

# OPERATING STATEMENT FOR THE GOVERNING BODY OF CLEVES SCHOOL AND WEYBRIDGE CHILDREN'S CENTRE 2015-2016

Governors shall exercise their powers and duties as set out in their Articles of Association and Funding Agreement.

**This document is not statutory but is intended as a framework for the effective operation of the Governing Body.**

## STRUCTURE

### 1. Composition of the Governing Body and appointment of governors

The Articles of Association set out in full the composition of the Governing Body and how governors are elected. In brief:

- The four members are governors under Article 50
- The four members may appoint up to 11 governors
- The governors may co-opt up to three governors
- Under Article 53 two parent governors are elected by parents
- The headteacher is an ex officio governor
- Under Article 50A staff governors may be elected through such process as the members determine. The Articles permit the first two staff governors. The number of subsequent staff governors is the choice of members, but the total may not exceed one third of the total number of governors.

A governor's term is 4 years subject to them remaining eligible to be a particular type of governor. Any governor may be re-appointed or re-elected.

Cleves governors have decided to have a Governing Body with 12 members unless there is a strong case for exceeding or this or for having fewer governors.

**Parent Governors.** The clerk will act as Returning Officer. The election will be by secret ballot of parents. When a vacancy occurs, a letter will be sent informing parents and ten school days will be allowed for the receipt of nominations. If an election is required, 10 school days will be allowed for votes to be made. The count will take place that day and the result will be made public. The ballot returns will be held in school for 10 school days in case of a disputed result.

**Staff Governors.** The headteacher will act as Returning Officer. The election will be by secret ballot of all staff. When a vacancy occurs a notice will be posted in the staff room or a written communication sent out to inform the staff. Nomination forms will be available from the school office and 10 school days will be allowed for their return. If an election is required 10 school days will be allowed for votes. The count will take place that day and the result displayed in the staff room and notified to the chair of governors and clerk. The votes received will be held in school for 10 school days in case of a disputed result.

At the start of each year governors will review the make up and total number of governors on the Board, taking account of skills available and skills needed.

**Associate governors.** The Articles of Association are silent on the subject of associate governors. Cleves Governing Body will, however appoint associate governors as it sees fit to serve on Governing Body committees. In general, and with the exception of staff and parent governors, people will first be invited to be an associate governor on a committee before joining the Governing Body so that they can familiarise themselves with the school and with governance. Associate governors will be invited to join the Governing Body when there is a vacancy that their skill set matches and if they have shown their suitability to be full governors. As a general rule the Governing Body will not appoint more than two associate governors to any committee (and in any event no more than one fewer than the quorum). Associate governors will not form part of the committee quorum but will have voting rights on their committee. Associate governors cannot take on the role of committee chair or vice chair, but can take on certain roles for their committees, e.g. Responsible Officer, with the agreement of the Governing Body. Associate governors will be appointed for two years and may be reappointed at the end of this period. Associate governors will have their own section on the governors' area of the hub to ensure they have access to relevant information. Committee chairs will be responsible for considering their training and briefing needs. Associate governors are not full governors and they are not recorded in the instrument of government.

All governors and associate governors will be required to have a DBS check.

A criterion for the suspension of governors is set out in the Articles of association.

## **2. Chairman and Vice Chairman**

At the first meeting in the school year the governing body will elect from among its number a chairman and vice chairman. A governor who is employed by the Academy Trust is not eligible for election as chairman or vice-chairman.

The process for the election of chairman and vice chairman is:

- ❑ The clerk will chair the meeting for the election of chairman.
- ❑ Governors may self nominate or may nominate a fellow governor for chairman and/or vice-chairman. The permission of the nominee must be sought.
- ❑ Nomination must be made to the clerk by the date agreed at a full governing body meeting.
- ❑ The agenda for the next meeting will list the candidates for both chairman and vice-chairman.
- ❑ The second item will be the election of the chairman by secret ballot/show of hands of all those governors present.
- ❑ Nominees for the position of chairman will be asked to leave the room whilst the governing body takes a vote.
- ❑ If there were a tie each candidate will be given the opportunity to speak to the governors about their nomination and a further vote will be taken. If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes or, failing that the decision will be based on the toss of a coin.

