

Trinity Christian School Nursery, Primary & Secondary



TRINITY
CHRISTIAN SCHOOL

Governing Body Policy

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Governing Body Policy

Introduction

The purpose of this policy is to define the role of Trinity Christian School's Governing Body and provide a framework for the effective running of the Governing Body.

The following reference documents have been used to create this policy:

- A Competency Framework for Governance (Jan 2017);
- AGBIS - A Manual of Good Practice for Governors of Independent Schools;
- What governing boards should expect from school leaders and what school leaders should expect from governing boards

THE ROLE OF THE GOVERNORS

The Governing Body has the following functions, working primarily with the Head Teacher in the following areas:

Strategy: A key responsibility of the Governing body is upholding of the school's mission which will involve putting in place plans for the school to achieve its mission and aims

Education: Holding the Head Teacher accountable to continually improve and have high expectations for:

- (1) the quality of teaching, including the monitoring of pupil progress and development so that every child achieves his or her potential
- (2) the quality of the curriculum;
- (3) teacher performance management and development

Compliance and Pupil Wellbeing: The setting and reviewing of policies and procedures to ensure the school is compliant with regulatory requirements, including safeguarding; actively promote the respect and value for every person;

Finance: The Governors are also trustees therefore are responsible for ensuring the school's finances are well-managed and well spent.

The key role of the Governors is to have a strategic role, leaving operational management and day-to-day tasks to the school staff as directed by the Head Teacher.

GOVERNING PRINCIPLES

The Competency Framework for Governance sets out the following principles and personal attributes:

Strategic Leadership:

- Setting direction;
- Culture, values and ethos;
- Decision-making;

Collaborative working with stakeholders and partners;
upholding the mission and aims;

Accountability through the accountability of the Head Teacher to the Governors

- (a) Educational improvement;
- (b) Rigorous analysis of data;
- (c) Financial frameworks and accountability;
- (d) Financial management and monitoring;
- (e) Staffing and performance management;
- (f) External accountability;

People: Building an effective team;

Structures: Roles and responsibilities;

Compliance: Statutory and contractual requirements;

Evaluation: Managing self-review and personal skills;
Managing and developing the Governing Body’s effectiveness.

The Governing body requires the Head Teacher to ensure that:

SLT have an understanding of governance, including acknowledging the role of the school's accountable body;

Information is provided in order that the governing board can carry out its role; at the Head Teacher’s discretion, this could either be personally or through directed staff.

COMPOSITION OF THE GOVERNING BODY

The Governing body should comprise of people with skills and experience to input into the areas of strategy, education, compliance and wellbeing and finance.

ROLE	DETAIL
Chairman	With experience in leading/Leadership/Management
Vice-Chairman	Able to deputise for the Chair where needed
Clerk/Secretary	Relevant Secretarial Experience
Parents	Preferably with children in different stages of the school.

Church Leadership	A member with experience in church leadership or leading a Christian ministry
Education	Members with experience in educational standards
Finance/Business	Members with business and/or financial experience
Compliance	Members with experience in regulatory compliance
Independent	Member with no child or spouse working in the school and little previous connection

There will be a designated Governor for Safeguarding, Health and Safety, e-safety and Looked After Children.

It is standard practice for Governing Bodies to be served by a range of committees. The Governing Body typically has three sub-committees: Education (Curriculum and Achievement), Compliance and Finance/Strategy with specific actions in each area with regard to the terms of reference set out in Schedule 2 and the role of the Governing Body.

The procedure for appointing a Governor is set out in more detail in Schedule 3.

Governors should be: Committed, Confident, Curious, Challenging, Collaborative, Critical and Creative as set out in the Competency framework for governors. Governors should be fully committed to the mission and aims of the School.

Governors are encouraged to regularly pray for the school, the Governing Body, the staff and the pupils. The term of office is typically four years although Governors can serve two terms or more.

Governors should be aware of the Competency framework for governance and its principles.

GOVERNING BODY EFFECTIVENESS

The effectiveness of the body is assisted by setting out an annual plan at the start of the academic year. A suggested plan is attached at Schedule 1.

The Chair of Governors has the responsibility of co-ordinating the work of the governors in conjunction with the Head Teacher. This will be worked out through the convening of meetings of the Governing Body.

The Government has provided examples of Key Performance Indicators to measure the performance of the school. These can be used as a benchmark to assess how the school is performing in certain areas.

Governing Body Meetings:

The Governing Body should meet once a term. Exceptional meetings may be called to discuss specific items that arising during the year.

