

THE EDWARD RICHARDSON PRIMARY SCHOOL TETFORD

CONTRACT OF SCHOOL GOVERNANCE

In a well-managed school, the headteacher and Governing Body work in close partnership. The respective roles and responsibilities of Governing Bodies and headteachers are set out in the Education (School Government) (Terms of Reference) (England) Regulations 2000.

The Clerk to the Governing Body

The Clerk to the Governing Body will:

- Advise the Governing Body on constitutional and procedural matters, duties and powers.
- Convene meetings of the Governing Body
- Attend meetings of the Governing Body and ensure minutes are taken
- Maintain a register of members of the Governing Body
- Maintain a register of attendance and report this to the Governing Body
- Give and receive notices in accordance with relevant regulations
- Perform such other functions as may be determined by the Governing Body from time to time
- Give each governor, associate member and the headteacher (if not a governor) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days before the meeting
- Ensure that minutes are drawn up, approved by the Governing Body and are signed by the chair at the next meeting
- Supply a Governor Pack to all new Governors
- Check suitability of candidates for Governorship
- Respect confidentiality with regard to all that is discussed in meetings

The Governors as a Group

The Governors, collectively, will:

- Hold at least three meetings per school year (normally we will hold six, one per term)
- Determine the membership and proceedings of any committee
- Review the establishment, terms of reference and membership of any committee annually
- Appoint a chair to any committee
- Act at all times with honesty and integrity and be ready to explain their actions to those with a stake in the school
- Plan visits to cover a wide range of school work and ensure a clear purpose for each visit

- Ensure Governor representation at the annual review of the School Improvement Plan
- Monitor the development of the budget through the year
- Set aims and objectives for the school
- Adopt and review policies for achieving those aims and objectives
- Set targets for achieving those aims and objectives
- Monitor and evaluate progress of its strategy and regularly review the framework for the school in the light of that progress (normally against the School Improvement Plan)
- Act as a “critical friend”, offering support and constructive advice, but remaining willing to question proposals and seek further information to enable them to make sound decisions
- Respect confidentiality with regard to all that is discussed in meetings

The Governors Individually

The Governors, individually, will:

- Attend five of the six standard meetings per year (giving priority to these meetings - apologies may be accepted for one meeting per year for reasons other than illness) to ensure that meetings are quorate
- Visit school sufficiently frequently and with suitable focus to fulfil their statutory responsibility for the conduct of the school
- Complete a written report after each visit
- Arrange their visits with the headteacher, who has responsibility for the day-to-day management of the school
- Attend at least one Governor Morning per year
- Communicate with staff to ensure that they are fully aware of developments in any identified area of school development outlined on the School Improvement Plan
- Communicate with staff to ensure that they are fully aware of developments in subject areas for which the Governor has responsibility
- Communicate with staff to ensure that they are fully aware of the progress of year groups for which the Governor has responsibility
- Declare any conflict between personal interests and the interests of the Governing Body and withdraw from the any meeting relating to such interests
- Become involved with the school socially (eg Christmas Fair, Summer Gala, School Performances)
- Undertake training as necessary to support their role within the school
- Respect confidentiality with regard to all that is discussed in meetings

The Chairman of the Governors

The Chairman of the Governors will:

- Fulfil all of the roles for Governors stated above

- Chair all meetings
- Give direction on meetings to the Clerk
- Meet with the headteacher at least once per fortnight to ensure current awareness of issues (as these may prompt the chair to convene a meeting)
- Respect confidentiality with regard to all that is discussed in meetings

The Vice Chairman of the Governors

The Vice Chairman of the Governors will:

- Fulfil all of the roles for Governors stated above
- Fulfil the roles of the Chairman in his/her absence
- Respect confidentiality with regard to all that is discussed in meetings

The Headteacher

The Headteacher will:

- Remain accountable to the Governing Body – both for the functions performed as part of the headteacher's normal role, and for powers delegated by the Governing Body
- Attend all meetings (no apologies will be given for any reason other than illness)
- Meet with the chair at least once per fortnight to ensure current awareness of issues (as these may prompt the chair to convene a meeting)
- Arrange six Governor mornings per year
- Complete three written reports for the Governors per year
- Ensure that the Governors are informed of progress and issues within the school
- Oversee the internal organisation, management and control of the school and implement the strategic framework established by the Governing Body
- Discuss all the main aspects of school life with the Governing Body and expect the Governing Body to both challenge and support the school
- Give the Governing Body enough information to enable it to feel confident that both it and the headteacher are fulfilling their statutory responsibilities.
- Support Governors in fulfilling their role
- Submit a Finance Report to the Governors at least three times each year
- Prepare an annual budget
- Respect confidentiality with regard to all that is discussed in meetings

The School Staff

The staff will:

- Discuss the development of issues (for which they have delegated responsibility) with Governors

- Report to Governors on the progress of Core Subjects in the curriculum
- Share the work of their class with Governors
- Respect confidentiality with regard to all that is discussed in meetings

Associate Governors

Associate Governors will:

- Attend meetings whenever possible (Associate members may be excluded from any part of a meeting when the item of business concerns an individual pupil or member of staff)
- Contribute to the Governance of the school without being a full Governor
- Respect confidentiality with regard to all that is discussed in meetings

Please note that there is no requirement to have any Associate Governors at any school. The role is there to allow members of the community who can make significant contribution to the management of a school but cannot make the commitment outlined above to be involved in the work of the school. Any Associated Governor post would be considered at the invitation of the Governing Body and in full consultation with the Local Authority.