If nobody is willing to stand for the office of chairman, the meeting will be adjourned until a chairman can be elected. The clerk will be expected to try to identify a suitable candidate.

The newly elected chairman will then deal with the election of vice-chairman:

- Nominees for the position of vice-chairman must leave the room whilst the governing body takes a vote.

The chairman and vice-chairman terms of office are one year.

It is the role of the chairman to ensure that governor business is conducted in an effective and efficient manner.

If the chairman resigns, or has to relinquish the office for any reason, the vice-chairman will act as chairman until a successor is appointed at the next meeting of the governing body. The election of chairman will be a specific item of business on the agenda for that meeting.

If both the chairman and vice-chairman resign, or have to relinquish their offices for any reason, the governing body will elect their successor(s) at their next meeting.

The chairman can be removed from office in accordance with Article 92 and 93. A motion to remove the chairman or vice-chairman must be an agenda item for a governing body meeting and must be confirmed by resolution at the follow up meeting held not less than 14 days after the first meeting. The governor proposing the removal must state his/her reasons for doing so at the meeting. The chairman or vice-chairman must be given the opportunity to make a statement in response.

### **3. Chairman's urgent action**

The chairman, or in his or her absence the vice chairman, has authority to take certain urgent actions between meetings if a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil at the school or their parents, or to a member of staff at the school. Any actions taken in such circumstances must be notified to the full governing body at the next meeting.

The following actions cannot be taken (in emergency) without reference to the full governing body:

- Matters relating to the alteration or closure of schools
- Change of school category
- Approval of the budget
- Discipline and admissions policies

### **4. The Clerk to the Governing Body**

The full governing body must approve the appointment of the clerk on terms and conditions that they deem fit. The clerk cannot be a governor or the headteacher.

The clerk's role is to:

- Convene meetings in accordance with arrangements made by the Governing Body, and subject to:
  - Any direction from the chairman where the matter is urgent
  - Any requisition signed by three governors
- With the chairman and headteacher draw up meeting agendas which must be issued together with all papers 7 days before the meeting. The Governing Body will

not normally include provisions for late items except with the prior agreement of the chair.

- ❑ Ensure that all meetings are minuted
- ❑ Issue minutes
- ❑ Maintain an up to date register of members of the governing body
- ❑ Record attendance of attendees at the Governing Body and its committees and record in the minutes the time of arrival/departure of any governor not in attendance throughout the whole meeting
- ❑ Where a governor sends an apology for absence with reason, the Governing body will decide whether to “consent” to the absence and the clerk will record the decision in the minutes. If apologies are not submitted they will deem them not to have been accepted. (A copy of the approved draft minutes will be sent as soon as possible to the governor concerned.) If a governor were absent without the permission of the governing body from all their meetings held within a period of six months he would cease to hold office
- ❑ Provide information to the governing body
- ❑ Chair the meeting pending the election of the chairman
- ❑ Be responsible for convening and minuting committee meetings as required e.g. exclusions, appeals and staffing
- ❑ Ensure that minutes are available for public inspection
- ❑ Receive relevant correspondence
- ❑ Send out notices about the election of parent governors and count votes
- ❑ Amend and update governing body papers as necessary

If the clerk is unable to attend a meeting at short notice, then a governor, but not the headteacher, can act as clerk for that meeting.

The clerk can be removed as clerk by a resolution of the Governing Body

## **5. Committees and Working Groups**

In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the governing body will, where it is proper and appropriate to do so:

- ❑ Set up working parties to gather information and/or make recommendations to the whole governing body or to a committee
- ❑ Delegate work to committees with the power to make decisions on behalf of the whole governing body
- ❑ Delegate work to individual members of the governing body.

### **Committees**

When establishing committees the governing body will ensure compliance with the Articles of Association. The governing body will set up all committees required by statute.

