

## **Bishopstone Church of England Primary School – Full Governing Body**

### **Structure of the Governing Body**

At the Full Governing Body meeting on 22 January 2014 governors reviewed the School Development Plan (SDP). Governors welcomed the plan as a very helpful document with clear milestones and deliverables, which was well interlinked. Governors discussed the inclusion of specific objectives within the SDP for the Governing Body, in addition to the support and challenge they would provide to all objectives within the SDP.

Governors considered examples of specific governing body objectives for the SDP and agreed on “Improving the Performance of the Governing Body” as the principle objective to be included in the SDP.

Governors agreed on the need to ensure that the Governing Body is fully strategic in nature, not operational, with a role of overseeing and scrutiny. It was agreed that the Governing Body should understand the impact of its work, and be able to measure and monitor this. This was required for best practice, as well as being able to robustly evidence the work of the Governing Body in any future Ofsted inspection.

This development coincided with the publication of the document from the DfE – Departmental advice for school leaders and governing bodies – January 2014. (This was linked to The School Governance Regulations which came into force in September 2013). The document stresses the strategic role of governing bodies and the skills sets to be considered when recruiting non-elected governors. Embedded in the document were a number of other very useful resources, including “Twenty key questions for a school governing body to ask itself” and governors reviewed themselves in this context. This fitted well with the SDP objective for the Governing Body and a working group was convened to progress this objective and to report back to future meetings.

The purpose of the working group was to review what structure would be most effective in helping to achieve the strategic objectives of the Governing Body. Two different model structures were considered at the Full Governing Body meeting in March 2014:

**Model 1 - 2 key Committees – Accounting for Resources** (including Finance, Deployment of specific funds, Staffing, Premises, Staff appraisal) and **Performance & Standards** (including Pupil achievement data, Closing the gap (SEN, Pupil Premium), Pupil development, Parent satisfaction, Community involvement and School Development Plan.

**Model 2 - 3 key Committees – Accounting for Resources** (as above), **Parents & Community** and **Performance & Standards** – splitting the work of the second committee in Model 1 above.

Following discussions regarding efficiency and effectiveness, it was agreed to proceed with Model 1, with 2 key Committees – Accounting for Resources and Performance & Standards. Appeals Committees would be convened if the need arises (re pupil discipline, staff grievance, complaints, staff dismissal). The HT Appraisal panel would be drawn from membership of the 2 Committees. In addition Working Groups would continue to operate to consider specific issues and make recommendations to the Full Governing Body. This agreed structure is presented in the Model 1 diagram below.

