

# New to School Governance

## **Richard Woodfin – Lead Primary Education Adviser**

- HT for 20yrs – inner city school
  - Executive Coach
- Leadership development facilitator

# Thank you

- Responsible role
- Vital to have objective view
- Giving back to the community
- Element of future proofing
- Critical friend – challenge and support in equal amounts.

# Instrument of Governance

- Legal document that established the Governing board
- Describes the constitution and the powers of the Governing board
- Sets out the framework within which the Governing board operates

# Hillingdon Instrument of Governance

# Scheme of Delegation / Terms of Reference

- Set of guidelines that govern the functioning and responsibilities of the Governing board.
- Provide clarity on roles, functions and the decision-making process
- Help ensure effective Governance and accountability in the school.

# Scheme of Delegation / Terms of Reference

# Reflection and Questions





# Composition of the Governing Board

As outlined in the IOG

Categories of Governor – depends on the type of school –

- LA – council appointment / community
- Foundation - Church
- Diocesan appointment
- Parent
- Staff
- Head – ex officio
- Vicar / Priest – ex officio
- Co-opted

Numbers as outlined by the IOG

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# Roles and Responsibilities

- Defined in the Terms Of Reference / SOD
- Strategic direction – performance monitoring – financial accountability – HT performance review – 3 Goves minimum
- Decisions are made in the best interests of the school and the children.

# Decision Making Process

- Decisions made at meetings
- Frequency and format specific to the school
- Full GB / Committee meetings
- Clerking of all meetings – accurate records
- Minutes should be made available to community and other involved stakeholders
- Open and transparent decision making is vital – discussion and debate – consensus building

# Reflection and Questions



# Committee Structure

- Structure explained in the TOR / SOD
- Normal committee's may be:

Personnel

Finance

Curriculum

Disciplinary - pupils

Pay

HT performance

Faith – Ethos

Admissions

Buildings

Appeals – staff / grievance

Complaints

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# Review and Amendment

- Strategic documents – SIP / HT report to Govs / SEF / financial statements / pay recommendations
- Input into - SIP / SEF / pay recommendations / admissions
- HT performance review – targets for improvement
- IOG / SOD / TOR / - on-going review on a schedule

# Information from the school

- Performance – actions taken to improve
- HT reports – main source of info
- Presentations by subject leads to committee of FGB
- Governors should be linked to a specific curriculum area
- SEND Governor, Safeguarding Governor, H&S Governor – important roles
- Ofsted will expect Governors know what is going on in school and how it can improve.

# Reflection and Questions





# Training and Continuous Professional Development

- Governor responsible for finding CPD for Governors.
- Stay up to date – attend training as required.
- Ask if you are uncertain – the school is the first place you should go to check.
- Join NGA or The Key – Schools normally have subscriptions to both or at least one.



# Reflection and Questions



# Glossary of terms

- IOG – Instrument of Governance
- SOD – Scheme of Delegation
- TOR – Terms of Reference
- SIP – School Improvement Plan
- SEF – School Evaluation Form
- FGB – Full Governing Board
- HT – Headteacher
- PM – Performance Management
- NGA – National Governor Association

**AOIB**

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**Thank you.**