

Governor Support Service

Governor Core Induction

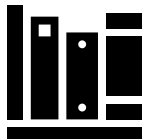
Part One

**Ron Fowler
Sandra D`Souza**



Autumn 2022

Course outline



**Part 1 of the course will consider:
The schools, the frameworks
and the principles of governance**



**Part 2 of the course will consider:
The three functions of the GB and
looking at your own school**



**Part 3 of the course will consider:
Your role in safeguarding and child
protection**

Governor Introduction

- Say hello in the Chat Box and tell us where you're from!




About you...!



- How long have you been a school governor?
- Have you attended a governing board meeting?

Your Governor Support Service -



Log In

Username

Password

Remember Me

[Log In](#)

Upcoming courses

**** Clerks Briefing****
Wednesday 23rd November
2022,10.00am-11.00am

****New Governors and Trustees Induction Course****
Part 1 Wednesday 9th November 2022,
6.30pm-8.00pm
(Covering strategic roles & responsibilities)
Part 2 Wednesday 16th November
2022,6.20pm-8.00pm
(Covering your role in accountability)
Part 3 Wednesday 23rd November
2022,6.30pm-8.00pm
(Your role in safeguarding and child protection)

**** Safeguarding: the governor and governing boards role****
Wednesday 30th November
2022,6.30pm-8.00pm
(A refresher and update for existing governors)

**** Governing the finances (maintained schools)****
Wednesday 11th January 2023,6.30pm-8.00pm

****Meeting with the Ofsted Inspector****
Wednesday 18th January 2023,6.30pm-8.00pm


For details of all courses please follow

Home

Welcome to the Governor Support Service

The Governor Support Service is an independent service offering governor training, advice, guidance and support to all Hillingdon Schools. With over 20 years' combined experience working within local authorities in Governor Support roles, we are able to offer local and legislative advice, support and training to school governors and clerks.

[More](#)



Our services

Advice & Guidance

We provide governing bodies and schools with information, support, and advice to proactively promote and achieve outstanding governance. Schools can access our full range of services by purchasing a service level agreement with us for 2022/2023, or schools can access the training on a 'pay as you go' basis. Please contact us for further information

Clerks monthly briefing meeting

Copies of the October meeting Powerpoint and briefing notes are available. Please log in to download the material.
19th October 2022

DfE Federations Guidance

All categories of maintained school, including voluntary-aided, foundation schools and maintained school nurseries can federate together under one governing body. Follow [link](#) to find out more details
Updated 27th September 2022

DfE What maintained schools must publish online

Clerks to governing boards must remind their boards about the updated regulations. These include school uniform and school opening times.
5th September 2022

DfE Keeping Children Safe in Education

Key Roles and Responsibilities

- Governance principles and competencies
- Expectations of the governor role
- Core functions of the governing board
- The governing board
- Strategic and operational roles
- The Headteacher
- The Chair of Governors
- The Clerk to Governors
- Meetings and effective practice

DfE – [‘Governance Handbook’](#), October 2020

Different types of schools

State funded schools are generally split into two categories:

- LA Maintained Schools

- receive government funding via the local authority
- work with the local authority
- may stand alone, or be **federated** with a group of maintained schools

- Academies and Free Schools

- receive funding directly from central government
- work independently, no LA involvement
- may stand alone, or be part of a **Multi Academy Trust** group (MAT)

LA maintained schools:

Community

Voluntary Controlled

Voluntary Aided

Foundation

Trust

Community Special

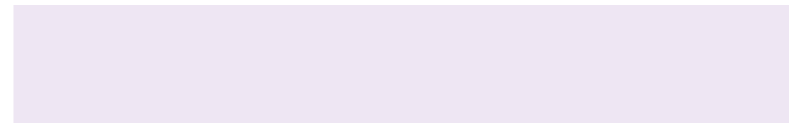
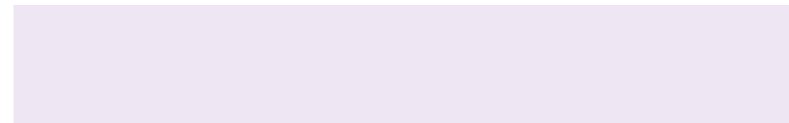
Foundation Special

