



## Governance Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School believe that by providing strong governance we will raise standards as we feel that there is a relationship between good governance and pupils' achievements, the quality of teaching, as well as the quality of leadership and management.

We strive to be an effective Governing Body and we aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend.

We realise our main aims are to set the vision and strategic direction of the school, to hold the Headteacher accountable for ensuring high standards and to ensure financial resources are well spent.

We can only do this if we have in place vigorous processes and frameworks in order to set priorities, create accountability and to monitor progress.

We believe that it is essential that the school's Governing Body should be composed of governors who come from a wide range of backgrounds such as parents, teaching and support staff, local organisations and the local authority that reflects the views, the needs and the aspirations our local community.

The Governing Body of this school works together with the Headteacher and staff to make sure that we provide successful teaching and learning for all our children. It exists so that this school is publicly accountable to the local people for what they do, for the results they achieve and for the way in which the resources are allocated.

Annually we produce a statement that explains how we have reviewed our performance as a Governing Body and fulfilled our responsibilities.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

This policy should be read in conjunction with the following documents:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE);
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE).

### Aims

- To agree the aims and values of the school;
- To agree policies relating to the aims, purposes and practices of the school;
- To influence and approve the school development plan and approve and monitor the allocation and expenditure of the school budget;
- To make sure that the National Curriculum is taught;
- To monitor and review the progress of the school;

- To ensure individual pupils' needs are met, including special needs;
- To recruit and select staff;
- To give parents information about the school;
- To produce action plans for improvement following school inspections;
- To establish and maintain positive links with the local business community;
- To support the day-to-day operational decisions taken by the Headteacher;
- To promote the effectiveness of the governing body;
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Instrument of Government**

When discharging its duties this Governing Body always complies with the school's instrument of government.

See Instrument of Government Policy.

### **Election of Governors**

The following governors are elected:

- Parent;
- Teaching Staff.

### **Disclosure and Barring Service Checks**

All governors are subject to Disclosure and Barring Service checks before taking up their appointment.

See Disclosure and Barring Service Checks policy.

### **Election of Chair and Vice-Chair**

Both the chair and vice-chair are elected and their term of office is for four years.

### **Role of the Chair (and Vice-Chair)**

The Chair of Governors ensures that the business of the Governing Body is conducted properly and in accordance with all legal requirements.

The Chair of Governors must keep the Governing Body focused on its core functions and ensuring that it operates effectively.

### **Term of Office**

The term of office for a governor is four years from the date of election or appointment.

### **Role of the Headteacher**

The Headteacher has decided to be a governor of the school and her main duty is to advise the Governing Body on establishing and implementing its strategic framework for the school.

### **Role of the Clerk**

The clerk must produce high quality professional clerking when undertaking the following duties:

- Organising and informing governors of meetings;
- Ensuring minutes are taken;
- Sending out all relevant documentation in readiness for a meeting;
- Keeping a register of the terms of office for each governor;
- Keeping an attendance register;
- Reporting absences to the Governing Body.

## **Minutes**

The minutes will:

- Be drawn up by the clerk;
- Approved by the Governing Body or sub-committee;
- Be signed by the Chair or the Chair of the sub-committee

## **Inspection of Minutes and Paperwork**

We are aware that all minutes and other relevant paperwork are available for inspection by anyone wishing to view them.

## **Delegation**

Every year the Governing Body decides on the delegation of its duties.

At present we have in place three committees with delegated powers namely:

- Resources
- Curriculum and Achievement;
- Children, Families and Community

## **Governors' Liabilities**

This Governing Body is a corporate body and we acknowledge that individual governors have no powers acting alone and can have no individual liabilities if they have acted in good faith.

## **Governor Allowances**

Every year the Governing Body will discuss whether provision will be made for the payment of governors' allowances.

Please see Governors Allowances' Policy.

## **Training**

All governors receive training on induction which specifically covers:

- All aspects of this policy
- Mission Statement
- Vision and strategic direction of the school
- School Improvement Planning
- Accountability
- Performance Management
- Monitoring progress
- Self-evaluation statement
- Finance
- The Ofsted inspection process
- Equal opportunities
- Inclusion.

- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Communications with home such as weekly newsletters and of end of half term newsletters;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9<sup>th</sup> December 2015.**