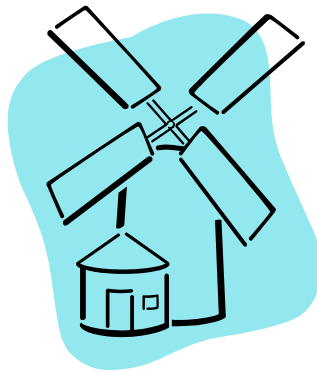


Governor Induction Pack



Millfields Church of England Primary School

Faith, Respect, Courtesy and Endeavour

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Welcome from the Chair of Governors

Firstly, I must thank you for becoming a member of the Governing Body at Millfields. You are giving up your time to support the children's learning, development and pastoral care. I am grateful that you have chosen to work with myself and my fellow governors.

Secondly, you should be aware of how important good governance is for schools. Our role as governors is to support and challenge the Headteacher and the staff to ensure that the children receive the best possible education.

There are many challenges facing a governing body; financial and organisational challenges are, perhaps, the most obvious. The real challenge, however, is that we deliver positive outcomes which impacts on each individual child who attends our school.

I look forward to working with you.

Jackie Grannell
Chair of Governors

Millfields C E Primary School Mission Statement

Faith, Respect, Courtesy and Endeavour

At Millfields C.E. Primary School we seek to help our children achieve within a happy and secure Christian environment. We encourage a love of learning and provide children with challenges, experiences and opportunities that will enable them to grow into caring, confident and contributing members of the community.

Millfields Staff

Headteacher: Mrs Michelle Holford

Deputy Headteacher: Mrs Lindsay Gibson-Phillips

In total Millfields has 11 full or part time teaching staff, and 12 teaching assistants.

A small team of 6 people act as lunchtime assistants.

We also have volunteers who help out including parents and representatives from St Mary's Church

Our site supervisor is Mr. Chris Davis who has a team of cleaners.

Our school meal service is operated by Taylor Shaw Catering Services.

The school office is managed by Mrs. Sue Margerison.

The Governors

Millfields is a voluntary controlled Church of England Primary School. Our Governing body consists of 9 members.

- 2 Parent Governors
 - These are elected by parents. Parents of registered pupils at the school are eligible to stand for election
- 1 Local Authority Governor
 - This person is appointed by the local authority to represent the wider community
- 2 staff Governors
 - 1 of these is the Headteacher who is a governor on an ex-officio basis. Teaching and support staff paid to work at school are eligible for election as staff governors but at least one staff governor in addition to the head must be a teacher.
- 2 Foundation Governors
 - As a voluntary controlled school the foundation governors are appointed to represent the interest of the Church. Appointment is made by the diocese.
- 2 Co-opted Governors
 - These are appointed by the governing body to represent the community. They might live or work in the community served by the school, or persons who do not work or live close to the school, but are committed to the good governance and success of the school

A school governing body has a strategic role in the development of the school but does not become involved in day-to-day management issues as this is the role of the Headteacher.

The Role of the Governing Body

The Education (School Government) (Terms of Reference) (England) Regulations 2000 sets out the role of the governing body. It says:

- The governing body shall establish a strategic framework for the school by:
 - Setting aims and objectives for the school
 - Setting policies for achieving those aims and objectives
 - Setting targets for achieving those aims and objectives
 - The governing body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress
 - The governing body shall act as “critical friend” to the Headteacher, that is to say, they shall support the Headteacher in the performance of his/her functions and give him/her constructive criticism

A summary of the role, is defined by three key principles.

1. To provide a strategic view

This means that the governing body helps to set and maintain the broad framework within which the Headteacher and the staff should run the school

2. Act as a critical friend

This means that the governing body provides the Headteacher with support and offers advice and information but also to provide some challenge. The governing body is there to monitor and evaluate the school's effectiveness and governors should therefore be prepared to ask challenging questions.

