoring performance management
- Monitoring staff and governors training

<b>Recommended Training</b>
Safer Recruitment in Children's Services
Safeguarding Children for School Governors
Disqualification By Association
Equality & Diversity (GEL)
Head Teacher Recruitment and Succession Planning (GEL)
School Teacher Appraisal and Capability (GEL)

### **Pupil Discipline and Admissions**

Did not meet at all during 2015/16. Would only need to meet should a pupil discipline matter, a complaint or an admissions issue arise during this year.

<b>Recommended Training</b>
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Exclusions (GEL)
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Equality & Diversity (GEL)
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### **Complaints Panel**

Is put together on a ad-hoc basis, depending on the particular complaint/whether the complainant is personally known to Governors/whether Governors have prior knowledge of the complaint.

<b>Recommended Training</b>
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Dealing with Complaints
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Key Functions of the Governing Board (GEL)
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Equality & Diversity (GEL)
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### **Personnel Appeals Committee**

Again, did not need to meet at all during 2015/16. Would only need to meet should there be a need to hear an appeal on a staff discipline/dismissal issue.

<b>Recommended Training</b>
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Dealing with complaints
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Equality & Diversity (GEL)
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Head Teacher Recruitment and Succession Planning (GEL)
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School Teacher Appraisal and Capability (GEL)
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Head Teacher Appraisal and Capability (GEL)
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### **Named Governor Roles**

#### **Link Training Governor**

- Monitor governor training schedules and encourage governors to attend training, as appropriate and necessary.
- Attend Link Training Governor networking meetings and feed back to colleagues.
- Book training courses and liaise with training providers.
- Maintain a schedule of training undertaken by the governing body and collate training feedback and certificates (kept in folder in governors' drawer).

#### **SEN Governor**

Required to meet with SENCO as and when required. Historically this has been termly. Overview of activities

- Review SEN activities.
- Update on SEN regulations and provisions.
- Review SEN policy.
- Support SENCO.

<b>Recommended Training</b>
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Role of the SEN Governor
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SEN Reforms – Are you ready for September 2014?
Governor Visits to School – Good Practice
Pupil Premium How to Ensure Impact
Language for Learning – Language for Life
The Role of the SEND Governor (GEL)
Pupil Premium (GEL)
Looked After Children (GEL)

### **Community Cohesion Governor**

The November 2011 Ofsted found that Parkview pupils ‘displayed outstanding spiritual, moral, social and cultural development. The school is aware there is only limited cultural and faith diversity and so the curriculum is enhanced to compensate for this.’

It is important that the Community Cohesion Governor continues to monitor and support this.

There are multi-cultural links with activities that have been attended by the RE governor and it is felt that there could be value in the RE and Community Cohesion Governors liaising and working together in some instances.

<b>Recommended Training</b>
Community Cohesion (GLADYS)
Equality & Diversity (GEL)

### **Safeguarding / Child Protection Governor**

The Child Protection Governor should:-

- Be the link between the governing body and the school in relation to child protection.
- Help the governing body to ensure it fulfils its statutory duties in relation to child protection.
- Help to ensure that the appropriate child protection procedures are in place and understood.
- Act as a critical friend - support and challenge the school.
- Check that staff and governors are appropriately trained.
- Help to ensure that the school works well with relevant agencies and individuals.
- Keep their child protection knowledge up to date

<b>Recommended Training</b>
Corporate Parenting and the Roles of the Designated Governor and Teacher for Children in Care
Safeguarding Children for School Governors
Safer Recruitment in Children’s Services
WRAP - Workshop to Raise Awareness of Prevent Seminar
Safeguarding the Governors Role (GLADYS)
Looked After Children (GEL)
Equality & Diversity (GEL)
Exclusions (GEL)

### **Safer Recruitment Governor**

This role fits in with the Personnel Committee in as much as the role is to monitor and ensure that the procedures the school follows in relation to recruiting staff are appropriate and in line with employment law, Derby City Council policies, Full Governing Body policies and best practice. This includes:

- the identification of staff need,
- formulation of Job Description, Personal Specification
- advertising
- selecting and interviewing process including decision making criteria
- completion of relevant checks
- the appointment and induction of the successful applicant
- the process for notifying and decisions of unsuccessful applicants.

In the event of a member of staff needing to have their contract terminated then the role also includes monitoring of the process to ensure appropriate procedures and policies are followed.

<b>Recommended Training</b>
Safeguarding Children for School Governors
Safer Recruitment in Children's Services
Pupil Premium How to Ensure Impact
Leading Governance for new and aspiring Chairs
Head Teacher Recruitment and Succession Planning (GEL)
Pupil Premium (GEL)
Safeguarding the Governors Role (GEL)
Looked After Children (GEL)
School Teacher Appraisal and Capability (GEL)
Head Teacher Appraisal & Capability (GEL)

### **Health and Safety Governor**

- Required to visit school termly, including a Health and Safety walk.
- Monitor school's compliance with Health and Safety procedures and practices.
- Attend training, as appropriate.
- It would be beneficial to appoint a member of Finance & Premises to this role.

<b>Recommended Training</b>
Health & Safety – Practical Issues
Supporting Risk Assessments in School
Health and Safety (GEL)

### **Performance Management Governors**

Required to meet at least twice per year.

Overview of activities:-

- Set and agree Head Teacher's performance management.
- Review Head Teacher's performance against objectives.
- Recommend to Pay Committee Head Teacher's pay increment, if appropriate.
- Also recommend Deputy Head Teacher's if appropriate.

<b>Recommended Training</b>
Effectively Challenging the Head & SLT
Effective Headteacher Appraisal
Head Teacher Recruitment and Succession Planning (GEL)
Head Teacher Appraisal and Capability (GEL)

### **Curriculum Subject Governors**

Mathematics	English	Science
Computing	Art	DT
Geography	History	PSHE / Citizenship
RE	Music	Modern Foreign Languages
Learning & Teaching	Able, Gifted and Talented	

- Subject Governors should form links with the Teacher (Subject Co-ordinator) responsible for their curriculum area.
- Governors linked to English and Maths should make a termly visit.
- Governors linked to other curriculum areas should try to visit 1 to 2 times per year.
- Subject Governors should complete a visit report following a visit into school.

- Subject Governors should review SIP Action Plans, prepared by Subject Co-ordinators, to provide a focus for their visits and later review how actions have been put into place.
- Responsible for reviewing subject specific policies.

<b>Recommended Training</b>
Preparing for Ofsted - What Governors Need to Know
Governor Visits to School – Good Practice
Pupil Premium How to Ensure Impact
Language for Learning – Language for Life
Equality & Diversity (GEL)
Early Years Education (GEL)
Educational Visits (GEL)
Governors’ visits to School (GEL)
Pupil Premium (GEL)
Ofsted Inspection of Schools (GEL)
Monitoring Performance Data and Targets (GEL)
Monitoring and Evaluation (GEL)
Governors Role in School Improvement (GEL)