**St Peter’s Primary CE(VA)**

**Primary School**

**Governor Charter**

**Mission Statement:**

At St Peter’s the life and teachings of Jesus Christ are at the heart of our school. Here pupils are valued, cared for and developed to their fullest potential; spiritually, intellectually and physically. The nurturing environment encourages and challenges the pupils to be creative, responsible, tolerant and have a love of learning to become citizens of the World who contribute to society.

**Three Core Functions of the Governing Body**

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| [Ensuring clarity of vision, ethos and strategic direction](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/first-core-function-clarity-vision-ethos-and-strategy/?marker=content-body) | [Holding executive leaders to account](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/2nd-core-function-holding-executive-leaders-account/?marker=content-body) for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff | [Overseeing financial performance](https://schoolgovernors.thekeysupport.com/school-staff/school-finance/financial-monitoring-reporting/governors-role-school-finance/?marker=content-body) of the organisation and making sure its money is well spent |

**This is done through…**

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| Setting school vision and reviewing. | Headteachers reports | Set the budget |
| Reviewing school self- evaluation document SEF | Link governor meetings | Monitor budget reports x 3 to full governors |
| Monitoring | Agreeing policies | Monitor budget reports x 3 to finance committee |
| Attending school activities | Headteacher performance management | Review benchmarking documentation |
| Supporting appointment of high-quality staff. | Ensure statutory requirements are met. | Review SFVS documents |
| Positive relationships between staff and governors. | Ensuring Governors skills are used in the right committees to effectively support and challenge leaders. | Scheme of delegation |
| Completing a review of effectiveness of the governing body | Data reports | Financial audits |
|  |  | Review pupil premium spending |
|  |  | Review PE spending |
|  |  | Ensure financial controls in place. |

**Sources of information provided to Governors…**

* External advisors’ reports
* Updates from ‘The Key’
* Governor information handbook
* Headteachers report
* Presentations from school staff, pupils.
* Subject leader report
* School visits (formal and informal) – pupils / staff
* Data analysis
* Attendance / behaviour reports
* School self-evaluation reports
* Questionnaires to parents
* Parent ‘coffee afternoon’ events

**Expectations:-**

* The school will follow the relevant processes for appointing foundation, LA, parent and staff governors.
* No person will be able to hold the role of Governor without first completing a DBS. This should be completed in the first three weeks after appointment. If the term of office is renewed, another DBS will be undertaken.
* Governors will follow the adopted Code of Conduct.
* An induction meeting, will be held with head, Chair of Governors and new governor, and induction tasks completed.
* Governors will attend welcome to governor training or equivalent as well as safeguarding training.
* Governors will complete a skills assessment to allow the school and Chair of Governors to place them in roles or committees that match their expertise.
* Governors may need to attend other training link to their role eg safer recruitment, chair and vice chair briefings.
* Governors will be assigned a committee and a link governor role, they will also be expected to attend full governors’ meetings and take part in working parties.
* The headteacher, chair, vice chair and clerk will meet to set the agenda for full governors meetings.
* Governor meetings should not surpass and hour and a half.
* It is expected that governors will attend meetings fully prepared with documentation read ahead of the meeting.
* Documentation will be sent out at least 7 days in advance of the meeting. In the case of the governor information pack, this will be sent out as soon as it is available.
* Questions from Governors to be discussed should be sent into school before the meeting – at least one per governor, clarification questions or general enquiries can be asked at any time.
* If unable to attend a meeting, apologies must be sent. If on two occasions governors have not been able to attend a meeting and have not sent apologies they will forfeit their position on the governing body.
* Key agenda points at committee meetings will be decided at the end of each meeting to supplement the standard agenda items. Additional agenda items can be requested up to two weeks before the meeting is due to be held.
* Chairs of committees are expected to summarise key discussions at the next full governing body meeting. They also will complete an impact statement at the end of each academic year on what the committee has achieved.
* Minutes of meetings will be shared within three weeks of the meeting being held.
* It is expected that governors will undertake a school visit at least once a year. This could be informal for school events or whilst conducting a learning walk. These will follow written protocols.
* Link governor meetings will take place each term these could tie in with above. Documentation should be completed with the staff member and returned to the headteacher within three weeks of the meeting being held.
* Chair of the two committees will write an impact statement for parents to be published at the end of each academic year.
* The Chair of Governors will write to parents each term, other parental engagement activities such as questionnaires or coffee morning will be put in place as appropriate.