Directly funded schools:

Single Academy Trust

Multi Academy Trust

Free School

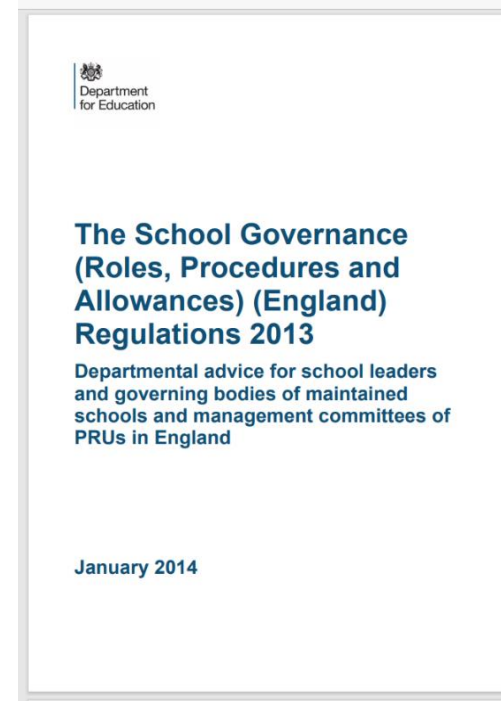
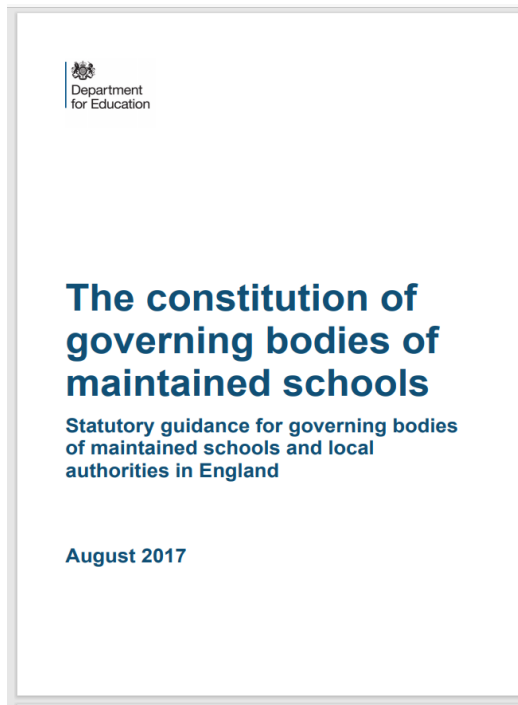


School Responsibilities

	Voluntary controlled	Voluntary aided	Community	Academy
Own admissions authority?	No – via LA	Yes	No – via LA	Yes
Own employer of staff?	No – via LA	Yes	No – via LA	Yes
Owens own land and buildings?	No	No	No	Depends
Revenue funding via	LA	LA	LA	Central gov
Charitable status	Exempt charity	Exempt charity	No	Exempt charity

