



The Governing Body
of
Malden Parochial
Church of England
Primary School

Welcome from the Chair of the Governing Body.

I am pleased to be able to welcome you to an introduction to the Governing Body of Malden Parochial School.

The Governing Body is a collection of volunteers, who have different experiences, that strive to support the school through observation, discussion and the collection of information. The work of Governors and the Governing Body is directed by the Department for Education.

As a governor it is a real pleasure to visit the school and to meet engaged, articulate and confident children who are keen to explain their education to me.

Contents

- ▶ This power point presentation is designed to give you an overview of the structure and functions of the Governing Body of Malden Parochial C of E Primary School

The Strategic Functions of the Governing Body

In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- ▶ a. **Ensuring clarity of vision, ethos and strategic direction;**
- ▶ b. **Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and**
- ▶ c. **Overseeing the financial performance of the school and making sure its money is well spent.**

DfE. The Governors Handbook. March 2019

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Voluntary Aided Schools

Malden Parochial Church of England Primary School is a Voluntary Aided School, which makes it different from other schools.

- ▶ The land and buildings are owned by Merton College
- ▶ The school is funded by the Local Authority
- ▶ The Local Authority (LA), through Achieving for Children (Kingston) provide educational support and services
- ▶ Maintenance and general upkeep of the buildings is the responsibility of the Governing Body through a maintenance scheme organised by the Southwark Diocesan Board of Education (SDBE)
- ▶ The Board of Governors employs the staff
- ▶ The Admissions Policy is determined by the Governing Body in consultation with the LA and the SDBE
- ▶ Pupils have to follow the National Curriculum
- ▶ The Governing Body is responsible for setting the Religious Education and Collective Worship Policies

The Role of the Governing Body

There are three key roles of the Governing Body:

Strategic

- ▶ Sets the general direction of the school and how it should develop
- ▶ Reviews and agrees targets, policies and procedures
- ▶ Monitors and reviews aims and objectives
- ▶ Monitors and evaluates the impact of Policies and actions

Critical friend

- ▶ Works with the Headteacher and understands the challenges faced in managing the school
- ▶ Questions and challenges actions to support further development

Accountability

- ▶ Is a professional body
- ▶ Acts to promote equality, safeguarding and health and safety in the school
- ▶ Monitors the School budget through reviewing the income and expenditure to support the most effective use of funds
- ▶ Gathers views, asks questions and acts for the best interests of the school

Governors are expected to:

- ▶ Get to know the school, its strengths and weaknesses and areas for development
- ▶ Take a personal responsibility for doing the level of preparation required to make an informed and effective contribution to the school
- ▶ Participate in all meetings, asking questions and making observations to challenge issues
- ▶ Report on evidence of fraud, corruption and misconduct to the appropriate authority

The Constitution of the Governing Body of Malden Parochial C/E Primary School

The Governing Body shall comprise of:

- a) Two Parent governors
- b) One Co-opted governor
- c) One Local Authority Governor
- d) One Headteacher
- e) One staff governor
- f) Eight Foundation governors:
 - 1) The principal Officiating Minister of the church of St. John the Baptist
 - 2) Two appointed by Southwark Diocesan Board of Education (SDBE)
 - 3) Five appointed by the Parochial Church of St. John the Baptist, Malden

The total number of governors is 14.

Governors are elected for a period of 4 years.

The Governing Body

The Governing Body.

Governors are volunteers, but, individuals are selected, elected and appointed to provide the variety and range of skills that will support the development of the school.

There is a regular skills audit of Governors that is used to identify any gaps in the knowledge and skill base of the Governors, which is used when seeking new Governors.

The Governing Body takes a corporate, strategic role in the vision and development of the school.

Governors attend training sessions to develop their skills further. These trainings are generally offered by Southwark Diocesan Board of Education or Achieving for Children(Kingston & Richmond).

The Foundation Governors

There are two categories of Foundation Governors; those elected by the Southwark Diocesan Board of Education (SDBE) and those elected by the Parochial Church Council (PCC).

There should always be a majority of Foundation Governors to other Governors in a Church school.

Foundation Governors:

- ▶ have a vital role in a church school supporting and developing the Christian Foundation of the school
- ▶ must be regular church attendees
- ▶ must have an interest in schools

The Local Authority Governor

- ▶ There is always a Governor appointed by the Local Authority
- ▶ This individual is chosen because they possess the skills and experience required by schools

The Parent Governors

- ▶ The Governing Body may have 2 Parents Governors
- ▶ These governors are elected to office by the parents and carers of children in the school
- ▶ They understand and present the views of parents and remind the Governing Body how matters being discussed may affect parents

The Headteacher

The Headteacher is employed by the Governing Body and is the day-to-day professional manager of the school.

