

## **Governors Structure and responsibilities of the board and it's committees**

### **How many Governors?**

The Governing Board (GB) has 11 Governors – 2 parents, 1 Local Authority, 1 member of staff, the Headteacher and 6 co-opted members from the local community. Governors serve a term of office of 4 years unless stated otherwise at election.

### **What are Governors responsible for?**

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Teaching and Learning
- Overseeing financial performance and making sure money is well spent

### **Good Governance means having –**

- governors with the necessary skills, time, commitment, and diversity of perspectives
- clear separation between strategic and operational roles
- positive relationships between the GB and school leaders
- support and advice of an independent professional clerk
- robust processes for financial planning and oversight
- processes for regular self-evaluation, skills audit and training

### **Governor Committees**

The Governing Body works through committees **to support and challenge the school's performance**. The full Terms of Reference for these committees are attached below.

#### **Chairs:**

- **GB Chair** – to provide leadership, ensuring that governors understand their roles and responsibilities and that all members are given equal opportunities to contribute and work as a team to challenge, support and contribute to the strategic leadership of the school. To make urgent decisions on behalf of the board, where delegated to do so.
- **Committee Chairs** – to ensure that the business which the committee is responsible for is dealt with appropriately, that the committee reaches a consensus and reports its decisions to the board.

**ALL CHAIRS** facilitate meetings to ensure they are managed in a timely and efficient manner within the boundaries of the standing orders, scheme of delegation and terms of references.

#### **Committees:**

- **Pay and Appraisal Committee** – HR, staff pay and conditions
- **Business Committee** – budget setting and control,
- **Premises Committee** – safety and security
- **Headteachers Performance Management Committee** – Appraisal and Accountability

With the exception of the Exclusion Panel, Panels are formed as required and any governor may serve on a panel to review a grievance or complaint etc.

### **How does it all work?**

Each committee normally meets once a term with an additional meeting for the annual Budget review. The full GB meets twice in the autumn term and once in the other two terms.

Boards must engage the services of a professional Clerk to Governors who is responsible for convening and minuting meetings, and provide advice and guidance to the board to facilitate its statutory requirements.

All Governors are expected to sit on at least one Committee or Panel with the exception of the staff governor.

Each Committee has no fewer than three Governors, one of whom is the Chair or Vice-Chair of the GB, plus the Headteacher (HT).

Each committee appoints a Chair who liaises with a designated SLT member to plan agendas in conjunction with the Clerk.

If the board elects Associate Governors, they can attend and participate in meetings of the full GB but are unable to vote. However they do have voting rights on all areas of committee business.

### **Decision making**

The quorum for the GB and for voting on any matter is one half of the actual membership of the GB rounded up to whole number, excluding vacancies.

Every decision is determined by a majority of votes of the Governors present and voting, and the Chair shall have a casting vote in the event of a tie.

The quorum for a meeting of all Committees is three governors.

### **Delegation of Powers**

The GB empowers the HT and SBM to manage the school's delegated budget and to incur expenditure for the purposes of and up to the amount specified in the approved budget, paying due regard to any agreed thresholds. The HT and SBM is authorised to operate the cheque and credit card account in accordance with the regulations laid down by Somerset County Council.

Virement from one budget heading to another can be undertaken by the HT and SBM after consultation and agreement with the Chair of the Business Committee, subject to any such decisions being reported back, with reasons given, to the GB.

The GB delegates the approval of statutory school policies in line with government requirement and as appropriate except in circumstances where the approval of the full GB is mandatory eg budget setting. Governors are aware of all policies created or reviewed by the school.

The school leadership team remain responsible for the day to day management and leadership of the school.