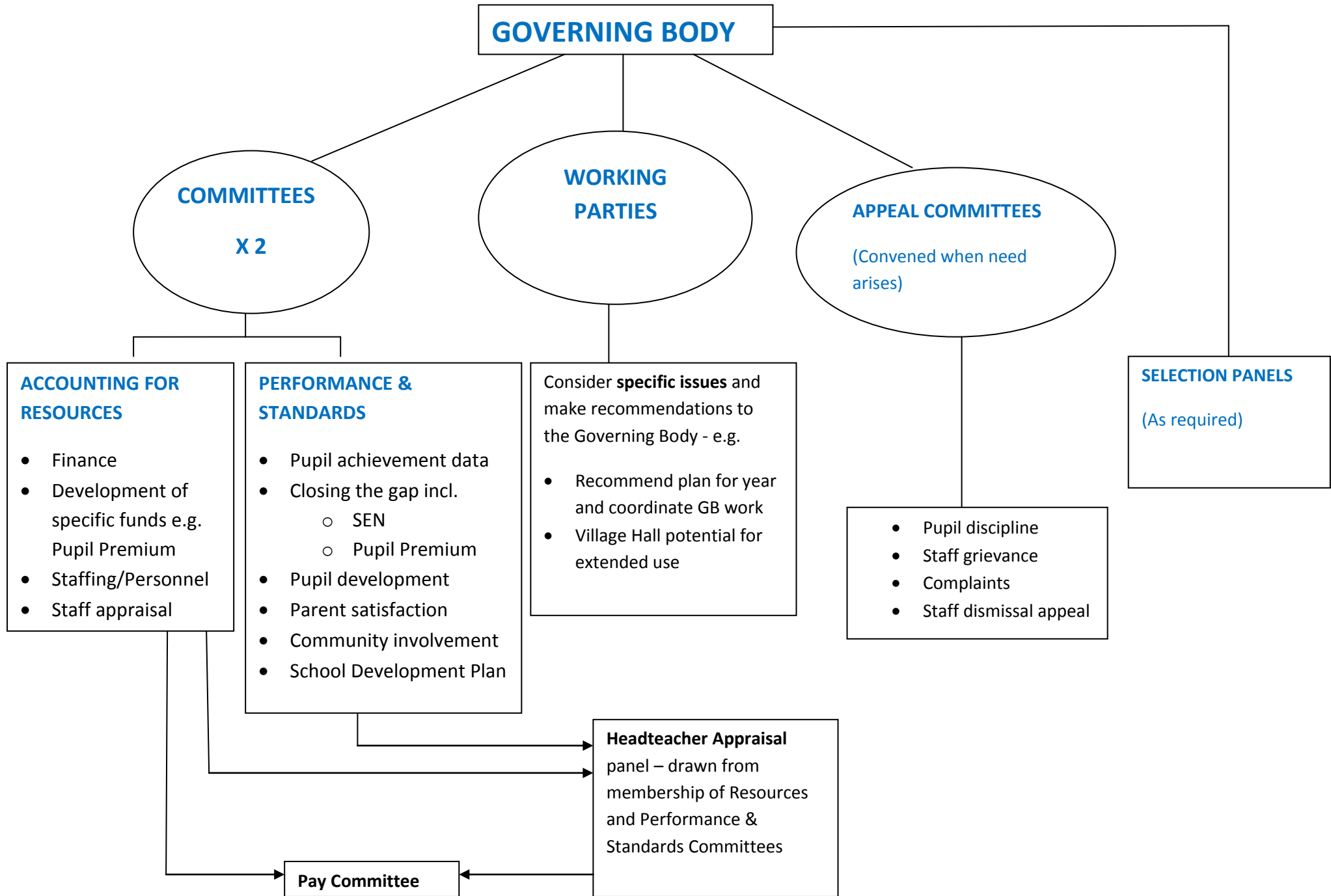
Clear Terms of Reference for the two Committees were developed, considering good practice in other schools. In addition governors agreed that committee members needed to be well prepared and well informed, and keep to the strategic key issues, thereby keeping meetings tight and effective.

In developing committee links, governors agreed that the driving force should be the School Development Plan. The HT emphasised the link to the SDP and having a clear vision. Link governor roles were agreed immediately at the March meeting for Reading, Writing, Maths and Early Years Foundation Stage – EYFS. The need to be fully informed regarding the assessment processes relating to these was agreed. Governor skills audits were also undertaken based on National Governor Association (nga) templates.

Further to clarification at the May meeting and terms of reference review at committee meetings, documentation was circulated to all governors for review at the Full Governing Body meeting on 10 July 2014. Final sign off (following governor changes at the July meeting) was confirmed at the first Full Governing Body of the new academic year (14 October 2014), following reconstitution of the Governing Body on 1 October 2014. The documents below show a pictorial representation of the structure, outline working groups and indicate key governor roles. The Terms of Reference of the two committees are contained within separate documents, and together represent the scheme of delegation. The Governing Body agreed at the 10 July Full Governing Body meeting that it had met its SDP objective by developing a structure which would be effective in helping to achieve its aims.