The Governing Body will ensure that at least three governors (not including the headteacher) are appointed to each committee and will:

- ❑ Establish and record terms of reference
- ❑ Determine the membership and the method of electing the chairman of each committee
- ❑ Review the terms of reference for, and the membership of, committees annually, at its first meeting of the academic year

- ❑ Allow working parties and committees to determine their own timetables within given limits
- ❑ Determine procedures for reporting back

The membership of any committee of the governing body may include people who are not members of the governing body. The governing body shall determine whether such people are entitled to vote in any proceedings of the committee.

The headteacher has the right to attend any meeting of the governing body or any of its committees or working parties subject to the statutory rules laid down in respect of exclusions, and staff disciplinary matters and any meeting in which s/he has a personal interest.

A committee will provide minutes showing its decisions and actions to the next meeting of the full governing body.

The relevant committee chair will approve the minutes of a committee meeting and a copy will be presented to the next meeting of the governing body for information and filing.

All committee meetings will be clerked by someone who is not the headteacher.

Committees, with the agreement of the Governing Body, can ask individuals to take on specific roles and report back the committee, e.g. governor for pupil premium, looked after children, SEN, child protection, health and safety, reporting officer etc. Job descriptions are attached as an annex.

### **Working groups**

In establishing working groups the governing body will:

- ❑ Determine the membership, including that of non-members of the governing body, and the method of appointing the chairman of each working party
- ❑ Establish and record terms of reference
- ❑ Allow working parties to determine their own timetables within given limits
- ❑ Determine procedures and timings for reporting back.

If the governing body establishes working parties to make recommendations or provide information they will be discontinued when their work has been completed.

All working groups will present either written recommendations or progress reports to the next meeting of the full governing body.

Where a meeting is necessary and delay would be detrimental either for the school, its staff/a staff member or its children/a child, and committee members are unable to meet, quorate committee meetings may be held by conference call, Skype or other electronic means.

In the rare event of an urgent decision being needed and where delay would be detrimental either to the school, its staff/a staff member or its children/a child, and no quorate meeting of any kind can be arranged in the time available, a decision may be taken by email provided a quorum of the committee is able to contribute to the decision. Decisions of this type, and reasons for the decision, must be recorded fully at the next committee meeting.

## **6 MEETINGS**

### **6.1 Conducting Meetings**

The Chairman will conduct all meetings of the full governing body except where, in his or her absence, the chair will be taken by the vice chairman.

If both the chairman and vice chairman are absent from a meeting or have resigned, the governing body will elect from its number a chairman for that meeting.

If both the chairman and the vice chairman resign, the governing body will hold a special meeting as soon as possible to elect their successors.

The chairman will ensure that meetings are run effectively, focusing on priorities and making the best use of time available and ensuring that all governors enjoy equality of opportunity to express their views.

The governing body will receive, and may debate at the discretion of the chairman, decisions on matters that it has delegated to a committee or individual. Decisions will be recorded in the minutes.

Recommendations received from working groups will be recorded in the minutes, together with any related governing body resolution.

### **6.2 Calendar of meetings**

The whole governing body will meet at least once a term.

The governing body will plan the dates and times of its meetings a year in advance at the end of the summer term.

### **6.3 Timing of meetings**

The full governing body will agree meeting start times and the aim will be to limit each meeting to 2 hours maximum.

### **6.4 Quorum**

For meetings of the full governing body the quorum will be one half, rounded up to a whole number, of the membership of the governing body, excluding any vacancies.

The quorum for a committee/working party will be 3 full governors who are members of the committee.

A meeting may be held if it is inquorate but no decisions can be taken. If, during the course of a meeting it becomes inquorate, no further decisions can be taken.

### **6.5 Agenda**

The agenda will be organised by the clerk in consultation with the chairman and headteacher.

Individuals or groups of governors may put forward items for the agenda by writing to the clerk at least 21 days before the meeting. Items that have not been included on the agenda can be discussed if the full governing body agrees to their discussion at the start of the meeting (usually after apologies).

Papers will be put on the hub with the agenda.

An item raised by an individual governor, once dealt with to the governing body's satisfaction, should not normally be raised again within one calendar year.

## **6.6 Any other business (AOB)**

AOB will not appear on any agendas although "items for the next meeting's agenda" may feature at each meeting.