It is the role of the Head Teacher, and staff delegated by the Head Teacher to manage the school on a day to day basis. The Head Teacher will make a report at the full Governing Body meetings detailing issues that have transpired in the school since the last meeting of the governing body. The Governors may ask for clarification, pass comment, make recommendation or make request on the basis of this report. The Head Teacher will make his report available to the governors to read in sufficient time before the meeting of the governing body.

The Chair of Governors and Head Teacher will meet regularly discuss further the running and development of the school. From this meeting, the Chair of governors will gain information which may impact the standing agenda items for the next meeting of the Governors

Governors can also request items to be put on the agenda of the next meeting of the governing body. The agenda should also be published in sufficient time before the meeting. Any items not submitted for the agenda should be brought up under AOB on the meeting's agenda.

The administration of the Governing body will be assisted by the Governor who takes on the Clerk/Secretary role. The principle responsibilities of the Clerk to the Governors include taking minutes of the meeting, producing a copy of the minutes for the Chair of Governors before publishing the minutes to the members of the governing body. The Clerk to the Governors will also publish dates of forthcoming meetings and ensure communication of information relating to the smooth functioning of the governing body.

The Governors should be proactive in the school community and seek to visit the school regularly to form their own opinion of the health of the school and to build relationships with the staff. These could include special event days in the life of the school.

Decisions will be made by consensus rather than democratic voting. If members of the governing body have serious misgivings and objections to a proposal, it would be well to postpone or delay a decision for further reflection. Governors can may choose to voice their misgivings or objections but still agree to support the Head Teacher in decisions relating to vision.

The Governing body shall delegate the approval of policies to the SLT apart from those listed as statutory for approval of the Governing Body.

SCHEDULE 1 ANNUAL PLANNER

WINTER TERM

September	October Sub-Committees	November	December Sub-Committees
<p>Agenda Governing Body Self-Evaluation and Objectives for the governing body for the year ahead. Receive Head Teacher's Report. Review GCSE results.</p> <p>Review School Evaluation Form and School Improvement Plans. Set dates of meeting for the year. Agree Schedule of Governor visits. Consider Pupil Performance targets.</p> <p>Tasks Elect chair and vice chair. Agree working groups Review Capability and Appraisal policies. Review Head Teacher performance.</p> <p>Finance Discuss latest Budget Monitoring Review Capital Spending Discuss school fee issues</p>	<p>Education (C&A) Review GCSE and assessment results and formulate action plans; Agree criteria for visiting the school to make observations; review any Curriculum updates.</p> <p>Compliance Review ISS; Safeguarding update; Health and Safety Update Survey feedback etc.</p> <p>Finance and Strategy Review finances to date; Schedule of Maintenance; School Fee issues</p>	<p>Agenda Receive Head Teacher's report; Education Committee report; Finance committee report; Compliance Committee report; Review SIP; Safeguarding Update</p>	<p>Education (C&A) Pupil Forum update; Data review; Review appraisals/teacher performance/lesson observation feedback; SIP Review</p> <p>Compliance Review ISS; Safeguarding update; Health and safety update.</p> <p>Finance and Strategy General Finance update</p>

SPRING TERM

January	February Sub-Committees	March	April Sub-Committees
<p>Agenda Head Teacher’s report; Education Committee report; Finance committee report; Compliance Committee report; Review SIP; Safeguarding Update</p>	<p>Education (C&A) SIP review; Data review; Curriculum update; Staffing review Compliance Review ISS; Safeguarding update; Health and safety update Finance and Strategy Draft Budget review; Grant update</p>	<p>Agenda Head Teacher’s report; Education Committee report; Finance committee report - budget approval; Compliance Committee report; Safeguarding Update</p>	<p>Education (C&A) SIP review; Data review; Curriculum update; Staffing review Compliance Review ISS; Safeguarding update; Health and safety update Finance and Strategy General Finance update</p>

SUMMER TERM

May	June Sub-Committees	July
<p>Head Teacher’s report; Education Committee report; Finance committee report (including final budget); Compliance Committee report; Review SIP; Safeguarding Update</p>	<p>Education (C&A) SIP review; Data review, including attendance; Curriculum update Compliance Review ISS; Safeguarding update; Health and safety update Finance and Strategy Finance review;</p>	<p>Head Teacher’s report; Education Committee report; Finance committee report; Compliance Committee report; Safeguarding Update; Review SIP; Review Governing Bodies’ performance/procedures</p>