October 2014

# Bishopstone Governing Body Structure



## Committee Structure

Committee	Responsibilities	Governors
<b>Accounting For Resources</b> (see Terms of Reference)	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Deployment of specific funds e.g. Pupil Premium</li> <li>• Staffing / Personnel</li> <li>• Premises</li> <li>• Staff appraisal</li> <li>• PAY COMMITTEE sub group</li> </ul>	<ul style="list-style-type: none"> <li>• Emma L</li> <li>• Mark C (Chair)</li> <li>• Sue T</li> <li>• Gill M</li> <li>• Lucile</li> <li>• Bill</li> </ul>
<b>Performance &amp; Standards</b> (see Terms of Reference)	<ul style="list-style-type: none"> <li>• Pupil achievement data</li> <li>• Closing the gap including               <ul style="list-style-type: none"> <li>○ SEN</li> <li>○ Pupil Premium</li> </ul> </li> <li>• Pupil development</li> <li>• Parent satisfaction</li> <li>• Community involvement</li> <li>• School Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Emma L</li> <li>• Jill R (Reading &amp; Writing) Chair</li> <li>• Phil A</li> <li>• Karen E (Maths)</li> <li>• Charlotte M</li> <li>• Mike W</li> </ul>

<b>Headteacher Appraisal Panel</b>	Drawn from membership of Accounting for Resources and Performance & Standards Committees	Jill R Gill M
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### **Appeal Committees convened when need arises**

*Insert here the names of governors on these committees*

<b><u>Pupil discipline</u></b>	<b><u>Staff grievance</u></b>	<b><u>Complaints</u></b>	<b><u>Staff dismissal appeal</u></b>
Mike W ( Chair)	Gill M (Chair)	Mark C (Chair)	Jill R (Chair)

**Selection panels** (As Required)

## Working Groups

<b>Working Group</b>	<b>Purpose</b>	<b>Governors</b>
Governing Body Review	To review structure, including Committee structure, roles and procedures, strengths and weaknesses (20 Questions document)	Gill M, Mark C, Emma L
Planning	Recommend plan for year and coordinate governing body work	Gill M, Mark C, Jill R, Emma L
Village Hall (Community engagement)	Review potential for extending the use of the Village Hall / review ownership issues and report back to full GB	Phil A, Mark C, Mike W  (+ Charlotte M)
Key Risks and Mitigating Actions	Review and document template re key risks and mitigating actions (including Sparsity factor)	Mark C (Lead), Gill May, Charlotte M
School Development Plan	To work on the School Development Plan and Governor objectives specifically	Jill R, Gill M, Mark C, Emma L
Curriculum	To review assessment and approaches - or part of Performance & Standards – tbc by Committee	Karen E (Maths), Jill R (Reading & Writing), Mark C (EYFS)
School Meals (KS1 Universal Free School Meals)	To review and monitor options for delivery of KS1 Universal Free School Meals, including possible sibling take up and impact of parental choice.	Karen E, Charlotte M, Lucille M

**Summary of Roles (Following restructuring)**

Governor	Committees								Working Groups						Subject / SDP						Other				
	Accounting for Resources	Performance & Standards	HT Appraisal Panel	pay Panel (sub of Res)	As Required				Governing Body Review	Planning	Village Hall	Key Risks	School Dev Plan (Govs)	Curriculum Working G?	School Meals (KS1 FSMs)	Reading	Writing	Maths	Early Years (EYFS)	Science	Computing	SMSC	Health & Safety	SEN	Safeguarding
					Appeals -Pupil discipline	Appeals -Staff grievance	Complaints	Staff dismissal appeal																	
Mike		X			C					X															
Charlotte		X									X			X					X						
Emma	X	X						X	X			X													
Gill (C)	X					C		X	X			X	X											X	
Jill		C	X								X	X			X	X									
Karen		X	X										X	X			X								
Lucille	X													X											
Mark (VC)	C						C		X	X	X	X	X					X				X			
Phil		X								X										X					
Sue T	X																								
Rev Bill O	X																				X		X		