3. Ensure accountability

This means that the Headteacher and staff report to the governing body on the school's performance. In turn, the governing body is accountable to all stakeholders on the school's overall performance. Stakeholders include parents, the local authority, the diocese, and OFSTED.

The Seven principles of Public Life

From the Second Report of the Committee on standards in Public Life (The Nolan Committee)

Selflessness

Holders of public office should take decisions solely in terms of public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointment, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Code of Conduct for the Governing Body – See Appendix 1

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors will operate.

The governing Body accepts the following principles and procedures:

We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.

We recognise that our head teacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.

We accept that all governors have equal status, and although appointed by different groups (i.e. parents, staff, LA) our overriding concern will be the welfare of the school as a whole.

We have no legal authority to act individually, except when the governing body has given us delegated authority to do so.

We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfill all the legal expectations as, or on behalf of, the employer.

We will encourage open government and shall be seen to be doing so.

We consider carefully, how our decisions may affect other schools.

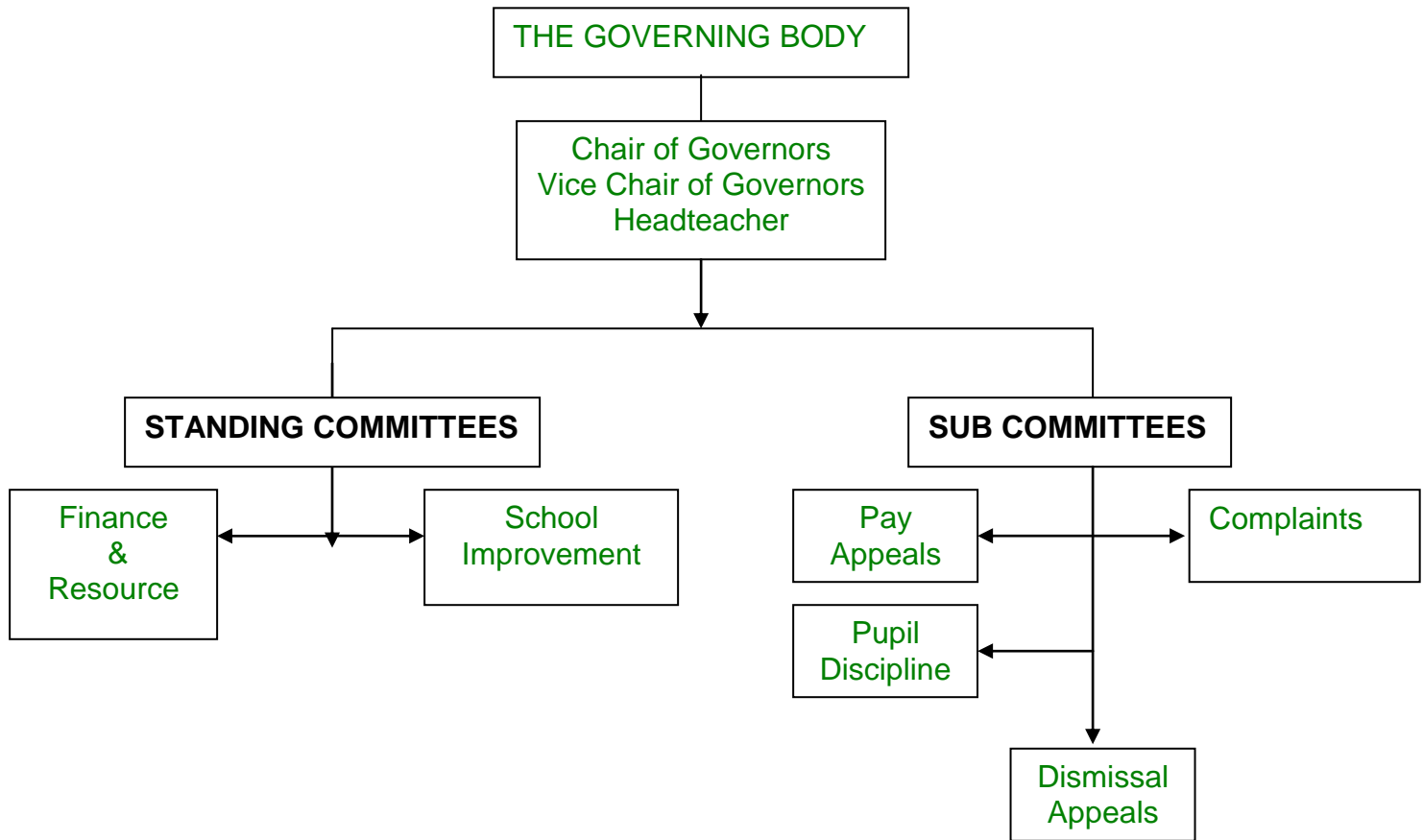
We will work in partnership with the LA to fulfil our obligations to the school.

