

# Northern Counties School Governing Board Handbook

## All Governors will receive the following:

- Welcome letter
- Governing Board Handbook
- Scheme of Delegation
- Safeguarding Training Links
- Central Services Induction

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Board Handbook			
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#### 1. Introduction the purpose of governance

The purpose of governance is to provide confident and strong strategic leadership which leads to robust accountability, oversight and assurance for educational and financial performance. All governance boards, no matter what type of school or how many schools they govern, have three core functions:

Ensuring clarity of vision, ethos and strategic direction

Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff

Overseeing the financial performance of the organisation and making sure its money is well spent

#### Effective governance is based on six key features:

Strategic leadership that sets and champions vision, ethos and strategy.

Accountability that drives up educational standards and financial performance.

People with the right skills, experience, qualities and capacity.

Structures that reinforce dearly defined roles and responsibilities.

Compliance with statutory and contractual requirements.

Evaluation to monitor and improve the quality and impact of governance.

and Structures define the way governance is organised, and Compliance and Evaluation ensure and improve the quality of governance as described in the DfE Governance Handbook.

#### 2. Roles and Responsibilities (Terms of Reference)

#### a. Board of Trustees:

The Board of Trustees has overall responsibility and ultimate decision making authority for all the work of the Foundation. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality



To have financial oversight and ensure proper procedures are put in place for the effective management and safeguarding of funds.

To follow risk management strategies and adopt financial prudence in managing the financial affairs of the Foundation, in so far as these relate to the School.

To raise with the Director of Finance / Finance Committee of any need for significant unplanned expenditure and will discuss options for identifying available funding.

To develop a five-year estate management strategy (in conjunction with the Board of Trustees) which will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet the

#### good standard.

To have regard to the safety of the users of the buildings and the facilities and the legal responsibilities of the Board of Trustees (and/or any others) as owners of such buildings and facilities.

To be involved in the appointment and management of staff to be employed at the School.

To ensure the performance management of all staff is in place, supported by procedures for the proper professional and personal development of staff.

To monitor and review the curriculum with regard to DfE requirements to provide a broad and balanced curriculum.

To be respo



To deputise for the Chair in their absence.

To establish and foster an effective relationship with the Headteacher based on trust and

conjunction with the chair.

participation in and between meetings.

#### e. Headteacher

The internal organisation, management and control of the school.

Formulating aims, objectives and policies for the governing body to consider adopting. Advising on and implementing the governing body strategic framework.

Giving governors the information needed to assist in maintaining school standards.

Reporting to the Governing Board at least three times per year via a H

#### 3. Attendance and Apologies

Good attendance at meetings, both full governing body and committees, is important so that all governors develop a good overall understanding of school business and are involved in making corporate decisions.

The Governing Board shall meet at least thrE01021\*n()]TET4i4T/teW\*nBT/[The)-22053(th000008871059b6i5)-3



### 5. How governors are involved in monitoring

evaluation process which help to raise standards. By being involved in monitoring, governors, working in partnership with the headteacher and teaching staff of the school, will develop a better understanding of how well the plans and policies are working in practice. They will then be able to





- 2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
- 3. We will support the chair in their role of leading the board and ensuring appropriate conduct.

#### Respect confidentiality

- 1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
- 2. We will not reveal the details of any governing board vote.
- 3. We will ensure all confidential papers are held and disposed of appropriately.
- 4. We will maintain confidentiality even after we leave office.

#### Declare conflicts of interest and be transparent

- 1. We will declare any business, personal or other interest that we have in connection with the
- 2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- 3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- 4. We accept that the Register of Business Interests will be published on the school website.
- 5. We will act in the best interests of the school as a whole and not as a representative of any group.
- 6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance resords, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on





# Model Visit Note Template

Northern Counties School - Governor Visit Note Form				
Name	Date			
Purpose of Visit				
School Improvement Plan link (if applicable)				
Governor Comments relating to the meeting				
Key Issues emerging from the discussion impact of policy, action, resources needed?				
Any Suggested Actions? (indicate who is responsible for the action)				
Date report taken to Governing Board meeting				
Governing Board Feedback / Comments				
Name Purpose of Visit  School Improvement Plan link (if applicable)  Governor Comments relating to the meeting  Key Issues emerging from the discussion impact of policy, action, res  Any Suggested Actions? (indicate who is responsible for the action)  Date report taken to Governing Board meeting				