

# **SCHOOL GOVERNANCE DOCUMENT** **2016/2017**

**18<sup>th</sup> July 2017**

- **Role of the Governing Body**
- **Organisation of the Committee**
- **Individual Responsibilities**
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- **Leadership Team**
- **Meeting Cycle 2016-2017**
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## **The Role of the Governing Body and its Committees**

In accordance with recent legislation and the relevant Education Acts this Governing Body and its committees will:

- Act with integrity, objectivity and honesty in the best interests of the school
- Be open about their decisions and actions

### **The Governing Body and its Committees will act strategically by:**

- Setting the aims and objectives for the school
- Setting policies for achieving those aims and objectives
- Setting targets by which progress towards the aims and objectives can be measured
- Reviewing and monitoring progress in achieving the aims, objectives and targets

In all of the above, the Governing Body and its committees will act in accordance with Education Law, and will consider any advice given by the Headteacher and the Leadership Team.

The Governing Body and its committees will act as a 'critical friend' offering an external perspective to the Headteacher and the school: monitoring its work, offering support and advice, an external opinion, asking challenging questions and offering constructive criticism when appropriate.

### **The Role of the Headteacher**

The Headteacher is, by right of office, a governor of the school and is a governor member of all the committees as specified in this document.

The Headteacher, as the principal leader and manager for the school, is responsible for the internal organisation, management and control of the school, for advising the Governors and for implementing the strategic development plan.

The Headteacher will be supported in the day-to-day management of the school by the Leadership Team.

Incorporated in the role of the Headteacher and Lead Professionals in advising the Governing Body are:

- Formulating aims and objectives for the school, for adoption, modification or rejection by the Governing Body
- Formulating policies and targets for the Governing Body to consider adopting
- Reporting to the Governing Body on progress
- Completing the School Improvement Plan for sign off by the Governing Body



## **Delegation of the Governing Body's Functions**

The full Governing Body has taken decisions about delegation, and that delegation has been considered in the light of:

- The requirement for the Governing Body to fulfil a largely strategic function within the school.
- The responsibility of the Headteacher and Leadership Team for the internal organisation, management and control of the school.
- The requirement for the Headteacher to comply with any legal and reasonable direction of the Governing Body in carrying out a function delegated by the Governing Body

## **Organisation of the Committee**

### **Committee Organisation**

The individual committees are responsible for the functions that have been delegated to them by the full Governing Body. They operate under their own terms of reference and in compliance with existing legislation, including the relevant Education Acts.

Governors will review the establishment, terms of reference, constitution and membership of committees at least once a year, normally at the first ordinary meeting of each committee at the start of the school year.

Each committee must have a chair, who will be elected by members of that committee, to serve for a term of one year. The full Governing Body retains the right to remove a Committee Chair at a full Governor's meeting.

All Governing Body committee meetings must be clerked. The Clerk to each sub-committee will normally be Mrs M Tomlinson, Headteacher's PA. The Clerk for the Full Governing Body meetings is Mrs Maria Potter. The Clerk will normally issue the meeting agenda at least 7 days in advance of each meeting.

Governors with a vested interest in any item discussed should declare their interest, withdraw from the meeting and not take part in any voting.

Decisions will be determined by a majority of the full Governing Body members present and voting. In the event of a tied vote, the Committee Chair will have a second and casting vote.

The un-adopted minutes of all committee and full governors meetings will be circulated by the Clerk to all governors as soon as possible after the meeting.

The un-adopted minutes of each meeting will be discussed, amended if necessary, and adopted/signed by the Committee Chair at the next meeting of the relevant committee.



## **Chair of Governors**

The Chair of Governors may attend meetings of any committees detailed in this document. However, he/she will only attend as a non-voting member unless he/she is a properly constituted member of that committee.

## **Individual Responsibilities**

### **Chair's responsibilities:**

To liaise with the Clerk and Headteacher to agree the agenda

To chair meetings

To liaise with the Headteacher

### **Clerk's responsibilities:**

To liaise with the Committee Chairs and the Headteacher to agree the agenda

To arrange meetings & notify members

To note decisions/options

To provide written report/minutes

## **Sub-Committees**

- Teaching and Learning (Curriculum)
- Personnel
- Pupil Inclusion
- Logistics
- Chairs' and Senior Leadership Team
- Task and Finish Group