Governance principles and legal duties

Maintained Schools

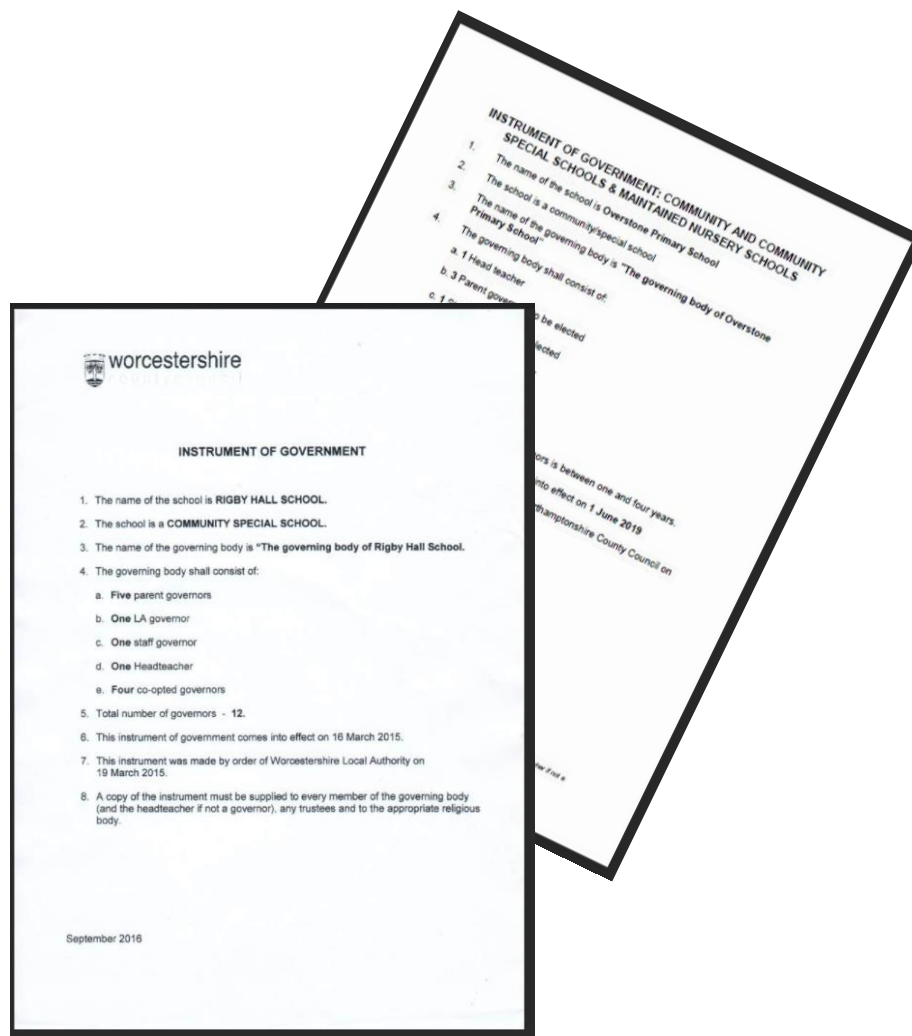


The constitution of a maintained school governing board is laid out in a document called the Instrument of Government.

This document states how many of each type of governor you may have. All governors must have a copy of this – ask if you haven't seen yours!

The Instrument is a legal document and is signed of by the local authority.

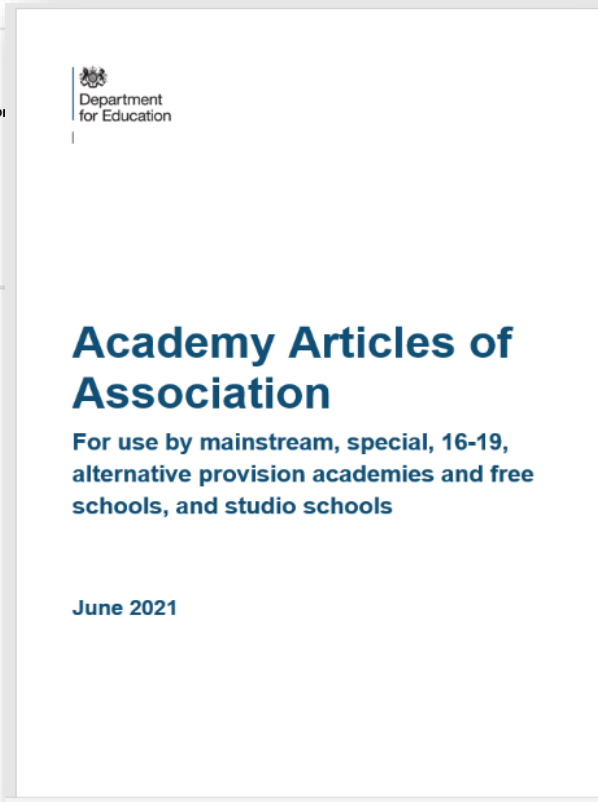
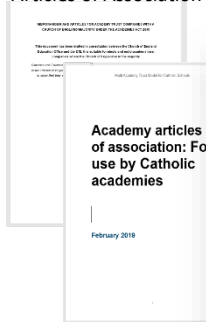
GBs can amend their Instrument if they wish, but there are legal parameters to adhere to.



