

## FAQ's

### HOW CAN I FIND OUT WHAT GOVERNORS HAVE DISCUSSED?

The Governors minutes are posted on the Governors page of the website. You may also ask to see papers discussed at the meeting. If you want to know more about anything that has been discussed, please contact the Chair of Governors, care of the school.

### WHO CAN BE A GOVERNOR?

As Governors are often visiting the school, there are a few restrictions to protect the children, but generally anyone over the age of 18 can be a governor.

The main qualification is an interest in education and an enthusiasm for improving standards in schools. While people with experience are welcome, it is not an essential qualification – there are many training courses available on the roles and responsibilities of governors.

### HOW CAN I CONTACT THE GOVERNORS?

If you have any concerns you wish to bring to the attention of the Governors, the easiest way is to contact the chair of governors.

Write to Hilary McKenzie, Chair of Governors, care of the school. The office will make sure any letters are passed on.

## **THE GOVERNING BODY**

Many parents do not understand the role of the Governing Body. We realise that there needs to be more communication between the Governing Body and parents. This page has been written to help you to understand what we do.

The roles and responsibilities of Governing Bodies are very complicated and are covered by several Education Acts. This is a summary of the main points as they affect our Lady of the Visitation school.

### WHAT IS A GOVERNING BODY?

The Governing Body is a legally constituted body made up of volunteers with an interest in promoting standards in education. The Governing Body has a range of duties and powers given under the various Education Acts. In broad terms it has the responsibility for "the conduct of the school with a view to promoting high standards of education achievement".

### WHAT DOES THE GOVERNING BODY DO?

The Governing Body has a mainly strategic role in the running of the school. The principal mechanism for doing this is the School Growth Plan, drawn up by the Governing Body in conjunction with the Head Teacher. It is monitored and reviewed regularly. Particular responsibilities include:

- target setting
- managing the school's budget
- making sure the curriculum is broad & balanced
- the appointment of staff
- setting a performance management policy for all staff

It also has responsibilities with regard to pupils with Special Educational Needs, determining admissions to the school, and the maintenance of the school buildings.

The Governing Body is also consulted on wider ranging issues such as the services provided by the local authority, workforce remodelling.

#### HOW DOES THE GOVERNING BODY DO THIS?

The full Governing Body meets every term, when the head teacher submits a report of the work of the school as to how the school is performing and meeting its objectives.

The day to day management of the school is the responsibility of the Head Teacher.

Governors meet regularly every term in committee meetings (Curriculum and Pupils, Finance, Staffing and Premises, and Admissions). At these, we take a more detailed look at how we have held the school to account.

The Governing Body major committees are:

- Curriculum and Pupils
- Finance, Staffing and Premises
- Admissions

The Governing Body also has a duty to hear appeals concerning staff and pupil discipline, and complaints against the school if these cannot be resolved by Head Teacher. Separate committees will be convened for these when necessary.

In addition governors hold various responsibilities and visit the school to see it in action.

Governors are unable to intervene in individual school matters unless the head teacher has been unable to resolve the matter.

An individual governor has no special authority. It is for the governing body as a whole to exercise its responsibilities. Governors have to accept collective responsibility for all decisions made by the governing body