

## WILLIAM HOGARTH SCHOOL - GOVERNING BODY FRAMEWORK

### 1. Background

1.1. This document sets out the agreed framework to support the Governing Body ('GB') to fulfil its role and responsibilities. It is based on a collective approach, and is intended to come into effect from the Autumn term, 2020. It is intended to provide a clear and flexible framework that can be easily reviewed, revised and adapted to meet the GB's needs.

1.2 There is a combination of meetings, whole GB school visits (or 'Governor Days') and Panels for Pay, Head Teacher Performance Management ('HT PM'), Appeals and Budget. On occasions the GB may need to institute other panels or work groups. The framework will be supported by a handbook for governors which will include more detailed guidance relating to the LINK Governor roles, compliance items and agenda menus.

### 2. Yearly Overview

Autumn Term 2020		Spring Term 2021		Summer Term 2021	
Meeting*	Gov Day	Meeting*	Gov Day	Meeting*	Gov Day
Business - fitness for purpose	School improvement	Business - fitness for purpose	School improvement	Business - fitness for purpose	School improvement
Link governor monitoring		Link governor monitoring		Link governor monitoring	
HT PM Panel Pay Panel		HT PM Panel monitoring Budget Panel			
Governor presence at a school event		Governor presence at a school event		Governor presence at a school event	

\* Paperwork and supporting material will be provided 10 days prior to meetings, with governors to review materials ahead of meetings to support effective and efficient governance.

### 3. Meetings

3.1 There will be six meetings (with their main focus alternating between business and school improvement). Ideally the meetings should be no longer than 1.5 hours long and will be evenly spaced over the academic year. Three of these meetings will be incorporated into the Governor Days to aid efficiency and to be mindful of workload issues for the school. An annual menu of agenda items will be available to support governors and to guide the content and papers for each meeting - these are flexible.

3.2 Ahead of each full GB meeting the Head Teacher will provide a report that focuses on the substance of the meeting (Business / School Improvement) and will consist of updates and full reports where appropriate. Reports or excerpts from other internal or external sources may also be included where relevant and appropriate. The agreed menu of relevant headings will be used to guide the format and content of the reports.

### 4. Named/Link Governors

4.1 Named governors are linked to statutory responsibilities of the GB – Health & Safety, Special Educational Needs and Disability (or 'SEND'), Safeguarding and Looked After Children ('LAC'). A

detailed overview of their roles /responsibilities /monitoring schedules will form part of the handbook. Named link governors will provide a written report termly to the full GB using the templates provided. To ensure succession planning there should be a “shadow governor “ for each of these roles.

4.2 Aspects previously covered by a committee or, for example curriculum governor, will be determined collectively on the Governor Days with strong reference to the School Development Plan ('SDP') and rooted in active monitoring and evaluation. Where governors have a particular interest in a curriculum area or wish to take a lead on a particular aspect of governance they should express that to the Chair of the GB so that it can be taken into account appropriately.

## **5. Panels**

5.1 There will be the following panels:

- HT PM Panel;
- Pay Panel;
- Appeals Panels;
- Budget Panel;
- Others when required or deemed appropriate.

5.2 Each Panel will operate under Terms of Reference agreed by the full GB (which will form part of the handbook).

## **6. Governor Days**

6.1 There will be three Governor Days over the academic year. This effectively ensures that a total of 27 hours (or five and a half days) are spent by governors monitoring the quality of education in school as well as gaining an in-depth overview of the taught curriculum. The content of Governor Days will be determined by the full GB in conjunction with the school and link tightly with SDP priorities.

6.2 There is flexibility within this and whilst the intention is that they will be whole days, this can be modified to suit needs and circumstances.

6.3 During the Governor Days there will be opportunities to discuss, meet together, undertake learning walks, and meet staff and pupils where relevant. In addition, there will also be an opportunity to be present at the start and or the end of the day when pupils are being dropped off and collected from school. This ensures that governors are higher profile, more visible and seen to be actively undertaking their role by the broader school community. It also provides the valuable opportunity to connect with our parents and carers.

6.4 The Governor Days will ensure that all governors have a meaningful and accurate overview of what quality of education looks like at William Hogarth whilst ensuring compliance with all statutory duties. There is also the flexibility to include some aspect of GB awareness raising, group training or focus discussion around a particular area including scoping the educational horizon.

6.5 Governors will be assigned to a group ensuring that over the course of the academic year they access all key stages. An advantage of this is that governors will have a common experience, informed discussion will be facilitated and joint overview will be arrived at that can be shared.

## 7. Learning walks

7.1 Learning walks will form a key part of Governor Days to provide an opportunity to see policy in action. The focus of the visits will be determined by the full GB in conjunction with the school and relate to the SDP priorities. Each group of governors will be led by a member of the school's Senior Leadership Team ('SLT'). Governors will be able to see how the SDP is being implemented and what impact it is having. Following the visits, the group and the SLT lead will discuss what has been seen and agree key strengths and evidence of good practice, areas for further development or prioritisation and any related actions. This will then be disseminated to all other governors and a whole school overview collated. This will then be directly fed into the school's Self Evaluation Form (or 'SEF').

7.2 Indirectly governors will also be able to monitor the learning environment, on task behaviour and relationships within the school on an on-going basis.

## 8. Staff presentations / Pupil Voice

8.1 As part of the menu of activities that can contribute to the Governor Days is a presentation by a curriculum or middle leader. This will support the governors' understanding of their roles, as well as implementation and impact of key SDP objectives.

8.2 Meeting formally with pupils (e.g. school council) will provide the governors with an alternative perspective of the school and will provide a legitimate voice for the pupils that can be shared. It will be a good way to get to know the pupils too and support pupil leadership aspirations across the school.

## 9. School Improvement Governor Day – what this might look like / worked example

Term	Focus	EYS	KS1	KS2
Autumn 2020	Q of E priority 1	Gov Group A	Gov Group B	Gov Group C
Spring 2021	Q of E priority	Gov Group B	Gov Group C	Gov Group A
Summer 2021	Q of E priority	Gov Group C	Gov Group A	Gov Group B

Time	Agenda
8	Breakfast meeting – setting the scene / focus, scheduling / Data Sets
8.45	Presence on playground, greeting children, parents, carers, staff – raise governor profile
9 -10	Learning walks/ class visits (see groups)
10-15 -10.45	SLT / Group discussion, identify strengths, evidence of school improvement, areas to develop and actions/priorities – record on flip chart
10.45	All groups share, collating whole school overview to be minuted
11.15	Coffee
11.30	Draw from menu e.g. Middle leader presentation with Q&A , school council, book look
12	
	Lunch – group of children , school council , staff , year group
1.30 -3	School improvement focus meeting – Evaluation
3.30-4	Presence on playground or opportunity to meet parents and carers, meet with staff for coffee – raise governor profile

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