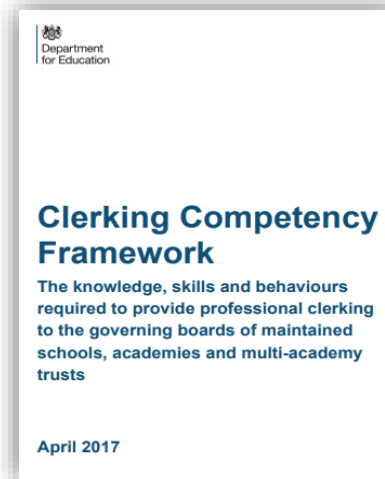
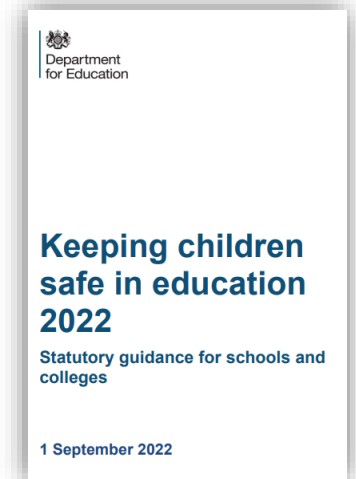
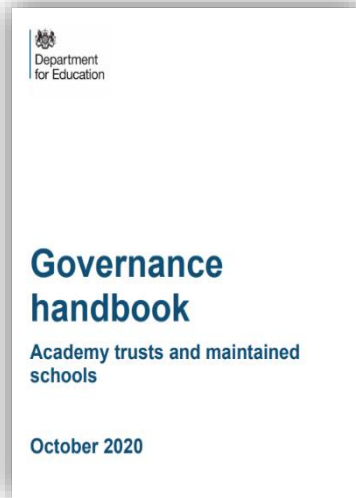
Governance principles and legal duties

Academy Schools

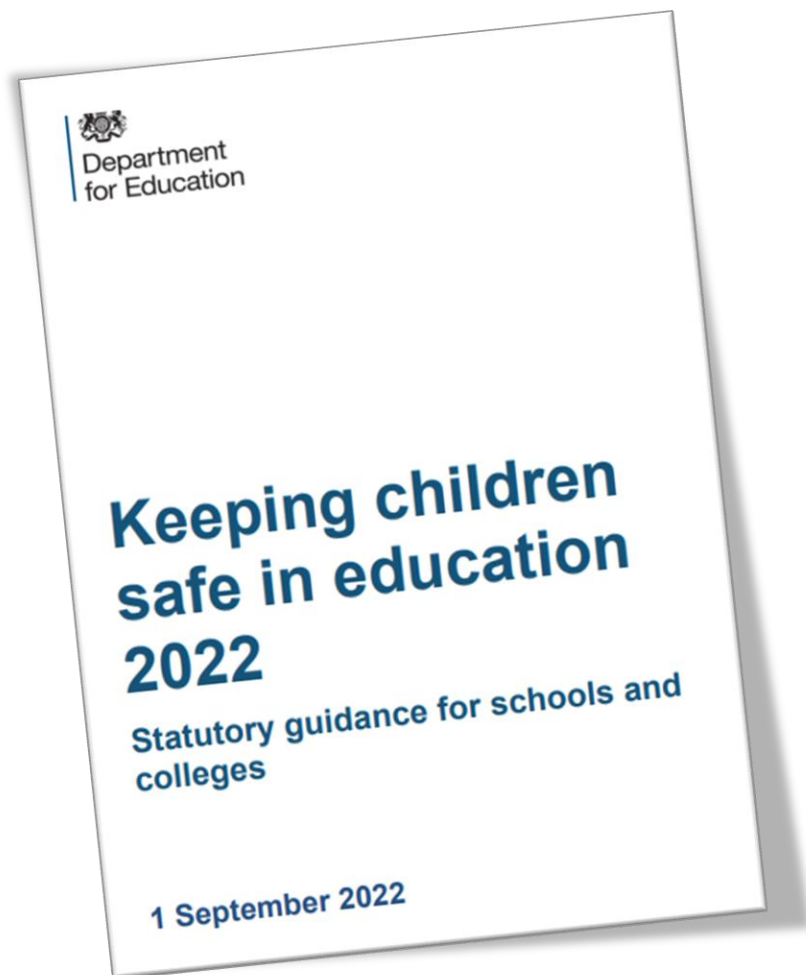
+ Articles of Association for Faith Schools