## **6.7 Attendance**

The clerk will keep a record of all persons attending a meeting of the governing body or any of its committees.

The minutes will also record the names of governors who have sent apologies, which have been accepted, and the names of governors who are absent (or whose apologies have not been accepted).

The point of arrival of any person attending the meeting late and departure of any person leaving before the end of a meeting will be recorded in the minutes.

If a governor fails to attend meetings without the consent of the governing body for a period of six months they will be disqualified from holding office as a governor. The six-month period commences from the date of the first meeting he/she fails to attend.

## **6.8 Governor Discussions**

The chairman will ensure that all governors have equal opportunity to express their views and that debate is not dominated by a small minority of the governors to the exclusion of others.

On any item that is likely to be controversial the governors may decide how long an individual may speak. It is the role of the chairman to ensure a smooth and efficient meeting and at times it will be necessary to draw discussions to a point that a decision can be made.

Recommendations received from working parties will be recorded in the written minutes.

The governing body will receive, and may debate at the discretion of the chairman, decisions that it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.

The full governing body will not debate or discuss any matter that is likely, subsequently, to be the subject of a parental complaint or staff grievance or disciplinary hearing or a pay appeal.

Details of all discussions or will remain confidential to those present at the meeting.

## **6.9 Decision making**

Members of the governing body accept that all decisions must be made by a full meeting of the governing body unless an individual or a committee has been given delegated authority to deal with a specific issue.

A simple majority through a show of hands will be made after full discussion and decision unless any one member, or more, requests a secret ballot. Every governor has one vote. If there is a tied vote at the end of a discussion the chairman has a second or casting vote.

The governing body has the right to overrule a committee decision on the basis of a governing body majority vote.

A decision of the governing body is binding upon all its members. Any governor publicly dissociating himself or herself from a decision may be judged by fellow governors to have:

- Acted in a way that is inconsistent with the school's ethos/character
- Brought the school, or may be likely to bring the school, into disrepute

And this could result in that governor being suspended for a period of up to six months.

Decisions of the governing body may only be amended or rescinded at a subsequent meeting of the full governing body when the proposal to amend or rescind appears as a separate agenda item.

## **6.10 Minutes of meetings**

The minutes of meetings will be drawn up on consecutively numbered pages, each page initialled by the persons signing them as a true record.

Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more persons present.

Within ten days of the meeting the clerk will send the draft minutes first to the chairman and then to the headteacher for checking.

The headteacher and the chairman will check the draft minutes for accuracy and send them to all members of the governing body within 21 days of the meeting.

The minutes of a meeting will be considered for approval or amendment at the next meeting of the full governing body.

Actions will be taken on the basis of unapproved/draft minutes and need not await the approval of minutes at the next meeting.

Minutes of meetings will be available for public inspection once they have been approved by the full governing body and signed by the chairman.

The approved minutes etc. will be available for public inspection at reasonable times by arrangement with the clerk.



Those matters that must by law remain confidential or which the governing body decides shall be confidential will not be published in the main minutes of any meeting but will be classified as Part II minutes and minuted and held separately and available to governors only.

### **6.11 Access to meetings of the governing body**

The governing body will decide annually, who, other than governors and the clerk, will be admitted to its meetings. For the period of 2015-2016 governors have decided that their meetings will be open to the public. Members of the public are therefore welcome to attend and observe but cannot take part in meetings. Members of the public who wish to attend are asked to give 14 days notice to the clerk. This information is published on the website.

When the headteacher is absent the headteacher's nominee may attend the meeting but will have no vote unless appointed as acting headteacher in the long-term absence of the substantive headteacher.

The governing body may invite a teacher to attend meetings of the full governing body as part of his or her professional development.

With the governing body's agreement the headteacher may invite other members of the school staff (e.g. business manager) to attend meetings on an occasional or regular basis. All such people attend in an advisory role and have no voting rights.

The chairman, on behalf of the governing body, may ask a visitor to leave the meeting. If the person refuses to leave when asked, that person is trespassing and the chairman has the right to have him or her removed.

