

St Bernard's RC Primary School

**Governing Body Procedures Committee Arrangements and
Structure**

2016-17

**Bolton
Council**

Introduction on Committee Working

Committee working is an effective tool in managing the increasing demands and workload expected of Governing and Trust Boards with many Boards undertaking much of their business through them. It enables a smaller more strategic group of members to discuss specific matters which have been delegated to them by the full Board in much further detail. Committee membership, terms of reference and delegation structures must be agreed at a full Board meeting and changes to membership can also only be agreed at a full Board meeting. It is recommended that Committees be reviewed annually to ensure that they are fit for purpose and up to date.

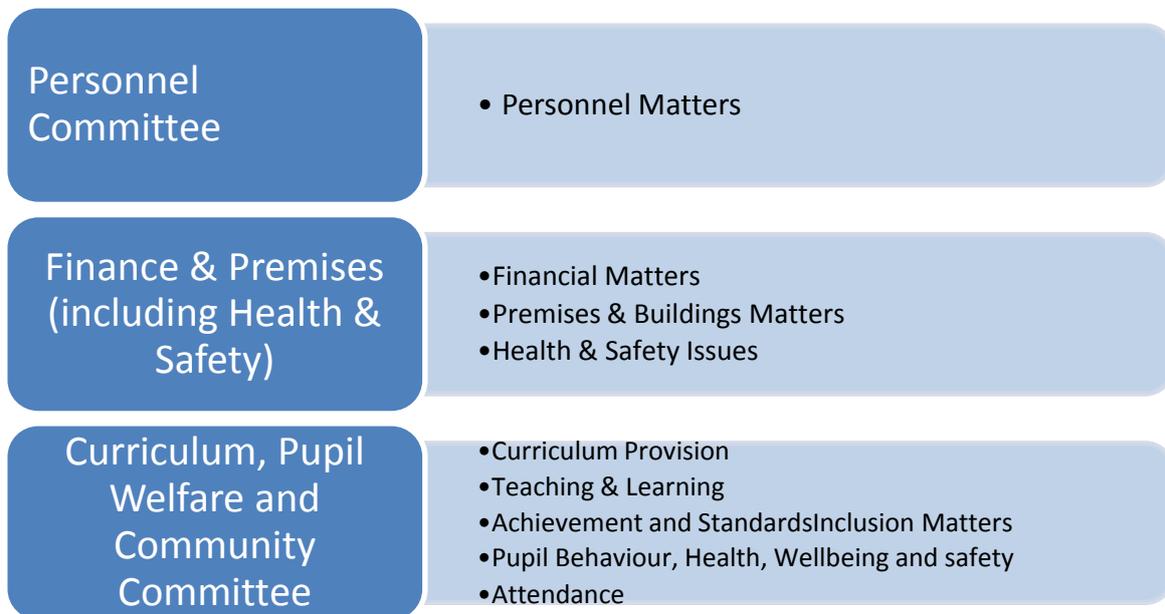
Governors and Trustees may be appointed to committees to utilise their own specific skills or because of their interest in the subject area. It is important to remember that all committee meetings must be clerked and managed in the same way as a Board meeting i.e. agendas and minutes should be produced and circulated in a timely manner. Chairs of committees should be appointed by the Board or alternatively this may be delegated to the individual committees. The Head Teacher cannot be appointed as Clerk or Chair of a Committee. Whilst another governor may act as clerk to a committee meeting, it is highly recommended that an external person is employed to minute the meeting as it is often difficult to take detailed minutes whilst taking part in full discussion. The quorum for a committee meeting to take place is a minimum of three governors who are agreed members of that committee.

Self-Evaluation and the Ofsted Framework

Monitoring and evaluating is a key aspect of governors' strategic responsibilities and should be part of the school's overall programme for self-evaluation. It is also an essential requirement for school improvement. Committee working can assist in this process and by linking individual committees to the key judgements within the Ofsted framework, governors are able to effectively monitor and evaluate how the senior leadership team have considered these judgements and what actions or measures have been put into place to demonstrate this. School self-evaluation also highlights the need for Governing Boards to effectively monitor and evaluate the impact of school policies on standards and quality of provision.