Governance principles and legal duties (All Schools)



Keeping Children Safe in Education



- This document is updated each September
- All governors need to read Part One as a minimum!

Core strategic functions

- GBs should operate as **non-executive boards**.
- All boards, no matter what type of schools or how many schools they govern, have three core strategic functions.

1

Ensuring clarity of vision, ethos and strategic direction

- Ensuring school's vision and ethos are strongly reflected throughout the school and in its delivery of education functions
- Engaging with stakeholders
- Meeting all statutory duties

2

Holding executive leaders to account for the educational performance of the organisation and its pupils

- Using data to provide challenge and hold leaders to account for teaching, achievement, behaviour and safety
- Strengthening school leadership, inc GB skills
- Performance managing HT
- Contributing to school self-evaluation and evaluating GB's impact.

3

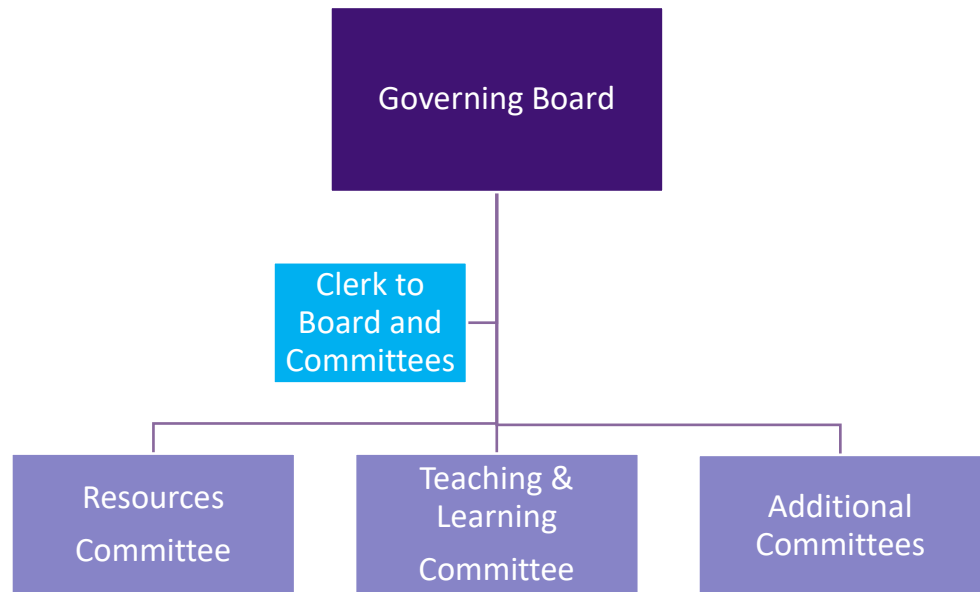
Overseeing the financial performance of the organisation and making sure its money is well spent.

