

# Governing Body Roles and Responsibilities

## 1. Ensure the vision, ethos and strategic direction are clearly defined.

### Actions

- ◆ Set priorities for school improvement
- ◆ Agree vision for school
- ◆ Agree improvement targets and strategies

## 3. Ensure there is sound, proper and effective use of the school's financial resources.

### Actions

- ◆ Approve balanced budget for year & half year
- ◆ Monitor & review monthly spend against budget
- ◆ Ensure value for money (*i.e. achieve best education for children by ensuring resources are allocated in line with strategic priorities and used efficiently*)
- ◆ Ensure risks are managed & complete the 'School Financial Value Standard' annually
- ◆ Ensure secure financial management
- ◆ Benchmark to improve efficiency

## 2. Ensure the Headteacher performs their responsibilities for the educational performance of the school.

### Actions

- ◆ Monitor data (National, County & school) for attainment, achievement & absence
- ◆ Review provision for vulnerable pupils & SEN
- ◆ Ensure effective use of Pupil Premium & Sports funding
- ◆ Governor visits to school & Headteacher reports reviewed
- ◆ Staff and pupil presentations to governors
- ◆ Review progress of School Improvement Plan
- ◆ Ensure curriculum is balanced & broadly based
- ◆ Ensure school provides daily act of worship
- ◆ Performance manage Headteacher
- ◆ Monitor performance management of staff and its impact
- ◆ Review staffing structure to ensure impact & efficiency

### Other Responsibilities

1. Ensure statutory requirements are met
2. Ensure safety of premises, pupils, staff and visitors
3. Exercise employer responsibility

### Actions

#### **Policies**

- ◆ Policies updated (as required by Department for Education and Local Authority)
- ◆ Equality Information published annually & objectives every 4 years

#### **Safeguarding**

- ◆ Safeguarding governors appointed & training attended
- ◆ DBS checks & Central Record monitored regularly
- ◆ Adhere to safer recruitment legislation
- ◆ Ensure Child Protection and Safeguarding procedures are in place with staff training reviewed and updated

#### **Health & Safety**

- ◆ Off site visits approved
- ◆ Governor premises checks (termly)
- ◆ Paperwork monitored e.g. risk assessments, COSHH, fire safety, medical provisions etc

#### **Employment**

- ◆ Adhere to employment legislation (as outlined by Local Authority)

#### **Community**

- ◆ Consult/liaise with parents and other stakeholders
- ◆ Ensure written Home/School Agreement is in place
- ◆ Consult/liaise with staff
- ◆ Establish links with community

#### **Information Sharing (via Website)**

- ◆ Publish information as specified in the 'School Information Regulations'