Governing Body Checklist Autumn 2019

Recommended actions

(S) indicates a statutory requirement

➢ Elect your chair and vice chair of governors (do please make sure the governing body have a written procedure for this) (S)

➢ Agree dates of meetings for the year, including committees/panels such as staff/pay panel and HT performance management panel

➢ Appoint Headteacher's Performance Management Panel (if not agreed in Term 6).

➢ Review your scheme of delegation (S) and committee membership including governor roles. The latest version of the scheme 2019/20 for both academies and maintained schools is available on Right Choice for Schools. Once you have logged in, go to School Governance Resources, Subscribing Schools and you will find it in the Guidance Documents area.

➢ Sign the GB Code of Conduct

➢ Update your 'declaration of interests' and it is good practice to refer to it at every full GB meeting - School Governance Team can provide a template for this

➢ Review performance data, including KS 1/2 SATs, EYFS, phonics or GCSE/A level results etc.

➢ Evaluate what you achieved last year - review objectives set for the governing body last year and set new objectives and focus for this year

➢ Agree the school development plan and when to review

➢ Review of safeguarding audit and action plan

➢ Ensure the governors' page of the school website is up to date - publish structure and attendance details

➢ Review the impact of committees and confirm Governor Roles:
- Link to School Development Plan (SDP)
- Subject links, committees and panels
- Link to Ofsted criteria/statutory roles

➢ Pay Policy
- Adopt a model pay policy for 2019/20 and make available to staff
- Performance related pay reviews must take place for all teachers by the 31 October 2019 and for Headteacher/Principal by 31 December 2019. Contact the Wiltshire Council HR Team for further guidance

If appropriate

➢ Plan the induction of any new governors and encourage them to book onto a Governor Services' induction training day.

➢ Think ahead about safer recruitment training for your governors – available from Virtual College (not Governor Services). Places are limited and need to be booked well in advance of the required need. For further details contact Sylvia Hailstone and team Sylvia.hailstone@wiltshire.gov.uk

➢ Consider ways of letting everyone know who the governors are and what they do

➢ Review your aims/vision statement

➢ Policies – check review cycle.

➢ Skills audit – identify training needs.

Governor information from DfE

The Department for Education (DfE) expects that details about those governing in maintained schools and academies must be uploaded to Get Information about Schools (the DfE's database of all schools in the country).

https://www.get-information-schools.service.gov.uk/

On the 3rd September 2018, a revised edition of **Keeping Children Safe in Education** came into effect. The guidance outlines what schools and colleges must take into account to safeguard and promote children's welfare. This document is statutory guidance that schools must follow and is essential for ensuring that safeguarding arrangements are compliant with the law. Those governing and senior leaders, particularly the designated safeguarding lead and governor/trustee responsible for safeguarding, should read this document carefully and ensure that the schools' child protection policies and procedures are up to date. The governing board should also gain assurances from the senior leadership team that "all staff in their school or college read at least Part one of the guidance".

Right Choice

The Right Choice website provides a single site for all schools to view Wiltshire Council services and the Governor Module has now been launched. This has been populated with a range of support materials including:
- Previous newsletters
- Guidance documents
- Training courses
- Weblinks

Those schools who subscribe to the Wiltshire School Governance service can access these additional resources. You will need to login into Right Choice. To do that please follow the guidance attached to this newsletter. Then click on:
- Services
- School Governance
- School Governance Subscribers' page

From there you will be able to access all the other Governor resource pages.
Right Choice is also now the place to access and book onto training and CPD for governors and trustees.
It has replaced the previous Wiltscpd website which is no longer being populated.

Right Choice
For your school