## **OTHER AREAS**

### **7 Correspondence**

All incoming correspondence, excluding any concerning a complaint or any situation that could give rise to a governors' disciplinary, capability, grievance or appeal hearing, will, on request, be made available to the whole governing body. Significant items will be presented to each meeting of the governing body, including any upon which the chairman has already taken urgent action, so that the need for, and the nature of any action may be decided or confirmed.

The governing body will determine by resolution who should write letters, emails, policy papers or discussion documents on behalf of the governing body.

No governor should write a letter, email or policy paper without the delegated authority of a committee or the full governing body.

### **8 Information and advice**

The Headteacher has a statutory duty to keep the governing body fully informed, and will present a written report at least once a term to the governing body.

Where important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.

Where information is required by the governing body but is not readily available, reasonable time will be given for its production.

Where expertise or contribution to discussion is needed but not available within the governing body, the governing body may consider appointing an associate member from amongst pupils, staff or the community.

All governors should have a working knowledge of the latest version of Governors' Handbook and the Academies Financial Handbook

## **9 Public statements**

Public statements will only be made by agreement by the full governing body, the chair or those delegated to make them by the full governing body.

## **10 Pecuniary and personal interest**

On behalf of the governing body the clerk will maintain a register of the relevant pecuniary interests of its members and their family members, signed by the relevant member(s).

Governors will draw attention as appropriate to any declared pecuniary or personal interest, whether that interest has previously been registered or not at the start of each meeting of the full governing body.

A governor must withdraw from a meeting and not vote on an issue, if:

- ❑ She/he stands to gain financially from a matter under consideration
- ❑ There could be conflict between the interests of that person or a member of their family and the interests of the governing body
- ❑ She/he has a personal interest in a matter under consideration and his/her impartiality might be questioned

Governors who have declared a personal interest must, however, be allowed to attend a meeting of a committee or the governing body to give evidence if they have made relevant accusations or are witnesses in the case, when it is discussing:

- ❑ Disciplinary action against an employee or against a pupil
- ❑ Matters arising from an alleged incident involving a pupil
- ❑ A parental complaint

## **11 Complaints and Staff Discipline**

The governing body will establish procedures for dealing with general complaints and for dealing with staff disciplinary matters and staff grievances.

## **12 Delegation of Functions**

No individual governor may take action unless authority to do so has been delegated formally by the full governing body.

The governing body will determine the extent to which it will delegate its functions to an individual or to a committee but will not delegate decision making on those matters which must be decided by the whole governing body to either an individual or to a committee. The levels of delegation will be recorded in the governing body minutes and reflected in any committee's terms of reference.

The governing body may delegate discipline and grievance procedures to one or more governors, to the headteacher or to one or more governors and the headteacher together, but they must not allow any outside body or persons to take decisions for them.

In delegating functions to individuals the governing body will have regard to Articles 102 and 103

### **13 Annual Report and Annual Return**

The governors shall prepare an annual report to be submitted to the Secretary of State by 31 December each year and a Companies House annual return by 31 May each year.

### **14 Review**

Only the governing body at its first full meeting of any academic year may make amendments to this document.

### **15 Distribution**

One copy of this document will be presented to each member of the governing body, new governors when they join, and the clerk. One copy will be filed as part of the record of the meeting at which they are agreed or amended. Once agreed the chairman should sign and date the last page and initial those preceding.

### **16 Safeguarding Pupils**

The Academy will comply with the requirements of the Education (Independent School Standards) (England) Regulations 2010 (or such other regulations as may for the time being be applicable) in relation to carrying out enhanced criminal records checks, obtaining enhanced criminal records certificates and making any further checks, as required and appropriate for individual governors and the chairman of the governing body.

**In the event of any perceived or actual conflict between this Operating Statement and the Articles of Association, the Articles of Association have priority over this document.**

APPENDIX 1.