## GOVERNORS' COMMITTEE MEMBERSHIP

## Officers of the Full Governing Body

Name	Position/ Appointed Ceased	Committee	Department Link	Pecuniary
Dr P Frankish <a href="mailto:pfrankish@huntcliffschool.co.uk">pfrankish@huntcliffschool.co.uk</a>	Chair / <b>Member</b> 12.01.10	Logistics Teaching & Learning Pupil Inclusion Chairs' & SLT	English, SEN/D Beh & Safety, Performance Management	None
Mrs J Sugden <a href="mailto:jsugden@huntcliffschool.co.uk">jsugden@huntcliffschool.co.uk</a>	Vice Chair (21.11.16) Parent 11.09.13	Logistics Teaching & Learning	English, Humanities, Beh & Safety, Careers, WRL & PSHCE	None
Mrs S Bond <a href="mailto:sbond@huntcliffschool.co.uk">sbond@huntcliffschool.co.uk</a>	Headteacher	Logistics Teaching & Learning Pupil Inclusion Chairs' & SLT		Relative audits School Fund Account
Mrs M Tomlinson <a href="mailto:mtomlinson@huntcliffschool.co.uk">mtomlinson@huntcliffschool.co.uk</a>	Clerk			
Mrs M Potter <a href="mailto:Maria.potter@northlincs.gov.uk">Maria.potter@northlincs.gov.uk</a>	LA – Clerk 01.04.15			
Mr N Cooke	Co-opted 07.03.17	Logistics		Spouse is a teacher at school
Mr M Dickinson	Parent 07.03.17	Logistics		
Mrs M Dulson <a href="mailto:mdulson@huntcliffschool.co.uk">mdulson@huntcliffschool.co.uk</a>	Staff 25.10.10	Pupil Inclusion Teaching & Learning	Beh & Safety	None
Mr E Gibbs <a href="mailto:egibbs@huntcliffschool.co.uk">egibbs@huntcliffschool.co.uk</a>	Community 16.03.83	Pupil Inclusion	SEN/D, Design, Beh & Safety, Performance Management	None
Mr I Haywood <a href="mailto:ihaywood@huntcliffschool.co.uk">ihaywood@huntcliffschool.co.uk</a>	<b>Member</b> Parent Governor	Logistics Teaching & Learning	Design	None
Mrs A Millward <a href="mailto:Amillward@huntcliffschool.co.uk">Amillward@huntcliffschool.co.uk</a>	Parent 08.12.14	Logistics Teaching & Learning	Humanities	None
Mrs R Whipps <a href="mailto:rwhipps@huntcliffschool.co.uk">rwhipps@huntcliffschool.co.uk</a>	<b>Member</b> Parent 11.09.13	Logistics Teaching & Learning Pupil Inclusion	SEN/D, Maths & Humanities	None
Mr J Wigmore <a href="mailto:jwigmore@huntcliffschool.co.uk">jwigmore@huntcliffschool.co.uk</a>	Appointed 07.03.17	Logistics	English, Maths, Design, Humanities, Science	None
Mr A Willey	07.03.17	Pupil Inclusion	SEN/Inclusion	

Mrs S Aldridge	<b>Member</b>
Mrs M Rands	<b>Member</b>

Mr T Lewis	Staff Governor 21.10.2008 <b>Term of office ended 20.10.16</b>	Logistics	SEN/D	None
Mrs S Aldridge	Vice Chair Member 29.10.2010 – 24.10.2016	Logistics Teaching & Learning Chairs & SLT	SEN/D, English, Performance Management	None
Mrs H Turney	Staff Governor 29.10.2008 <b>Term of office ended 28.10.16</b>	Teaching & Learning	SEN/D	None

### **The Leadership Team**

<b>Name</b>	<b>Position</b>
Mrs K Ashwood <a href="mailto:kashwood@huntcliffschool.co.uk">kashwood@huntcliffschool.co.uk</a>	Assistant Headteacher - Inclusion
Mrs S Bond <a href="mailto:sbond@huntcliffschool.co.uk">sbond@huntcliffschool.co.uk</a>	Headteacher
Mr P Clayton <a href="mailto:pclayton@huntcliffschool.co.uk">pclayton@huntcliffschool.co.uk</a>	Assistant Headteacher - Progress
Mrs P Hartley <a href="mailto:phartley@huntcliffschool.co.uk">phartley@huntcliffschool.co.uk</a>	Deputy Headteacher - Curriculum



## **Governors' Meeting Cycle – 2016 – 2017**

### **Autumn Term 2016**

1/2	Task & Finish	14.09.16/11.11.16	5.30pm
1	Teaching & Learning	12.10.16	6.30pm
1 /2	Inclusion	04.11.16/12.12.16	9.30am
1	Logistics	02.11.16	5.30pm
1	Full Governors/AGM	21.11.16	6.30pm

### **Spring Term 2017**

2	Teaching & Learning	11.01.17	5.30pm
2	Logistics	18.01.17	6.30pm
3	Inclusion	20.01.17	11.15am
1	Personnel	01.02.17	6.30pm
1	Chairs & SLT	08.02.17	6.00pm
2	Full Governors	07.03.17	7.00pm

### **Summer Term 2017**

3	Task & Finish	01.03.17	5.30pm
3	T&L (Curriculum)	03.05.17	5.30pm
2	Personnel	10.05.17	6.30pm
4	Inclusion	12.05.17	11.15am
3	Logistics	17.05.17	6.30pm
2	Chairs & SLT	07.06.17	6.00pm
3	Full Governors	19.06.17	7.00pm
1	Members	12.07.17	5.30pm
4	Task & Finish	13.07.17	5.30pm

