

Huntspill Community Federation

West Huntspill Primary School & East Huntspill Primary School

GOVERNOR MONITORING

An Ofsted good practice report on School Governance: Learning from the Best, published in May 2011 identifies some key characteristics of 14 schools with 'outstanding' governing bodies'. In terms of **governor monitoring** it states that:

'Effective governing bodies systematically monitor their school's progress towards meeting agreed development targets.'

& that:

'Information about what is going well & why, & what is not going well & why, is shared. Governors consistently ask for more information, explanation or clarification. This makes a strong contribution to robust planning for improvement.'

Ofsted identifies three main responsibilities for governors. In brief these are:

- i. Establishing a strategic direction for the school & its improvement
- ii. Support, monitor & evaluate the effectiveness of the school
- iii. Hold the school to account for the standards achieved & the quality of education

The Huntspill Federation Governing Body collects the following information to give it an accurate understanding of the school's strengths & areas for development:

- i. Termly Headteacher reports
- ii. School self-evaluation reports
- iii. External reports, for example from the school improvement partner, consultants and others
- iv. Presentations from school staff, pupils & external experts
- v. Internal performance monitoring information
- vi. Formal & informal visits to the school
- vii. Questionnaires & discussions with parents, pupils & staff

In order to fulfil our responsibility for holding the school to account for standards & improvement The Huntspill Federation Governing Body will do the following:

- i. Carry out a programme of school visits linked to the priorities within the FDP.
- ii. Ensure they receive a termly Headteacher's report & a half-termly update.
- iii. Identify Link Governors for specific subject areas & for other aspects of school management.
- iv. Use data & feedback from the Headteacher's discussions with the LA & other external consultants to inform our thinking on school standards, priorities & progress.
- v. Ensure that the Headteacher or staff governor representatives feed into the governing body any relevant issues emerging from staff meetings.
- vi. Ensure that an analysis of SATs results are carried out & any key issues are considered & addressed.
- vii. Ensure that the school uses an appropriate system for monitoring pupil progress & reports on & addresses any key issues.
- viii. Use periodic questionnaires to parents in order to gauge opinions & perceptions about the school & its performance.
- ix. Receive information about any serious complaint that the school may receive.
- x. Receive information about any serious issues that the school may face.
- xi. Receive feedback about any compliments, awards or public recognition that the school receives.
- xii. Encourage networking with other schools & the Headteacher in order to draw on their expertise.
- xiii. Ensure that the Governing Body and Leadership Team contribute to school self-evaluation.

LINK GOVERNORS

The role of nominated link governors is to oversee specific aspects of the work of the school & interact with staff. It is vitally important to fulfilling the governing body's role. Link governors should obtain evidence their work so that they can report to the whole Governing Body,. This guidance sets out the link governors we appoint & summarises their responsibilities.

Link Governor		Responsible for	Remit
Training Governor Name		The 'Training Governor' plays a key role in the induction & support of new governors & the overall development of the governing body.	<ul style="list-style-type: none"> i. To ensure that new governors take part in induction training ii. To ensure that school-based induction is provided for all new governors iii. To ensure that training & development are discussed by the governing body as an agenda item iv. To make proposals for whole governor training & development sessions v. To make bookings for training courses vi. To keep a record of training undertaken by the governing body vii. To encourage & support individual governors to identify their training needs
Vulnerable Pupils Governor Name	Safeguarding	There is a requirement for governing bodies to have a 'Safeguarding & Child Protection Governor'. This Governor has broad responsibility to champion all aspects of safeguarding in the school including e-safety.	<ul style="list-style-type: none"> i. To champion safeguarding and child protection issues within the school ii. To be familiar with guidance & policy relating to Safeguarding & CP iii. To ensure that the Governing Body has a Safeguarding & CP Policy iv. To ensure that the Governing Body receives an annual Safeguarding Report v. To ensuring that the designated member of staff with lead responsibility for CP is part of the school's leadership team vi. To ensure that training in CP is undertaken by staff every three years
	LAC	The 'Looked After Children Governor' has a responsibility to champion the needs of 'Looked After Children'.	<ul style="list-style-type: none"> i. To monitor the schools policies & procedures ii. To report to the governing body on any issues arising iii. To ensure that Personal Education Plans (PEPs) are in place & are regularly reviewed
SEN Governor Name		The 'SEN Governor' has an overall responsibility for monitoring SEN provision.	<ul style="list-style-type: none"> i. To meet the SENCO to ensure that provision is made for pupils with special educational needs ii. To inform the Governing Body about developments in the area of SEN and Gifted & Talented Provision iii. To encourage the governing body to ensure that all school policies are consistent with the aims of the SEN policy

Link Governor	Responsible for	Remit
Curriculum Governor Name	The 'Curriculum Governor' will have an overall responsibility for the whole curriculum but will focus on curriculum areas which are currently a priority for improvement or review in the current Federation Improvement Plan.	<ul style="list-style-type: none"> i. To monitor the Headteacher & teachers during classroom observation. ii. To talk to the Headteacher & teachers about curriculum issues in the school iii. To support the schools in informing parents & involving them in their children's learning
Premises & H&S Governor Name	The 'Premises/H&S governor will have an overall responsibility for monitoring premises & H&S issues.	<ul style="list-style-type: none"> i. To obtain assurance that regular termly health & safety checks are made of the school premises ii. To keep the Governing Body informed of health & safety issues iii. To attend appropriate training
Data & Information Governor Name	This Governor will help to provide independent assurance to Governing Body	<ul style="list-style-type: none"> i. To assist with the interpretation of the school's attainment, pupil progress and attendance data ii. Compare the school's performance data with national data and data for similar schools iii. Challenge, if necessary, the data analysis of the Headteacher at termly meetings. iv. Work with the Headteacher at termly meetings to analyse the school's projected improvement in the next year's data

These are strategic roles. They should not involve the nominated governor attending meetings with individual parents or taking part in discussions concerning individual pupils.

