



# HILLINGDON

LONDON

To: Headteachers and Chairs of Governing Bodies (maintained schools)

Cc: Clerks to Governing Bodies

17<sup>th</sup> April 2018

Dear Governance Colleagues

## Local Authority (LA) Statutory Duties for School Governance 2018/19

I am writing to confirm the arrangements for the provision of the Local Authority's statutory school governance duties for the financial year, April 1<sup>st</sup> 2018 to 31st March 2019.

All Local Authorities have a duty to provide statutory school governance duties to maintained schools. Therefore, Hillingdon Council has commissioned these duties for a further year from the Governor Support Service (GSS), which is an independent (non-Council) service in Hillingdon. This will ensure that the statutory responsibilities for school governance continue to be provided for maintained schools.

Schools are encouraged to ensure that all governors have access to quality training to support the effectiveness of governance practice in schools and are reminded that schools and governing bodies are free to choose where to purchase such training from. Governors are reminded that this aspect of governance improvement and development is not provided within the Local Authority statutory duty.

## What will Maintained Schools receive as statutory governance support funded by the Local Authority?

- Advice and guidance to schools requiring a legal change to their formal constitution (Instrument of Government). **Maintained schools are duty bound to follow the LA's set procedures.**
- Procedures, advice and guidance to *community and voluntary controlled* schools on parent governor elections. **These schools are duty bound to follow the LA's set procedures.**
- Procedures, advice and guidance to *community and voluntary controlled* schools on staff governor elections. **These schools are duty bound to follow the LA's set procedures.**
- Recruitment and nomination of Local Authority (LA) governors. **Schools are duty bound to follow the LA's set procedures for nominations.**
- Advice and guidance on the removal of Local Authority (LA) governors.

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- Provision of information to new governors, where the Governor Support Service has been informed of their membership. ***GSS will supply an email Welcome Pack with details of local and national governor training information to new governors. Schools should notify GSS of new governors within two weeks of appointment in order for records to be updated on behalf of the Local Authority***
- GSS will retain information on governance in maintained schools by holding copies of all maintained school governing body minutes, current membership and contact details. Chairs of Governors and Clerks are required to ensure that this information is shared and updated on a termly basis and that any outstanding information is kept up-to-date. Please note that the Local Authority will monitor compliance with this activity.

### **Where can I find more information?**

All the guidance documents, procedures and templates relating to statutory governance duties can only be found on the GSS website which is:

<https://www.governor.support/local-authority-statutory-duties/>

Please ensure that your school is using the correct website to access current documents.

The Governor Support Service is managed by Ron Fowler and Melanie Wright.

Please contact the Governor Support Service directly for further advice on the statutory duties provided by GSS for Hillingdon Council.

### **Contact details**

Email – [office@governor.support](mailto:office@governor.support)

Telephone – 01895 717321

Address – Governor Support Service, Unit 1 Britannia Court, The Green, West Drayton, UB7 7PN

### **Queries**

If you have any further questions about this service, please do not hesitate to contact me.

Yours sincerely



**Dan Kennedy**

**Deputy Director**

**Housing, Environment, Education, Health & Wellbeing**