We acknowledge that accepting office as a governor involves commitment of significant amounts of time and energy.

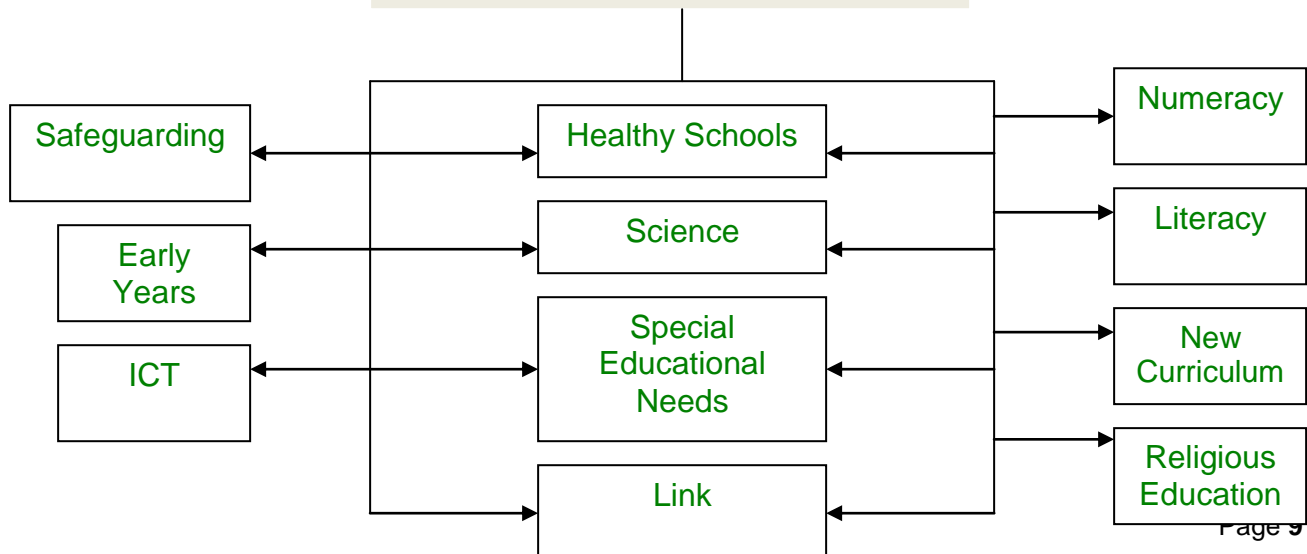
We will each involve ourselves actively in the work of the governing body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.

We will get to know the school well and respond to opportunities to involve ourselves in school activities.

