

# **SCHOOL GOVERNANCE DOCUMENT** **2018/2019**

**May 2019**

- **Role of the Governing Body**
- **Organisation of the Committee**
- **Individual Responsibilities**
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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 Donna Senior. 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)
- Pupil Inclusion
- Logistics
- Governors' Standards Board

## 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 20 11 17 / <b>Member</b> Appointed Gov – Sept 2018	Logistics Teaching & Learning Pupil Inclusion	English, SEN/D Anti-Bullying, Beh & Safety, Performance Management	None
Mrs R Whipps <a href="mailto:rwhipps@huntcliffschool.co.uk">rwhipps@huntcliffschool.co.uk</a>	Co-Vice Chair (19.11.18)  <b>Member</b> Appointed Gov 10.09.17	Logistics Teaching & Learning Pupil Inclusion	SEN/D, Maths & Humanities Performance Management	None
Mr P Daley	Headteacher 30.10.17			
Mrs M Tomlinson <a href="mailto:mtomlinson@huntcliffschool.co.uk">mtomlinson@huntcliffschool.co.uk</a>	Clerk			
Mr N Cooke	Co-opted 07.03.17	Logistics		None
Mr M Dickinson	Parent 07.03.17	Logistics	Careers and WRL	None
Mr E Gibbs <a href="mailto:egibbs@huntcliffschool.co.uk">egibbs@huntcliffschool.co.uk</a>	Community 14.05.18	Pupil Inclusion	SEN/D, Design, Anti-Bullying, Beh & Safety, Performance Management	None
Mr I Haywood <a href="mailto:ihaywood@huntcliffschool.co.uk">ihaywood@huntcliffschool.co.uk</a>	<b>Member</b> Co-Vice Chair (20.11.18) Parent Governor 17.09.15	Logistics Teaching & Learning	Design	None
Mrs S Kelly <a href="mailto:skelly@huntcliffschool.co.uk">skelly@huntcliffschool.co.uk</a>	Staff 25.10.18	Teaching & Learning		
Mr A Naish <a href="mailto:anaish@huntcliffschool.co.uk">anaish@huntcliffschool.co.uk</a>	Staff 01.12.17	Inclusion		
Mrs D Senior <a href="mailto:Donna.senior@northlincs.gov.uk">Donna.senior@northlincs.gov.uk</a>	LA – Clerk Sept 2018			
Mr J Wigmore <a href="mailto:jwigmore@huntcliffschool.co.uk">jwigmore@huntcliffschool.co.uk</a>	Appointed 24.01.17	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>

Mrs M Potter	LA Clerk 01.04.15 – Aug 2018			
Mrs M Dulson	Staff 25.10.14 – 24.10.18	Pupil Inclusion	Beh & Safety	None
Mrs A Millward	Parent 08.12.14 to 13.06.18	Logistics Teaching & Learning	Humanities	None
Mrs J Sugden Resigned 30.01.18	Vice Chair (21.11.16) Parent 10.09.17	Logistics Teaching & Learning	English, Humanities, Beh & Safety, Careers, WRL & PSHCE	None
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

Name	Position
Mr P Daley	Headteacher
Mrs K Ashwood <a href="mailto:kashwood@huntcliffschool.co.uk">kashwood@huntcliffschool.co.uk</a>	Assistant Headteacher - Inclusion
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
Mrs J Gorthorp <a href="mailto:jgorthorp@huntcliffschool.co.uk">jgorthorp@huntcliffschool.co.uk</a>	Business Manager

## **Governors' Meeting Cycle – 2018 – 2019**

### **Autumn Term 2018**

1	Curriculum (T&L)	12 <sup>th</sup> September 2018	5.45pm
2	Inclusion	14 <sup>th</sup> September 2018	8.45am
3	Logistics	19 <sup>th</sup> September 2018	5.45pm
3a	Members Meeting	27 <sup>th</sup> September 2018	5.45pm
3b	Members Meeting	10 <sup>th</sup> October 2018	6.00pm
3c	Per Mgnt (T&L)	8 <sup>th</sup> November 2018	5.45pm
4	Full Governing Body + AGM	19 <sup>th</sup> November 2018	6.00pm

### **Spring Term 2019**

5	Curriculum (T&L)	16 <sup>th</sup> January 2019	5.45pm
6	Inclusion	18 <sup>th</sup> January 2019	8.45am
7	Logistics	23 <sup>rd</sup> January 2019	5.45pm
8	Full Governing Body	4 <sup>th</sup> March 2019	6.00pm

### **Summer Term 2019**

9	Curriculum (T&L)	15 <sup>th</sup> May 2019	5.45pm
10	Inclusion	16 <sup>h</sup> May 2019	6.00pm
11	Logistics	22 <sup>nd</sup> May 2019	5.45pm
12	Full Governing Body	17 <sup>th</sup> June 2019	6.00pm

13 - Autumn Term 2019 Meeting of the Full Governing Body + AGM - 18<sup>th</sup> November 2019



**Attendance at Meetings 2018 – 2019**

**Sub-Committee Meetings**

Name		1 T&L 12.09.18	2 Inclusion 14.09.18	3 Logistics 19.09.18	3a Members 27.09.18	3b Members 10.10.18	3c P Mgmt 08 11.18	4 Full Govs/AGM 19.11.19	5 Curriculum 16.01.19	6 Inclusion 18.01.19	7 Logistics 23.01.19	8 Full Govs 04.02.19	9 Curriculum 15.05.19	10 Inclusion 16.05.19	11 Logistics 22.05.19	12 Full Govs 17.06.18	13 Full Govs 10.11.19
Mrs Aldridge	Member only				Y	Y		N									
Mr Cooke		N		N				N			N	Y			Y		
Mr Daley		Y	Y	Y			Y	Y	Y	Y	Y	Y	Y	Y	N		
Mr Dickinson				N				Y			N	N					
Mrs Dulson		N	Y														
Dr Frankish	Member	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Mr Gibbs			N				N	Y		N		Y		Y			
Mr Haywood	Member	Y		Y	Y	Y	N	N	N		Y	N	Y		Y		
Mrs Kelly								Y				Y	Y				
Mrs Naish	01.12.17	N	N				N	N		Y		N		Y			
Mrs Rands	Member only				Y	Y	N	N									
Mrs Whipps	Member	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N		
Mr Wigmore		Y		Y				Y	Y	Y	Y	Y	N		Y		
Mr Willey		N	Y					Y	N	Y		Y	N	N			



## **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***