**The role of nominated governors at Cleves School**

In order to improve its effectiveness, the governing body has set up committees to look in detail at different aspects of its work. It has also nominated some individual governors to take on a particular responsibility, which in the main relates to ensuring that the most vulnerable pupils receive the best possible support. There are terms of reference setting out the responsibilities delegated by the governing body to committees. Arrangements for nominated governors create the opportunity for individual governors to build up expertise in certain areas and to use governors' time to best effect. The role of nominated governors, and evidence of their work and interaction with key staff, is therefore important in fulfilling the governing body's role.

The governing body will ensure that there are:

- clear written remits/job descriptions which are available to each nominated governor records of visits/activity
- arrangements for reporting back to a committee or the full governing body
- mechanisms in place to support the nominated governor as required (usually a committee chair but could be the chair or vice chair of the governing body)
- if needed, role specific training

The Governing Body will also ask the headteacher to ensure that staff understand nominated governors' roles.

We currently have the following individual roles:

Children's Centre

Responsible Officer

Looked after Children

Governor responsible for liaison with LA in the event of allegation (child protection) against Headteacher

Child protection/safeguarding

Special Educational Needs

Health and Safety

Data

Training

Pupil Premium

Job descriptions for these roles follow.

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### **Children's Centre Governor**

The purpose of the role is to be a champion all aspects of the work of the Children's Centre on behalf of the governing body.

The remit includes:

developing an understanding of work of the Children's Centre;  
understanding the responsibilities of the governing body in relation to governance of the Centre;

- developing and maintaining a relationship with the Centre manager;
  - developing an understanding of Children's Centre issues across the Authority;
  - reporting to the children's achievement and well-being committee on issues relating to the Centre, including providing a written report of each visit to the center made in the capacity of Children's Centre nominated governor;
  - taking part in Ofsted inspections.
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- In order to do this the Children's Centre governor will need to:
  - keep in touch with the Centre manager
  - question governing body decisions which have implications for Centre
  - develop an understanding of relevant documents and legislation
  - undertake appropriate training
  - attend meetings of the Centre's advisory board
  - attend the Centre's Annual Conversation with the LA.

### **Responsible Officer**

The purpose of the Responsible Officer (RO) is to provide an independent review of the internal financial controls of the trust to ensure that sound systems of financial control are being maintained.

The RO should be a non-employed trustee with the appropriate level of qualification and/or experience to check the trusts internal controls reporting to the Resources committee. The RO should have sufficient understanding to recognise any irregularities that may arise.

The remit includes:

- Develop an understanding of the financial systems in place
- Draw up a schedule of termly checks working with the school Business Manager
- Report termly to the Resources Committee

Suggested checks to include the following:

- Payroll: authorisations and documentation back to personnel records
- Purchases: payments and invoices authorised and tracked back to purchase order
- Bank: reconciliations performed and authorised
- Expenses: types of expenses and authorisation
- Petty cash: authorised and reconciled
- Accounting system: amendments correctly authorised

### **Health and Safety Governor**

The purpose and role of Health and Safety governor sits within the responsibilities of the Resources Committee. It is advisable to consider one or two governors to undertake this role, working alongside the named health and safety representative in the school. A single

governor may undertake this role on behalf of the committee if he/she is deemed appropriately qualified.

Generally, the head teacher is responsible for the day to day management of the school's health and safety policy, and the communication of its requirements.

The governing body has the responsibility to monitor the policy and, if necessary, to require additional actions.

The remit of the Health and Safety governor includes:

- work with the schools health and safety representative to make regular termly health and safety inspections of premises
- keep governing body informed of health and safety issues
- assist in monitoring and review of health and safety policy, and ensure this is completed annually
- ensure suitable risk assessments are carried out as set out in health and safety policy, and that these are reviewed annually and that suitable procedures are put in place to manage risks
- ensure procedures such as fire drills are carried out
- ensure regular reports on health and safety matters are received by governing body such as accident statistics, results of health and safety checks
- be aware of health and safety implications of matters under consideration by governing body and ensure these are understood before a decision is taken
- attend appropriate training as required
- keep up to date with current legislation relating to health and safety matters received in school or other publications

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## **Special Educational Needs/Inclusion Governor**

The purpose of the role is to have an understanding of all aspects of special educational needs and inclusion in the school on behalf of the governing body.