- Ensuring solvency
- Effective and lawful personnel practices
- Effective and lawful financial management
- Effective use of pupil premium and other resources to overcome barriers to learning

Maintained School Governing Board

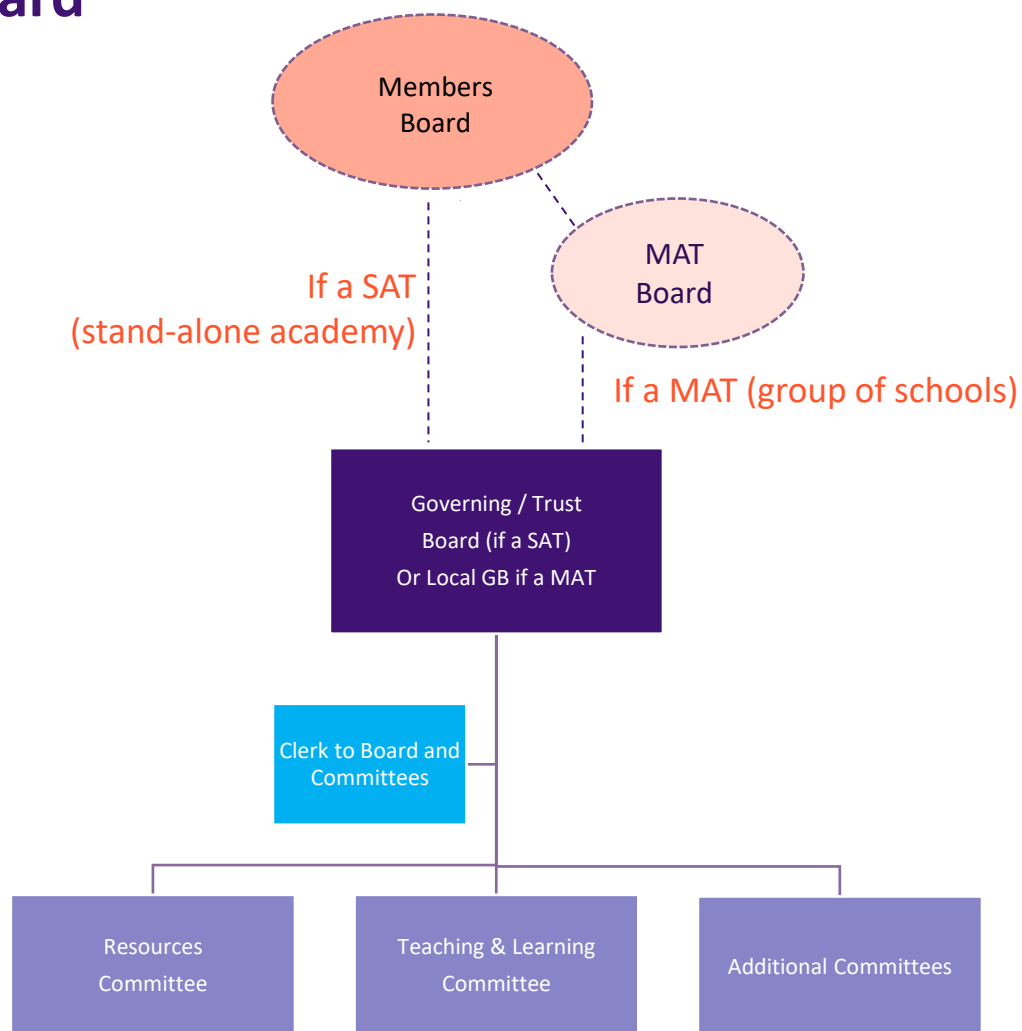
Maintained schools are part of the local authority (LA) school system.

- In practice, the LA's involvement in running a school is limited and governors exercise most oversight, although the board must comply with the LA's financial regulations.
- Community, voluntary, and foundation are all types of maintained schools.
- Depending on the type of school, the governing board may also be the legal employer and admissions authority, and own or manage the land.