COMMITTEE MONITORING RESPONSIBILITIES, CHAIR & LINK GOVERNORS

<p align="center">TEACHING & LEARNING</p> <p>Chair:</p>	<p align="center">WELFARE</p> <p>Chair:</p>	<p align="center">BUSINESS</p> <p>Chair: Jacquie Melville (Assoc) Lotta Pugh (Assoc)</p>	<p align="center">PM & PAY (Governors selected from the Business Cmte)</p> <p>Chair:</p>
<p>The following link governors will report to these committees</p>			
<p>Curriculum Governor Data & Information Governor SEN governor</p>	<p>Vulnerable pupils governor</p>	<p>Premises & H&S Governor</p>	
<ul style="list-style-type: none"> i. Policy reviews ii. Subject leader reports iii. KS1 & KS2 SATs report iv. Data reports 	<ul style="list-style-type: none"> i. Policy reviews ii. Prepare safeguarding report iii. Prepare & then analyse parent/pupil questionnaires iv. Monitor: <ul style="list-style-type: none"> a) Safeguarding b) Anti-bullying c) Exclusions 	<ul style="list-style-type: none"> i. Policy reviews ii. Recommend budget to FGB iii. Monitor & adapt budget iv. Agree virements v. Monitor: <ul style="list-style-type: none"> a) Finance b) Premises & H&S c) Personnel 	<ul style="list-style-type: none"> i. Policy reviews ii. Meeting with HT & SIP to consider HT's performance & agree targets iii. Review Staff pay

THE HUNTSPILL FEDERATION GOVERNORS' MONITORING SCHEDULE - SCHOOL VISITS

Context

One of the key roles & responsibilities for the Governing Body is to monitor the progress & performance of the school therefore each Governor is encouraged to make at least one visit a year to one of our schools. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account & evaluate its progress. The Governors visiting programme is an integral part of the school's yearly monitoring calendar.

Visits enable Governors to:-

- i. See the school at work & observe the range of attitudes, behaviour & achievements
- ii. Get to know the staff & demonstrate their commitment to the school
- iii. Give active support to the staff & the activities of the school
- iv. Be aware of the effect of change & different approaches to teaching & learning
- v. Evaluate resources & discuss with staff further requirements
- vi. Gain first-hand information to assist with policy making & decision taking
- vii. Work in partnership with the staff

Before making a visit Governors will:

- i. Contact the Headteacher & agree a date, time & focus for the visit
- ii. Clarify the protocol, courtesies & expectations for the visit

On the day of the visit the Governor will remember to:-

Arrive on time

Act as an observer & only participate in the class at the invitation of the teacher

Respect the professionalism of the teacher

Be calm & enjoy the visit

After the visit the Governor will:-

- i. Remember to thank the teachers & children
- ii. Meet with the Headteacher to give a verbal report, & to raise any issues that arose

Governors are an important part of the school team & are welcomed into the school by staff. It is important that Governors remember to respect the professionals & the children, support the Headteacher & the staff, & acknowledge that they represent the full Governing Body. If the agreed principles & procedures are followed then Governor visits will be an enjoyable experience for all involved, & will result in effective monitoring by the Governing Body, which will contribute to school improvement.

GOVERNOR MONITORING - AUTUMN TERM 2015

Term	Focus	Full Governing Body	Committee	Governor Visits		
				Focus	Date	Governor
AUTUMN TERM 2015	TEACHING & LEARNING	FGB - 21/09/2015 HT report to governors FGB - HT report to governors Curriculum report from DH	T&L Cmte - Policy review - Assessment & Curriculum	West Huntspill classroom visit East Huntspill classroom visit		
	PUPIL ACHIEVEMENT	FGB - 21/09/2015 HT report to governors FGB - HT report to governors Curriculum report from DH	T&L Cmte - Policy review - Assessment & Curriculum	West Huntspill PPM East Huntspill PPM	03/12/2015 04/12/2015	
	LEADERSHIP & MANAGEMENT	FGB - 21/09/2015 HT report to governors FGB - HT report to governors	Business Cmte - Policy review - Instrument of Governance & Pay	Meet with HT - discuss leadership		
	BEHAVIOUR & SAFETY	FGB - 21/09/2015 HT report to governors Safeguarding Report FGB - HT report to governors	Welfare Cmte - Policy review - Anti-Bullying, Attendance, Safeguarding & Teacher Appraisal Report on behaviour & exclusions from HT Safeguarding report	Meet with HT - discuss safeguarding procedures		

Governors to nominate themselves