The remit for this includes:

- developing an understanding of SEN and provision in the school;
- understanding the responsibilities of the governing body in relation to the SEND Code of Practice;
- developing and maintaining a relationship with the SEN Co-ordinator (SENCo);
- developing an understanding of SEN and Inclusion issues across the Authority;
- reporting to the children's achievement and well-being committee on issues relating to SEN and Inclusion, including providing a written report of each visit to the school made in the capacity of SEN nominated governor;

In order to do this the SEN governor will need to:

- keep in touch with the SENCo;
- question governing body decisions which have implications for SEN;
- develop an understanding of relevant documents and legislation (including the SEND Code of Practice).

It should also be part of the SEN governor's role to:

- attend governor training events on SEN and Inclusion where appropriate
  - be involved with SEN review process;
  - seek training for the whole governing body or with other local schools;
  - join SEN policy working party on behalf of governors;
  - visit classrooms by arrangement with the SEN Co-ordinator and Headteacher;
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## **Data Governor**

The purpose of the role is to be the data expert on the governing body and to use that expertise to lead governors in the interrogation of the school's data.

The remit for this includes to:

- understand relevant school pupil performance data, both internal and external (including RAISEonline, FFT) that show progress of different groups over time and assist the children's achievement and well-being committee to monitor and evaluate performance and the impact of the quality of education provided;
  - meet with the member of staff responsible for data analysis to look at data in detail and discuss issues relating to the performance of pupils;
  - report back to the children's achievement and well-being committee on issues relating to data analysis, including providing a written report of each visit to the school made in the capacity of data governor;
  - ensure that the children's achievement and well-being committee regularly receives and critically reviews school performance data with specific reference to significant groups;
  - take an active part in any governing body or committee discussions the monitoring of the pupil performance is discussed;
  - Periodically review the process by which the school produces its internal monitoring data and the action planning process;
  - undertake appropriate training.
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## **Training Governor**

The purpose of the training governor is to provide support to the governing body to ensure that governors have the appropriate training to undertake their roles.

The remit for this includes:

- The recommendation of a training provider for the governing body.
  - The production of initial training plans for new governors.
  - Monitoring and approving training requests from the governing body.
  - Suggesting training needs that the governing body should undertake to maintain appropriate skills.
  - Ensuring that the governor commitment to annual training is achieved.
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## **Pupil Premium Governor**

The purpose of this role is to be a champion for pupil premium pupils in the school on behalf of the governing body and to ensure that the governing body, through the children's achievement and well-being committee, holds the school to account for ensuring that all available funding is used effectively to close the attainment gap between children who are in receipt of pupil premium funding and those who are not.

The remit for this includes to:

- be familiar with the concept of the pupil premium; what it is, why it has been set in place, how it is allocated, how it is calculated, which groups of pupils attract the premium;
- be familiar with the school's pupil premium policy;
- understand relevant school pupil performance data that shows progress of different groups over time and ensure the children's achievement and well-being committee holds the school to account for ensuring that all available funding is used effectively to close the attainment between pupil premium pupils and their peers;
- know basic pupil premium facts for the school; how many pupils attract the premium, how this figure compares with other local and similar schools, how the money is spent;
- meet occasionally with the member of staff responsible for pupil premium to discuss issues relating to the performance of pupil premium pupils;
- take an active part in any governing body or committee discussions when the allocation and monitoring of the pupil premium is discussed and decided;
- report back to the children's achievement and well-being committee on issues relating pupil premium, including providing a written report of each visit to the school made in the capacity of pupil premium governor;
- undertake appropriate training.

The pupil premium governor should ensure that the children's achievement and well-being committee:

- monitors spending of the pupil premium, ensuring the money is spent in identifiable ways to support target groups of pupils;
- monitors the impact of pupil premium spending on target groups using an evidence-based approach;
- monitors the attainment of different groups of pupils over time to provide evidence of how pupil premium pupils are progressing compared with others;
- challenges the allocation of the pupil premium grant if there is no clear audit trail evidencing appropriate use of the resources;
- ensures that all the necessary information relating to pupil premium allocation and impact is published as required.