

## **Elmhurst School**

### **Structure and Responsibilities of the Governing Board & Governor Committees**

#### **The governing board has three core functions:**

- a) Setting the vision, ethos and strategic direction of the school;
- b) Holding the headteacher to account for the school's educational performance;
- c) Ensuring money available to the school is well spent.

During the last three years the school's vision and ethos have been agreed following consultation with all stakeholders. The governors, in collaboration with the headteacher and senior leadership team, have developed a medium term strategic plan to ensure that the vision is achieved through an effective strategy. The key performance indicators within this three year strategic plan are reviewed termly by the full governing board.

#### **The Governing Board has a number of committees and working groups:**

1. Pupil Outcomes, Curriculum & Community Committee – meets half termly
2. Finance, Personnel & Pay Review Committee – meets half termly
3. Premises, Health & Safety Committee – meets termly
4. Marketing & Communications Working Group – meets termly

Each committee/working group has its own detailed remit.

The full governing board meets four times each school year.

The governing board employs a knowledgeable and experienced clerk through the Buckinghamshire Learning Trust who supports the effective operation of the governing board and its committees.

In addition:

- The Headteacher's Performance Management Panel of three governors meets twice per year to review & agree the headteacher's performance management objectives and to conduct a mid-year review of progress towards these objectives. The committee is supported by an external adviser.
- The Pay Review Committee is a sub-committee of the Finance, Personnel & Pay Review Committee meets twice per year to review the performance management processes employed by the school and considers pay recommendations from the headteacher. It also conducts a mid-year review of teachers' progress towards performance objectives.
- Governors are also involved in the School's Parents Forum, which was set up to give the parents a clear voice in shaping the future direction of the school

#### **Our current structures allow us to:**

1. Work effectively with leaders to shape and then communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
2. Provide a balance of challenge and support to leaders, understanding the strengths and areas needing improvement at the school.
3. Understand the progress pupils make in each key stage and their levels of attainment and how these compare with national figures.
4. Understand how the school makes decisions about teachers' salary progression and performance.
5. Performance manage the headteacher rigorously.

6. Understand the impact of teaching, learning and assessment on the progress of pupils currently at the school and strategies to improve these.
7. Ensure that assessment information from learners provides governors with sufficient and accurate information to ask probing questions about outcomes for pupils.
8. Ensure that the school premises are safe and improvements to the premises are given high priority.
9. Ensure that the school's finances are properly managed and we can evaluate how the school is using the pupil premium and other sources of extra funding, such as that for pupils with special educational needs and disabilities and the sports premium to improve outcomes for our pupils.
10. Are transparent and accountable, including in recruitment of staff, governance structures, attendance at meetings and contact with parents.

The dates and agendas for committee and main governor board meetings are published in advance and summarised in a forward plan.

The governing board currently rates itself as GOOD following self-evaluation and Ofsted evaluation during a full inspection in July 2015, but is determined to become OUTSTANDING. A detailed action plan has been agreed to support this transition to outstanding. This identifies key improvement themes.

The governing board has also drawn up a detailed Monitoring & Evaluation log which sets out a record of all governors' monitoring activities in respect of the implementation of school improvement activities & evaluation of their impact. This links to the school's One Year Improvement Plan.

Governors have an involvement in formulating & updating the school's Self Evaluation Form and annual School Improvement Plan. Progress made towards achieving the targets in the School Improvement Plan are monitored regularly as above.

Governors visit the school regularly and report back to committees or the main governing board following each visit. There is a guide to governors' monitoring visits.

Governors undertake training as individuals and as a full governing body and the Chair and Vice-Chair of Governors have successfully completed the national leadership development training for chairs of governors.

The Chair of Governors and the headteacher meet with senior officers from the Buckinghamshire Learning Trust (BLT) every term to review the impact of support provided by or commissioned by the BLT.

David Gamble  
Chair of Governors  
June 2018.