



Chess Valley
Primary
Learning
Trust



Your Governing Body

Why Have Governors?

The Governing Body works in partnership with the school to provide the best possible educational experience for its pupils

What Governors Do

The role of the Governing Body is a strategic one and is key to the effectiveness of the school. Its key functions are to:

- Set the aims and objectives of the school
- Set the policies for achieving those aims and objectives
- Set the targets for achieving those aims and objectives
- Monitor and evaluate the progress that the school is making towards achievement of its aims and objectives
- Be a source of support and challenge to the Headteacher

The Headteacher is responsible for the internal organisation, management and control of the school and implementation of the strategic framework established by the governing body.

The full Governing Body meets twice per term. These meetings carry out formal business, receive reports from committees, ratify decisions made in them and discuss the management of the school. However, much of the work is delegated to committees which meet termly. All governors are members of at least one of these committees.

All governors are encouraged to visit the school to look at a particular area of school life. These visits are separate from the informal visits all governors are encouraged to make so that they can get to know the school, staff and children. Governors also attend training courses which are run by the Local Authority.

How The Governing Body is Made up

Local Governing Bodies – LGBs (9 named governors with portfolio – excluding staff, Headteacher & Clergy)

Type of Member	Number	Term of office	Election method
Foundation/Community Governors*	7	4 years	LGB proposed & Trust Board approval
Parent Governor	2	4 years	Parent nomination & election
Staff Governor	1	4 years	Staff nomination & LGB appointed
Headteacher	1	Whilst in post	Ex officio
Clergy** (in church schools)	1	Whilst in post	Ex officio
Associate Governor** (only in community schools)	1	Annually	LGB proposed & Trust Board approval

All Governors serve a 4-year term after which they must stand-down, be re-elected or re-appointed. The Headteacher is appointed by virtue of their office. Parent Governors can serve until the end of their term even if their child leaves the school before the end of their term.

The Committees

Our Governing Body has two committees which meet at least once per term.

Resources Committees

Oversees the school budget; allocating money for salaries, heating, repairs, maintenance and the day to day running expenses of the school. This Committee is also responsible for staffing and personnel matters. It oversees the appointment of staff and ensures all personnel procedures are implemented. It regularly reviews the staffing structure of the school. It also has the responsibility of regularly carrying out safety checks to make sure that the school is complying with the relevant aspects of Health & Safety legislation.

Pupils Committee

Oversees the delivery of the National Curriculum within the school. It reviews school policies on such things as sex education and makes sure that the requirements of children with Special Educational Needs (SEN) are met.

The Pupils Committee also implements channels of communication between the parents, school and community.

As well as these committees, working groups may be set-up to undertake a specific body of work reporting to the full Governing Body.

Other committees such as the Pupil Discipline Committee, Employee Grievance Committee etc will meet as and when required.

Governors With Specific Responsibilities

All governors are allocated an area of responsibility as detailed below:

- Chair (inc Governance & Leadership)
- Vice Chair
- SEND and Inclusion
- Resources (inc H&S)
- Finance & School Fund
- Admissions and Attendance
- Curriculum and Standards
- Safeguarding and Vulnerable Pupils
- Staffing - HT or Head of School
- Development, Community and Communications (inc Fundraising)
- Staff Governor
- Associate Governor

Governance and Chess Valley Primary Learning Trust

All governors are required to report back to their associated link trustees on a regular basis. The Link Trustees provide support and oversight of the Local Governing Body.

How Do I Contact a Governor?

Whenever required, Governors can be contacted through the school office.