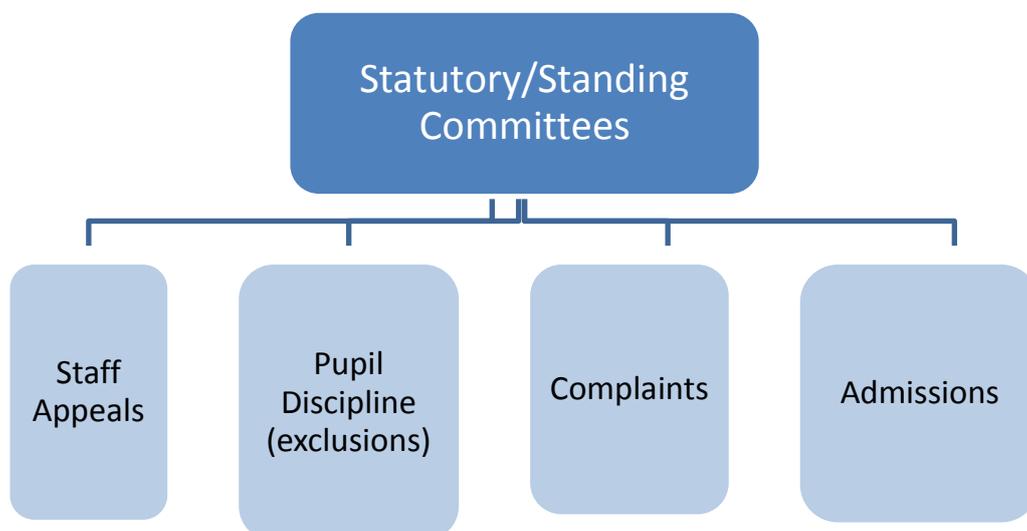
Working Committees and Key Areas of Responsibility

Working Committees manage the regular workload of the Governing Board and, where in place, it is good practice that they meet at least once per term. Specific matters and school policies may be delegated to these committees in order for a smaller group of governors to consider and where appropriate agree matters on behalf of the Governing Board.



Statutory Committees

Statutory committees only meet when required relating to matters such as staff appeals, pupil discipline, complaints and admissions.



Role of the Governing Board

Ensuring clarity of vision, ethos and strategic direction

- Clarity of vision and ethos
- Engaging stakeholders
- Meeting statutory duties

Holding the Head Teacher to account for the educational performance of the school and its pupils and the performance management of staff

- Accountability for teaching, achievement, behaviour and safety
- Strengthening school leadership
- Performance managing the head teacher
- Contributing to school self-evaluation

Overseeing the financial performance of the school and ensuring money is well spent

- Solvency and effective financial management
- Use of Pupil Premium and other resources to overcome barriers to learning

Governing Board Role in the Leadership and Management of the School

The inspection of a school provides an independent external evaluation of its effectiveness and a diagnosis of what the school should do to improve. It is based on a range of evidence available to inspectors that is evaluated against a national framework. When conducting an inspection, Ofsted will report on the quality of education provided in the school and must in particular cover:

- Effectiveness of leadership and management
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for children and learners.
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The Governing Board is inspected as part of the effectiveness of leadership and management of the school and therefore will be judged under this heading. The Common Inspection Framework: *education, skills and early year* (August 2016) states that Inspectors will make a judgement on the effectiveness of leadership and management by evaluating the extent to which leaders, managers and governors:

1. Demonstrate an ambitious vision, have high expectations for what all children and learners can achieve and ensure high standards of provision and care for children and learners.

2. Improve staff practice and teaching, learning and assessment through rigorous performance management and appropriate professional development.
3. Evaluate the quality of the provision and outcomes through robust self-assessment, taking account of users' views, and use the findings to develop capacity for sustainable improvement.
4. Provide learning programmes or a curriculum that have suitable breadth, depth and relevance so that they meet any relevant statutory requirements, as well as the needs and interests of children, learners and employers, nationally and in the local community.
5. Successfully plan and manage learning programmes, the curriculum and careers advice so that all children and learners get a good start and are well prepared for the next stage in their education, training or employment.
6. Actively promote equality and diversity, tackle bullying and discrimination and narrow any gaps in achievement between different groups of children and learners.
7. Actively promote British values (for a definition of these values, see the Prevent Strategy).
8. Make sure that safeguarding arrangements to protect children, young people and learners meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism.
9. In particular how governors discharge their core statutory functions and how committed they are to their own development as governors in order to improve their performance.

Inspectors will always report on whether or not arrangements for safeguarding children and learners are effective.

Governance

Inspectors will seek evidence of the impact of those specifically responsible for governance. This includes maintained school governors, proprietors, academy trustees or members of the school's local board.

Inspectors will consider whether governors:

1. Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
2. Provide a balance of challenge and support to leaders, understanding the strengths and areas needing improvement at the school.
3. Provide support for an effective head teacher or are hindering school improvement because of a lack of understanding of the issues facing the school.

4. Understand how the school makes decisions about teachers' salary progression and performance.
5. Performance manage the head teacher rigorously.
6. Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school.
7. Ensure that assessment information from leaders provides governors with sufficient and accurate information to ask probing questions about outcomes for pupils.
8. Ensure that the school's finances are properly managed and can evaluate how the school is using the pupil premium, primary PE and sport premium and special educational needs funding.
9. Are transparent and accountable, including in recruitment of staff, governance structures, attendance at meetings and contact with parents.

Governing Body Procedures Checklist

Election of Chair and Vice Chair of Governors

The Governing Body agreed the procedures for the Election of Chair and Vice Chair of the Governing Body as follows on 13 November 2014:

- 1) The length of term of office for the Chair and Vice Chair of Governors is **two years**.
- 2) The term of office for the Chair and Vice Chair will expire at the **summer** term meeting and procedures for election/re-election will commence in the previous term.
- 3) That nominations be invited at the meeting.