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### Attendance at Meetings 2016 – 2017

Name	T&L			Logistics			Pupil Inclusion				Chairs & SLT		Full Governors' Meeting			Task & Finish				Personnel		AGM 21.11.16	Members Mtng 12.07.17
	1	2	3	1	2	3	1	2	3	4	1	2	1	2	3	1	2	3	4	1	2		
Mrs Aldridge	x															x	x					x	✓
Mrs Bond	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Mr N Cooke						✓									✓								
Mr M Dickinson						✓									✓						✓		
Mrs Dulson	x	✓	X				✓	✓	✓	✓			✓	✓	✓								
Dr Frankish	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr Gibbs							x	x	x	x			✓	x	✓								
Mr Haywood	x	✓	x	✓	✓	✓					✓	✓	✓	✓						x	x	✓	
Mr Lewis																							
Mrs Millward	✓	✓	✓	✓	✓	✓						✓	✓	✓	✓	✓	✓	✓	X	✓			
Mrs Rands																							✓
Mrs Sugden	✓	✓	✓			X					✓	x	✓	✓	✓	x	✓	x	X	✓			
Mrs Turney	x																						
Mrs Whipps	✓	✓	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr Wigmore	✓	✓	✓	✓	✓	x							✓	✓	x					x			
Mr W Willey			✓							✓					✓								
Mrs M Rands																						✓	✓



## **Governor Involvement and Visits to School**

### **Rationale**

Governors have a legal responsibility to be involved in all aspects of the school. By promoting this positively and systematically, a positive community involvement in the life of the school will be encouraged.

### **1. Governor Involvement**

#### **1.1. Aims**

- 1.1.1. To enhance governors' awareness of classroom practice.
- 1.1.2. To use the individual qualities, skills and interests of governors to the benefit of the school.
- 1.1.3. To make governors aware of legal requirements and their role as decision and policy makers.
- 1.1.4. To offer training for governors to fulfill their duties in management and curriculum functions.
- 1.1.5. To share the workload and responsibilities of the Headteacher through the creation of committees in each area of school management.
- 1.1.6. To enable the governors to represent the school in the community.

#### **1.2. Guidelines**

- 1.2.1. Governors will be expected to carry out their duties within the legal framework of the Education Reform Act.
- 1.2.2. The school will provide governors with enough information to make responsible decisions. All governors will serve on committees, the composition of which is reviewed annually. Regular attendance at meetings of the full governing body, committees and working groups is essential.
- 1.2.3. Governors are encouraged to visit the school during the day where possible.

#### **1.3. Governors' Visits**

- 1.3.1. The presence of governors in the school supports the staff and keeps governors informed of the ethos, atmosphere and activities in the school. Governors are not expected to inspect, advise or assess professional competence. Governors are expected to observe, ask questions and evaluate. The role is one of the critical friend.
- 1.3.2. Visits should be purposeful and planned and cover every facet of the school reflecting the responsibilities of each governor.
- 1.3.3. Before visiting the school governors' should:
  - 1.3.3.1. Have made a formal appointment with the Headteacher and Subject Co-ordinator.
  - 1.3.3.2. Have agreed the focus of the visit and have a prearranged programme for the visit.
  - 1.3.3.3. Have remembered that all observation and information acquired during the visit is confidential and only to be shared with the Headteacher and other members of the Governing Body.



#### 1.4. **The Visit**

- 1.4.1. On arrival and before departure the governor should report to the Reception to sign in and out.
- 1.4.2. Governors should wear their badges for the duration of the visit.
- 1.4.3. The visit should be followed up with a brief verbal report to the Governing Body and a brief written report (Appendix 1) to the Headteacher with a copy to the relevant subject co-ordinator.

#### 1.5. **Suggested Focus for Governors' Visits**

- 1.5.1. The School Improvement Plan / Ofsted Action Plan.
- 1.5.2. Policy implementation.
- 1.5.3. Financial performance.
- 1.5.4. The school's image.
- 1.5.5. Premises and grounds.
- 1.5.6. Pupils' performance and achievements.
- 1.5.7. Pupil behaviour.
- 1.5.8. Pupils' views.
- 1.5.9. Parents' views.
- 1.5.10. The community's views.



**Huntcliff School**  
An Academy for Success

## **School Visits Record for Governors**

<b>Name:</b>	<b>Date:</b>
<b>Purpose of visit</b>	
<b>Links with the School development Plan/Policies</b> (How does a visit relate to a priority in the School Improvement Plan?)	
<b>Governor observation or comments</b> (eg what was seen or learnt, length of visit).	
<b>Any key issues for the governing body</b>	
<b>Any action following governing body meeting</b>	

***Please return a copy of this form to Mrs Tomlinson, Head's PA***

***Mrs Tomlinson to file and send a copy to the Clerk to Governors***