

The Role of the Governing Body

The Governance Handbook, published by the Department for Education (DfE) explains that all governing bodies have three core functions:

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

Roles

Headteacher: Runs the school on a daily basis; advises governors; is the main influence on the governing body decisions. Putting the aims, ethos and values into practice.

Governing Body: Determines the aims, ethos and priorities of the school; acts as a critical friend-asking supportive and challenging questions; delegated power to run the school to the Headteacher

Planning and Policy making

Headteacher: Writes and formulates the school improvement plan (SDP); drafts detailed action plans and Self Evaluation.

Governing Body: Involved in planning discussions and decisions through its committees; agrees the final SIP and SEF; ratifies whole-school policies

Curriculum

Headteacher: Supplies information, advice and produces the curriculum plan; determines and implements an appropriate curriculum for the school; advises the governing body on the disapplication of the National Curriculum for any pupils.

Governing Body: Determines curricular policy and agrees the curriculum; establishes a sex and relationship education (SRE) policy; considers any disapplication from the curriculum

Teaching & Learning

Headteacher: Responsible for the standards of teaching—evaluates the standards of teaching and learning and ensures that proper standards of professional performance are established and maintained; Provides special educational needs & disability (SEND) information .

Governing Body: Monitors the standards of teaching; approves the SEND information report.

Pupil Behaviour and wellbeing

Headteacher: Implements the behaviour and safeguarding policy; has the power to exclude a pupil; notifies the governing body of any exclusions; provide reports on pupil's personal development and welfare.

Governing Body: Monitors the behaviour and safeguarding policy and approves the written statement of behaviour principles; Considers parents' representations about an exclusion through a pupil discipline committee; Advises the Headteacher regarding reinstating a pupil

Staffing

Headteacher: Draws up the initial staffing structure based on the school's needs and manages the appointment process

Governing Body: Approves the number of staff at the school and level of the posts; approves the proportion of the overall budget to be spent on staff; Has formal responsibility for managing appointments, but the mechanics of recruitment are normally delegated to the Headteacher; should work within the agreed criteria; appoints the Headteacher

Salaries

Headteacher: Interprets the regulations for the governors; makes performance-related pay recommendations following teacher appraisals.

Governing Body: Approves teachers' salaries, including recommendations from the senior leadership team on whether to award performance-related pay in line with the school's pay policy; determines salary levels for all members of staff; ratifies the statutory pay policy

Personnel

Headteacher: Day-to-day management of staff, for example, deploying, managing and leading all teaching and non-teaching staff and allocating particular duties to them; carries out appraisal of staff. Has delegated authority for disciplinary proceedings.

Governing Body: Deals with disciplinary/grievance issues at the panel stage; approves the discipline, conduct and grievance procedures; carries out Headteacher appraisal; ratifies the appraisal policy; ensures staff receive a regular appraisal of their performance.

Premises

Headteacher: Day-to-day management of the school, including who can enter the premises; complies with health and safety law; decides whether to close the school when there are health and safety risks.

Governing Body: Approves a lettings policy; ensures emergency procedures are in place