SCHEDULE 2 - GOVERNING BODY TERMS OF REFERENCE

Education:

- To assess how Christ-centred the curriculum is and work with SLT to consider whether improvements are required and progressing any action points identified.
- To consider standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy.
- To consider curricular issues which have implications for Finance and personnel decisions and to make recommendations to the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN. To oversee arrangements for educational visits.
- To consider Equal Opportunities relating to access to the curriculum for all pupils. To monitor the performance of teachers. (This is usually delegated to the SLT)
- To consider and make provision for the training and development of teachers.
- Monitor the progress of pupils. Does the school achieve its aim that the children reach or do better than their predicted academic potential.
- Address latest Ofsted/ISA comments and recommendations.

Relating to staff:

- To take an active role in ensuring the wellbeing of all the staff. Consider workload and work-life balance.
- To be active in keeping the workload of all staff at an acceptable level.
- Monitoring of absence
- To prayerfully support the staff.
- To draft and keep under review the staffing structure in consultation with the Head Teacher and the SLT.
- To oversee the appointment procedure for all staff
- To oversee the process leading to staff changes

Recruitment.

It is the Head's responsibility in consultation with senior colleagues to appoint the teaching staff within the framework established by the Governors. Governors should be informed of changes in personnel and to be provided with a schedule of teaching staff and their responsibilities.

Finance and Strategy

Maintaining good practice:

- Clear internal financial processes and procedures;
- Regular reporting;
- Budget setting
- To provide guidance and assistance to the Head Teacher, SLT and the Governing Body in all matters relating to budget and finance:
- To review the annual budget, including any proposed fee increase and salary reviews for approval of Governors;

- Monitor spending on a regular basis;
- To make decisions on expenditure following recommendations from other committees
- To monitor the school's reserves and the oversight of any long term investments;
- Scrutinise the statutory accounts, recommend their approval by the Governing body and maintain a close association with the auditors;
- Ensure appropriate financial controls are in place

Compliance and Wellbeing

- To consider priorities, including Welfare, Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Finance Committee on premises-related expenditure. In consultation with the Head Teacher and the Finance Committee, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body approval.

Pupil Welfare:

- To review safeguarding policy and staff training;
- To review and monitor Child Protection policy. To liaise with designated member of staff;
- To make recommendations on how the health and wellbeing of the pupils can be improved
- To monitor and make recommendations concerning support of parents
- Address latest inspection comments and recommendations.

SCHEDULE 3 - APPOINTING NEW GOVERNORS

The mission of Trinity Christian School is "Bringing the love of God into the classroom" & "Enabling each pupil to achieve their God given potential."

The school does not reflect the doctrinal bias of any one church or denomination.

The Governing Body should therefore be broad and balanced in its representation. No one church or denomination should be overly represented on the governing body.

To this end suitable candidates to serve on the governing body will be invited onto the Governing Body by the Head Teacher and Chair of Governors with the agreement of the members of the Governing Body.

Within the governing body, we will also seek a balance in members who bring experience and insight from Church leadership, from the world of business, education and from a range of walks of life and professions, gender and ethnicity.

Governors who serve on the governing body are likely to be active members of a local

congregation, mature in their walk with God, of good reputation, and having demonstrated understanding and commitment to the school's vision. They should display an element of humility desiring to serve and support the vision of the school. They should demonstrate a willingness to exercise faith in the decision making process, including allowing agreed acknowledgement of vision rather than the current availability of finances to determine decisions. Standing in active prayer as part of the leadership of the school in matters of faith is therefore of great importance in the development of the vision.

Possible candidates should have the opportunity of a preliminary meeting with the Chair of Governors and Head Teacher, who should provide a clear explanation of the vision of the school which should include an assessment to the particular challenges and opportunities for developing the vision of the school at the current time of asking candidates to consider serving.

Governors who also are, or become, parents or staff of the school should be aware of the potential conflict of interest this may cause. Such governors should not use their role as a governor to pursue an agenda linked primarily to their parent or staff relationship with the school

Possible candidates for joining the governing body may attend up to three meetings before being asked to confirm their willingness to serve.

Thereafter, Governors as well as performing the legal requirements of the role as Governors and trustees, should be spiritually active and responsible in their serving of the vision of the school.

New governors as part of their induction can expect to receive:

- A copy of this policy
- Governing body membership and contact details.
- Minutes of last meeting of the governing body.
- A tour of the school.
- School development plan.
- Copy of last ISA inspection.
- List of school policies.
- The school's Prospectus
- Staff list