Academy School Governing Board

- Academy Trusts receive funding directly, not via the local authority (LA)
- Can be a stand-alone single academy (SAT), or part of a group of schools in a Multi-academy Trust (MAT)
- The 'Members Board' is min 3 (DfE prefer 5, & recommend members are NOT also on the Trust board).
Members Board is NOT involved in running the school; must meet once a year, usually approve the Articles of Association & receive the audited accounts.
- GB comprises of governors who are Trustees and also Directors.
- In SATs, the number of govs & how appointed is set out in the Articles of Association.
- In MATS the school Local Governing Board is fixed by a Scheme of Delegation



Committees and Governors...



Tell us about your school governing board committees?



“A meeting that is not quorate is NOT a meeting!”

All meetings, whether of the full Governing Board, a Members Board or a Committee, must be ‘quorate’. This means there must be sufficient, authorised people present in order to make a decision.

In Maintained Schools -

- For the full GB this is 50% or above of the number of current governors in place (vacancies don’t count)
- For Committees this is a minimum of three people - and check the Committee Terms of Reference for any higher minimum stipulated. Some governors may be excluded from the quorate number (e.g. governors who are members of staff may be excluded from a Staffing Committee quoracy - which means if they are permitted to attend it would be in an advisory capacity only and they’d have no voting rights)

In Academies -

- The DfE Model Articles stipulate for a full GB meeting there must be present either three trustees, or one third of the trustees holding office - whichever is the greater. Check your own Articles for any deviation.
- Academy committees must contain *a majority of academy trustees* - but any definition of number would be in the Articles.

People may become governors via different routes...

e.g. -

- Co-opted
- Elected – by the parents or by staff (academies do not have to have staff governors)
- *Nominated* by an outside body (e.g. the local authority or a foundation or trust) and then, *if approved by the GB*, appointed by the GB
- *Appointed* by the diocese (church schools) or a trust or foundation
- Ex-officio - there by virtue of their seat of office (*e.g. headteacher, vicar*)

Once sitting on the governing board, ALL governors have equal status, ALL are subjected to same rules and ALL have to maintain the same Code of Conduct, confidentiality requirements etc
- even a maintained school's LA governor!

Associate Members....



- Can be a valuable addition to a GB
- Appointed usually for specific skill sets or experience
- Sometimes incorrectly called '*Associate Governors*'
- Are NOT 'GOVERNORS'
- Have no voting rights at full GB level, but may be given voting rights (and even Chair) a subcommittee of the GB
- Can NOT make up the Quoracy number at a full GB meeting

Questions?



Course summary



Part 2 of the course will consider:
The three functions of the GB and looking
at your own school

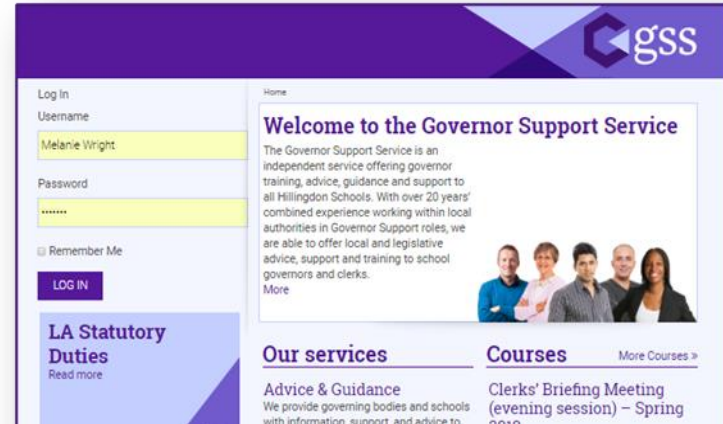
*See you on Wednesday 16th
November 2022 at 6.00pm*



Governor Support Service
Based in Hillingdon and
supporting governors and clerks
throughout the borough and beyond

Email: office@governor.support

Website: www.governor.support



New Governors Welcome Checklist

Purpose:

- To welcome new governors to the governing board and enable them to meet other governors and members.
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- To meet the headteacher, staff and children.
- To explain the partnership between the headteacher, school and governing board.
- To explain the role and responsibilities of governors.
- To give background material on the school and current issues.
- To give new governors an opportunity to ask questions about their role and/or the school.
- To explain how the governing board and its committee's work.
- To allow new governors to join the most appropriate committee(s).