The Headteacher is responsible for the internal organisation and control of the school, and for implementing the strategic framework of the Governing Body.

The Staff Governor

The Staff Governor is elected by the members of staff of the school and represents all of the members of staff in the school

Other categories of Governor

The Governing Body is also allowed to appoint Co-opted and Associate Governors to assist the Governing Body to fulfil its role and responsibilities.

These posts are to allow the Governing Body to make use of particular skills and experience that are deemed necessary to support the Governing Body in their aim to be effective.

Some roles have limited voting rights within the Governing Body.

A full list of current Governors and their allocations is available on the School web-site

Meetings and Committees

- ▶ The Board of Governors meets 6 times each year
- ▶ The Governors also attend Committee meetings that have a particular focus on the workings of the school. These Committees meet 4- 6 times each year.
- ▶ The Terms of Reference for these committees are reviewed annually.

Our main Committees are:

- ▶ Curriculum Committee – national curriculum, progress and achievement of the pupils
- ▶ Resources Committee – including Personnel, Finance, Buildings and Health and Safety
- ▶ Admissions Committee – entry requirements (working within Local Authority and SDBE regulations)
- ▶ Faith Committee – regulation of R.E. and SDBE requirements as a Voluntary Aided Faith School, community links

The Chairs of the Committees also meet as necessary

Minutes of Meetings

- ▶ Governing Bodies employ an individual, who is trained and attends regular trainings as the Clerk to Governors.
- ▶ The Clerk to Governors takes the minutes of the meetings.
- ▶ All minutes are reviewed, agreed and accepted by the Committee before submission to the Full Governing Body Meetings.
- ▶ All minutes are filed in the School Office and available for members of the public to read, with the exception of those minutes that are confidential under Part 2 of the Freedom of Information Act (2000).
- ▶ Attendance at meetings is recorded to demonstrate that Governors are fulfilling their responsibilities. Details of attendance will be published on the school web-site.

Governors communications

Governors aim to meet with Parents and Carers, for example

- ▶ attendance at Parent Consultation evenings
- ▶ attendance at as many School events as possible
- ▶ Parent and Staff 'Meet and Greet' events
- ▶ a Governors Newsletter will be distributed via Parent Mail

Governor

Roles and Responsibilities 1

As part of their roles and responsibilities, Governors accept allocations to take responsibility for Statutory areas of responsibility.

Allocations are updated each year.

- ▶ Safeguarding and Child Protection
- ▶ SEND & Inclusion
- ▶ Health & Safety
- ▶ Appraisal and Pay Reviews
- ▶ Relationships and Sex Education in school
- ▶ Staff and Pupil discipline
- ▶ Appeals Committees

Governor

Roles and Responsibilities 2

As part of their roles and responsibilities, Governors accept allocations to take responsibility for :

- ▶ Key objectives on the School Development Plan
- ▶ Links with key subjects in the curriculum – subject to the number of Governors available
 - ▶ R.E
 - ▶ Mathematics
 - ▶ English
 - ▶ Science
 - ▶ Computing
 - ▶ Early Years and Foundation
 - ▶ PSHE
 - ▶ Humanities
 - ▶ Art and Design

Governor

Roles and Responsibilities 3

As part of their roles and responsibilities, Governors accept allocations to take responsibility for other important developmental aspects in the School and Governing Body

- ▶ Governor Training
- ▶ Links with the School Council and School Faith group
- ▶ Links with St John's Church
- ▶ Links with other Organisations and Stakeholders

Governors involvement in the School

A least three times each year the Governors will arrange to be in school to :

- ▶ meet the Staff and Pupils in class
- ▶ meet with Subject Leaders

Governors also aim to attend as many school events as possible:

- ▶ Parent Consultations Evenings
- ▶ Workshops and Presentation Evenings
- ▶ School Events

Governors aim to set an annual Governor's Challenge for pupils of the school

Governors responsibilities for safety and well-being of Staff and Pupils

The Governors also have responsibilities to ensure the health & safety of the school population, which includes their well-being.

We aim to communicate effectively, in all instances, through a range of media.

We expect everyone to be treated fairly and with respect at all times.

We have high expectations of the conduct and behaviour for ourselves , the staff, the pupils and anyone associated with the school.

We have processes in place, which should be followed, for the raising of concerns and complaints at all levels to support any individuals experiencing challenge.

Contact

Governors may be contacted through messages left at the school office by:-

- ▶ Letter via the School office
- ▶ Telephone: 0208 3374804
- ▶ Email: office@mps.rbksch.org

Parents are reminded that in the event of concerns, these should be discussed with the Teacher or Head teacher in the first instance.

Any complaints should follow the 'Complaint's Policy' as seen on the school web-site.