

#Confidence #Kindness #Honesty #Courage

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Coleshill Heath School
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Coleshill Heath School Information Sheet

Who are the Governors and what do they do for the school?

Dear Parents/Carer,

We have often been asked about the role of the Governing Board and the work it does in school. We thought it might be useful to try and answer some of these questions and let you know who the current Governors are. Please do let us know if this is useful and if there are any other questions we can answer for you. *[Please note this is subject to change once we become a MAT].*

With kind regards,

The Coleshill Heath School Governors



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Q. What is a governing board?

The governing board is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing board aims to ensure that children are attending an effective school which provides them with a good education and supports their well-being. Over the past decade governors' responsibilities have grown and the 'Every Child Matters' agenda means that schools are now accountable for children's health and well-being in the community and for a wide range of extended services out of school hours.

Q. What does it do?

The governing board must meet for **at least** three full meetings in an academic year but extra-ordinary meetings may also be called. Governors must make full efforts to attend all meetings (some held virtually).

Governors are all members of sub-committees which fall into the broad categories of:

- ◆ Finance and General Purposes (including Health & Safety and Site & Buildings)
- ◆ Scrutiny and Outcomes
- ◆ Personnel/Pay
- ◆ Exclusion

Sub-committees meet regularly between full governing board meetings and extra-ordinary meetings can be called at any time if an urgent matter arises. The full governing board can delegate powers to the sub-committees to make decisions on its behalf and to report back. This avoids the need for all governors to discuss and make decisions on relatively minor issues.

The full governing board will make strategic or urgent decisions only after full discussion and consultation with its members and other interested parties.

Governors are responsible for setting the values, aims and objectives for the school and play a full part in setting targets for and monitoring levels of pupil achievement. They are responsible for the appointment of teaching and non-teaching staff, Headteacher Performance Management review, budget setting and the maintenance and development of the school premises.

Governors are not responsible for the day to day management of the school.



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Q. Who are the governors?

The governors are representative of stakeholders in the local community and they are appointed in various ways. These may include:

- the headteacher and an elected member of staff (Staff Governors)
- two elected parents (Parent Governors)
- one local authority appointed (Local Authority Governor)
- seven co-opted governors - as determined by the Governing Board (Co-opted Governors)
- non-voting associate member appointed by other governors to work in specific areas e.g. finance (Associate Member)

There are a recommended number of governors from each group, depending on the size of the school. These will be detailed in the Instrument of Government which is the document that records the name of the school and the constitution of its governing board.

Q. Why do they do it?

The governors are members of the local community who care deeply for children and who wish to support the school and provide the best opportunities possible for the future development of its pupils.

Q. Are they paid?

No. Governors work entirely voluntarily and expenses are only paid in exceptional circumstances.

Q. How long are they in post?

Four years. At the end of this time they may be re-elected or re-appointed.

Q. Are they trained?

Training is available in specific areas, and they are seriously encouraged to consider undertaking relevant courses, but it is optional.



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Q. How must they behave?

Governors must work as a team but must be individually prepared to spend significant amounts of time and energy being actively involved in the work of the governing board. They must spend time in school and get to know it well and must actively support and, if necessary, challenge the headteacher.

Governors must act fairly and without prejudice in all employment matters and work effectively with the headteacher, staff, parents, the local authority and other relevant groups in the community. In making or responding to criticism or complaints they must follow established procedures.

They must observe complete confidentiality in matters concerning specific members of staff or pupils, both inside and outside school, and must not reveal the details of any governing board vote.

Q. Can they act alone?

No. Governors can only speak or act independently if they have been given authority to do so by the full governing board and then only after a response has been agreed. They must not respond to individual complaints but must refer the complainant to the headteacher.

Q. Does the Chair of Governors have more authority than the others?

Like all other governors the Chair only has one vote but in the case of an equal number of votes on an issue the Chair also has a casting vote. In urgent matters and in the best interests of the school a Chair can also make a decision on behalf of the governing board but this action must be reported back to governing board.

Q. Who are our governors?

Liz Byrd, Sharon Ealing, Caroline Fisher (nee Budd), Mel Fitter (*Chair of Governing Board*), Nicole Fowles, Dr Rizwan Rafi, Narinder Singh, Zoe Smyth, Manisha Vadgama, Sarah Vogel (*Vice-Chair of Governing Board*), Cathie Whiting, Martin Dyke (Associate Member).

As at January 2025

