Website information for publication: Glebelands School Governing Body

Structure and remit of the Governing Body

Glebelands School Governing Body has a legal responsibility to 'conduct the school with a view to promoting high standards of educational achievement at the school' (Education Act 2002). The Governing Body has three core functions:

a) Ensuring clarity of vision, ethos and strategic direction;
b) Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
c) Overseeing the financial performance of the school and making sure its money is well spent.

Glebelands School Governing Body consists of sixteen governor positions:

- 4 parent governors;
- 1 staff governor;
- 1 local authority governor;
- 9 co-opted governors; and
- The Headteacher

The Chair of the Governing Body is David Burr; and the Vice Chair is Tamsin Pulfrey. The Clerk to the Governing Body is Yola Wilkins.

Governor categories:

Parent Governors are elected to their roles by parents of pupils at the school. Any parent or carer of a registered pupil at the school at the time of election is eligible to stand for election as a parent governor. Parent governors may continue to hold office until the end of their term even if their child leaves the school.

Co-opted Governors are appointed by the Governing Body. They are people who in the opinion of the Governing Body have the skills required to contribute to the effective governance and success of the school.

Staff Governors are elected to their roles by school staff. Teachers and support staff who, at the time of election, are employed by either the Governing Body or the local authority to work at the school under a contract of employment are eligible to be staff governors. Staff governors cease to hold office when they cease to work at the school.

Local Authority Governors are nominated by the local authority but appointed by the Governing Body. The local authority can nominate any eligible person as a Local Authority governor but it is for the Governing Body to decide whether their nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set.

The Headteacher is a member of the Governing Body by virtue of their office.

Full Governing Body meetings and Governing Body Committees

The Full Governing Body meets five times a year: once per term, with an additional short business meeting early in the autumn term, and a dedicated budget meeting in April each year. The Governing Body structure includes four Committees:

a) Finance and Premises Committee

The Finance and Premises Committee meets termly. The Chair of the Committee is Nick North and the Vice Chair is Bob Jenkin. The Committee has a remit to oversee and make recommendations to the full Governing Body on matters concerning the school's Finances, Premises, Health and Safety, Security and Risk Management.

In particular the committee should:

- Be part of the budget setting procedure, understanding and agreeing the construction of the budget in line with the School Development Plan,
- Recommend the annual and three yearly budgets to the full Governing Body,
- Agree systems for monitoring spending,
- Receive and agree reports from the Financial Monitoring Group about budget progress and all school funds,

- Agree the school's finance policy for recommendation to the full Governing Body, including virement procedures and authorisation limits for expenditure,
- Investigate and promote ways of attracting income for the school,
- Make recommendations to the full Governing Body about the school's policy for charging for out of school activities,
- Make recommendations about the school's Letting Policy,
- Monitor and make recommendations concerning the maintenance and development of school buildings and grounds,
- Receive reports from the Health and Safety Group about recent inspections including security matters,
- Monitor and make recommendations on issues raised by the Health and Safety Group, providing expertise and support where necessary,
- Receive and agree Risk Assessments on premises and related issues,
- Consider the risks to the reputation of the school and well being of staff and students of any decisions made by the committee,
- To provide members of the Financial Monitoring Group, which will report to this committee on the monthly financial state of the school,
- To provide members of the combined Premises group – Risk Assessment, Health and Safety and Asset Management - which will report to this committee,
- To ensure that the school finance systems are under review and that the committee should receive and review self evaluation from the Financial Monitoring Group in view of current Department for Education policy.

The Committee is supported by two further governor sub-committees: the Financial Monitoring Group and the Premises Group.

b) Staffing and Students Committee

The Staffing and Students Committee meets termly. The Chair of the Committee is Tim Hurley. The Committee has a remit to be familiar with the school's management and staffing structures, personnel and student matters. The committee recognises that it has a duty to consider risks to the reputation of the school and the wellbeing of staff and students.

In particular the committee should:
- Be aware of the employment laws pertaining to the school.
- Ensure that the statutory requirements contained in the School's Pay and Conditions document are complied with, together with the Surrey Pay Scheme for Support Staff.
- Make recommendations concerning procedures for redundancy, staff discipline and staff grievances
- Make recommendations about other policies and procedures for dealing with personnel matters, which may be necessary
- Make recommendations concerning procedures for dealing with student discipline and appeals
- Make recommendations concerning procedures to take account of the student voice
- Make recommendations concerning procedures to take account of the parental voice
- Monitor the safeguarding procedures adopted by the school
- Make recommendations concerning the school's management of the policies relating to substance abuse, bullying, equal opportunities, disability and other like policies.
- This committee will work in tandem with the Pay and Performance Management Committee

c) Pay Committee

The Chair of the Pay Committee is David Burr. The Committee has delegated responsibility for:
- Considering the school's Appraisal and Pay Policies, including the criteria for pay progression, for approval by the Full Governing Body;
- Monitoring the implementation of the two above mentioned policies to ensure that rigor, equality and fairness are reflected and that pay progression is linked to appraisal;
- Agree and recommend to the FGB which specific functions will be delegated and to whom, in relation to pay recommendations and the appeals process;
- Consideration of the Headteacher's recommendations in respect of teachers who are eligible to cross the pay threshold and move to the Upper Pay Range;
- Consideration of the Headteacher's recommendations in respect of performance related pay and teachers' progression on Main and Upper Pay Ranges;
- Ensuring that pay recommendations are being made in accordance with both the Appraisal and Pay Policies;

- Establishment, review and setting of the Individual School (ISR) in respect of calculating Headteacher salary in accordance with the School Teachers' Pay and Conditions Document (STPCD);
- Making decisions on the recommendation from the Headteacher's Appraisal Panel in respect of pay awards for the Headteacher;
- Making decisions on the Headteacher's recommendations for progression up the Leadership Spine in relation to the Senior Leadership Team;
- Ensure that the budgetary implications of pay awards for the subsequent year are planned for and included in the school's draft budget.

d) Learning and Progress Committee

The Learning and Progress Committee meets on a termly basis. The Committee Chair is Simon Duck and the Vice Chair is Tamsin Pulfrey. The Committee has a remit to:

- monitor the curriculum, learning and progress of students at the school and assess their effectiveness as indicated by both results of externally assessed means (GCSE results, RAISEonline etc) and internal reports;
- keep abreast of changes to the curriculum affecting students at the school and thus to be the body to which the full Governing Body turns for advice on such matters; and
- When necessary, to make recommendations to the Governing Body on matters pertaining to the curriculum, learning and progress.

In particular the committee should:

- Monitor the curriculum to ensure that the National Curriculum is followed and that only approved external qualifications and syllabuses are offered.
- Monitor the information provided to parents and others about the curriculum and the achievements of students to ensure it meets statutory requirements.
- Monitor the learning, progress and achievements of students in terms of the National Curriculum, GCSE and other external examinations.
- Ensure that the County Religious Education syllabus is followed.
- Make recommendations about whether and how Health and Sex Education should be provided by the school.
- Monitor the progress of students with Special Educational Needs and Disability (SEND) through reports from the SEND Governor.
- Monitor the progress of students attracting Pupil Premium.
- Receive policies pertinent to the curriculum, learning and progress and, should they be a statutory governors' policy, make recommendation to the full Governing Body about their adoption.
- Monitor the areas of the School Development Plan pertaining to the curriculum of the school and learning and progress of students.

<u>Other information on separate documents</u>:

- Attendance register
- Governor terms of office, category and roles (including governors whose term of office has ended) – rolling 12 month position
- Register of business interests (requires individual governor approval prior to publication).