New Governors will:

- Be welcomed to the governing board by the chair.
- Be invited by the headteacher for an introductory meeting and tour of the school.
- Have the opportunity to meet informally with the chair.
- Have the opportunity to review their first meeting with the *chair/mentor/buddy*.

New Governors will receive an Induction Checklist outlining information to be provided and action required during the first few months in the role. Information will be provided in various formats (paper, online, verbally) and will be annotated as received/actioned on the checklist.

New governors will receive a welcome letter from the clerk on behalf of the governing board and a pack of information with a copy or access to the following documents:

- Governor details form, governing boards may use as part of pre-appointment checks.
- Register of Business/Pecuniary Interests
- List of current governors and contact details
- Code of Practice/Conduct
- List of meeting dates
- Instrument of Government/Copy of Academy Trust Articles of Association
- Minutes of the last two governing board meetings
- List of committee membership, with terms of reference
- The Department for Education link to access the 'Governance Handbook'
- School Prospectus (*if applicable*)
- Details of The Governor Support Service termly training and development courses (and how to register on the course booking system)

- Username and password for Governor Support website
- Contact details for the school
- A calendar of school events
- Recent school newsletters
- Access to or a copy of the School Development Plan
- Access to or a copy of the last Ofsted report (and action plan if appropriate)
- Details of how to access all school policies
- Access to the school self-evaluation
- Plan of the school
- School staff list including subject areas
- School's visitor policy and/or governor visits policy
- Link to school website

Areas that the headteacher brief will include:

- Background to the school
- Current issues facing the school
- Visiting the school
(there may be a visits policy in place for reference)
- The relationship between the headteacher and the governing board

Areas that the *chair/mentor/buddy* brief will include:

- An overview of the governor's role
- How the full governing board and committee meetings are conducted
- Governors' responsibilities regarding pecuniary interests
- How to propose agenda items
- Governor training

New governors will be asked to complete and sign the Induction Checklist (see next page).

The Link Governor *(if you have one)* will provide support and information as required and will be responsible along with the new governors for ensuring the Induction Checklist is completed. A copy of the completed checklist will be kept in school and the original retained by the governor.

New governors will be required to apply for an Enhanced Disclosure and Barring Service (DBS) check.

New governors will be required to read the current DfE Keeping Children Safe in Education document and sign to confirm.

NEW GOVERNOR INDUCTION CHECKLIST

Please indicate when you have: -	Completed	Date
Been welcomed to the governing board by the chair		
Met with the headteacher for an introductory meeting and tour of the school		
Met informally with the chair or an existing governor		
Completed an application form for an Enhanced Disclosure and Barring Service (DBS) check		
Completed the 'Governor Declaration of Interests Form' Completed your governor application form (usually done before appointment/election).		
Reviewed your first meeting with the chair/governor (if required)		
Completed the Governor Support Service 'Introduction to Governance' course		
Been allocated a 'buddy'		
Completed Safeguarding E-learning and read current DfE Keeping Children Safe in Education document		
Completed Channel Awareness and Prevent Duty E-learning		
Please indicate when you have received: -	Completed	Date
The Department for Education link to access the 'Governance Handbook'		
School Prospectus (if applicable)		
Details of the governing board committees including their terms of reference		
Details of the Governor Support Service governor training programme		
Dates for future governors' meetings		
Copies of the minutes from the last two full governing board meetings		
Details of how to contact other governors		
Contact details for the school		
A calendar of school events		
Recent school newsletters		
Access to or copy of the School Development Plan and School Self Evaluation Form (can be combined as one document)		
The latest OFSTED report (and action plan if appropriate)		
Details of how to access all school policies		
Plan of the school		
School staff list including subject areas		
School's visitor policy and/or governor visits policy		
A copy of the Instrument of Government (maintained schools only)		
A copy of or access to The Articles of Association (Academies only)		
Code of Practice/Conduct		
Link to the school website		