The make-up of the Governing Body



Nominated Governor Subjects



Standing Committee Topics

Examples of subjects discussed at Standing Committees

Finance and Resources Committee

- ❖ Budget setting
- ❖ 2/3 year projections
- ❖ Regular monitoring of budget spreadsheet against actual spend
- ❖ Standard Fund expenditure monitoring
- ❖ School Development Plan obligations
- ❖ School Fund account
- ❖ SFVS
- ❖ Site Manager's report
- ❖ Accidents
- ❖ Fire precautions
- ❖ Health and safety
- ❖ Formula Capital spend
- ❖ Performance Management

School Improvement Committee

- ❖ Standards of attainment and achievement
- ❖ Special Educational Needs
- ❖ School Improvement Strategy
- ❖ National Curriculum
- ❖ Numeracy
- ❖ Literacy
- ❖ ICT
- ❖ Appraisal
- ❖ Staff deployment
- ❖ Leave of absence/holidays
- ❖ Staff well-being
- ❖ Future staffing requirements
- ❖ Disability Equality policy
- ❖ Pay

Sub Committee Topics

Many of these items are legal obligations

Pay Appeals

- ❖ Hears staff appeals against pay awards / levels

Pupil Discipline

- ❖ Considers disciplinary action decision by head against pupils
(no parent governors on this sub-committee)

Complaints

- ❖ Hears complaints by parent
(no governors who visit the school regularly on this sub-committee)

Staff Dismissal Appeals

- ❖ Hears appeals against staff dismissal

What does the governing body do?

- Sets the overall budget of the school
- Decides on the number of staff
- Decides on the level of pay for teachers
- Helps to decide the priorities for the school when the School Improvement Plan is being developed
- Ensures the national curriculum is taught to all children
- Sets targets for pupil achievements
- Publishes national test and exam results
- Compares the performance of their school to similar schools
- Receives information about the quality of teaching in the school
- Has a published strategy for dealing with parental complaints and concerns
- Ensures health and safety issues are addressed
- Sets the times of school sessions
- Consults the Headteacher when making decisions
- Asks challenging questions
- Helps develop school policies and procedures
- Considers the repair and maintenance of school buildings
- Considers the use of school premises outside school hours
- Appoints committees of governors to look at specific issues such as finance, staffing, curriculum and premises
- Inspects the school
- Shares concerns about staff capability
- Has the right to exclude a pupil
- Rubberstamps recommendations from the Headteacher
- Automatically approves all apologies for absence for meetings sent by governors
- Needs to be aware of the performance objectives which have been set for individual teachers
- Offers a school life that incorporates the values of the christian faith throughout the school
- Celebrates the identity and nature of culturally and ethnically diverse groups

The Role of the Chair

The tasks of an effective Chair are listed by OFSTED as follows:-

Effective Chairs:

- Give a clear lead in organising the Governing Body's work, delegates and ensures other governors get involved
- Manage meeting effectively
- Keep other governors fully informed
- Hold regular meetings with the Headteacher
- Co-operate with other agencies to support school improvement

The Chair has a pivotal role to play in helping the governing body work as a team. The Chair must have a clear view of the governing body and understand the shared visions of the school and know how that vision is to be achieved.

Top Tips to becoming an effective governor

By Judy Burgess - Educational consultant for governance

- Don't bring up issues about your own children at governing body level
- Do consider the best interests of the school
- Remember you are equal to all governors
- Remember, decision-making is corporate. Bring your views, but abide by the corporate decision
- You have no power, responsibility or liability as an individual
- Get to know your school. Speak to the Headteacher, the Chair of Governors and the Clerk
- If you wish to, ask for a mentor governor as your first point of contact
- Your volunteer status means getting summaries - don't allow governance to become a full-time job
- Remember, the governing body steers - the Headteacher manages the rowing of the vessel
- If you are a member of a committee, be familiar with its terms of reference
- Respect confidentiality
- Don't become part of a decision-making process where a personal interest or occupation allows you to become biased - declare your interest and withdraw
- If you don't feel you have enough information or are not sufficiently qualified to make a decision then say so – remember, you can always abstain
- Prepare well for all meetings
- Attend training where possible.

