

# Stretton Handley Church of England (VC) Primary School

## Governor Induction Pack



***Growing, caring and learning together***



**Derbyshire Ready** *the future is ours...*  
Children and young people's enterprise project



**Spring 2017**  
**OUTSTANDING** Diocese of Derby  
**CHURCH SCHOOL**

The governors of Stretton Handley would like to extend a very warm welcome to you. You are joining a group of people from a variety of backgrounds who work as a team in supporting the school to provide the very best educational opportunities for our children.

Our most recent Ofsted inspection in January 2018 describes the school as 'good' in all areas.

*Staff feel valued and are proud to work at the school. ...You provide pupils with a broad and balanced curriculum. Pupils study a wide range of topics, many of which involve them in trips and visits.*

*Parents and carers are overwhelmingly positive about the school. They are united in their views that their children are happy, safe and well looked after. ...One parent simply said this is 'a fantastic school'.*

*Pupils ...are certain that no bullying takes place in school. Staff rapidly sort out any issues if pupils do fall out with each other. Staff value pupils' opinions and views.....*

*The governing body is passionate about the school. As one governor said, 'We are proud to be a part of this school.'*

*You encourage the teachers to deliver high-quality teaching in their lessons and this has a positive impact on how well pupils achieve.*

In the SIAMS inspection in March 2017, our school was judged to be 'outstanding' in how distinctive and effective it is as a church school.

"The outstanding Christian nature of the school is well demonstrated through the ethos, the treatment of every child as an individual and the quality of the relationships. The school motto of 'growing, caring and learning together' within a Christian framework is being lived out on a day to day basis enabling all pupils to achieve their full potential as well rounded, confident and spiritually aware individuals. Pupils are offered a wide range of opportunities and responsibilities both within the classroom and elsewhere which is enabling and encouraging them to be reflective and questioning in a safe and understanding environment. The excellent utilisation of the outdoor learning space is having a very positive impact.....The school is an outstandingly distinctive church school with pupils and staff benefitting from the impact of the Christian values underpinning every aspect of school life."

We are proud of the inclusive nature of our school and of the part it plays in our local and church community. The governors are committed to their role as "critical friends" providing support and challenge in order to continue to develop the school and to ensure the best opportunities are provided for all our children.

We hope that this induction pack is useful and you find your role as a governor interesting and rewarding.

Chair of Governors – Margaret Gill

# **General Information.**

## **Confidentiality**

As a governor you will have access to information regarding children, staff and parents. Obviously we all have a duty to keep this information confidential. Respecting and maintaining confidentiality is a legal requirement for all governors. This includes face-to-face discussion with others and also online and via social media/ e mail etc.

## **Criminal Records Check**

On 18 March 2016, the School Governance Constitution Regulations 2012 were amended so that all serving governors in maintained schools are required to have an enhanced criminal records certificate (ECRC). This means that, by 1 September 2016, all serving governors must have an enhanced Criminal Record Check (CRC) and, from 1 April 2016, governing boards must have applied for an ECRC within 21 days of the election or appointment of a new governor.

*Amendment of the School Governance (Constitution) (England) Regulations 2012:*

(<http://www.legislation.gov.uk/ukxi/2016/204/regulation/2/made>).

There is a requirement for a Declaration of Eligibility against the disqualification list and proof of identity check.

## **Pecuniary/Business Interests**

All governors are required to fill out a pecuniary and business interests form. We will make arrangements for you to complete the form. All governors renew this annually.

## **The Governing Body, Committee Structure and Meetings**

Our Governing Body includes representatives from the Local Education Authority, parents, teaching staff, church and co-opted members. Further information about the role of governing bodies can be found at [www.dfes.gov.uk](http://www.dfes.gov.uk)

The governing body currently has three committees:

- Finance and Resources
- School Improvement/ Pupil Progress
- Head teacher performance management (HTPM) committee

Due to new governors being appointed, committee membership may be reviewed periodically.

## **Information for New Governors**

When you are appointed as a new governor you should expect to receive:-

Instrument of government (Appendix A)

Code of Conduct for Governors (Appendix B)

Minutes of the last governing body meeting

The most recent Headteacher report to governors.

Copy of the School Improvement Plan

Copies of any recent Ofsted and Church Inspection reports. (These are available on the school website – [www.strettonhandley.derbyshire.sch.uk](http://www.strettonhandley.derbyshire.sch.uk))

*Details of times and dates of governing body meetings*

**As a new governor what information and documents may I need for reference?**

*A Guide to the Law for School Governors*

View or download at:-

<https://www.nga.org.uk/Knowledge-Centre/Compliance/Government-legislation-and-guidance/Governors-Guide-to-the-Law.aspx>

The following documents are available in school or on the school website.

*Confidential Reporting Code – (Whistle Blowing)*

*Financial Procedures and Financial Regulations*

*Derbyshire Scheme for Financing Schools (DSFS)*

*Keeping Children Safe in Education*

*Child Protection and Safeguarding Policy*

In my role as a governor how can I arrange a visit to the school?

*Governors visit the school by prior arrangement during the school day to take part in activities such as visiting classrooms to gain an understanding of how the school operates and reviewing progress towards actions on the School Improvement Plan.*

*Governors are also involved in monitoring activities eg Pupil surveys, Learning walks. Visits can take place during the school day. The timing of visits and the focus are agreed in advance with the headteacher.*

*There are also joint staff/governor meetings arranged to review the School Improvement Plan, and to undertake training or actions related to School Improvement eg Data – attainment and progress, Ofsted actions and SIAMS reviews. These provide opportunities for staff and governors to meet together discuss progress on the Improvement Plan and add their information and evidence to keep it updated. It also provides a platform for suggestions and discussion about next steps.*

Signing In and Out

*If you visit the school it is essential that you sign in when arriving and out when leaving. This is a Safeguarding and Health & Safety requirement.*

Where I can find out about school events?

*Information about school events can be found on the school website. These include dates of special events and activities at school. Governors who are not parents are also very welcome to attend events eg harvest festival, Christmas lunch.*

Will I get any training?

*You will be notified of any Local Authority training available via the DCC governor bulletins. There are also opportunities for shared training with other local schools. You will also learn more about the work of the governing body by taking part in full governing body meetings, joint governor/staff meetings and by being part of committees. Experience is also a good form of training and this takes time!*

How can I contact the Clerk to Governors?

*Our clerk to governors is  
Email address is*

How can I gain information about the roles and responsibilities of school governors?

*Please refer to the section of this booklet on roles and responsibilities of governors and talk to any of the other governors. It is important to remember that governors do not act individually but are part of a corporate body.*

## **Useful Websites**

The following websites provide information you might find useful whilst serving as a governor. The websites provide detailed information about roles and responsibilities, policies, guidance on procedures and the way in which governing bodies operate.

[www.governornet.co.uk](http://www.governornet.co.uk)

[www.teachernet.gov.uk](http://www.teachernet.gov.uk)

[www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

## **Roles and Responsibilities**

The purpose of having a governing body is to

- help the school to set high standards by planning for the school's future and setting targets for school improvement
- keep the emphasis on school improvement
- be a critical friend to the school, offering support and advice
- help the school respond to the needs of parents and the community
- make sure the school accountable to the public for what it does
- work with the school on planning, developing policies and keeping the school under review
- exercise its responsibilities and powers in partnership with the headteacher and staff
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School governing bodies have an important role in raising standards in education. Their main purpose is to provide a strategic and policy framework within which schools are run. It is the responsibility of the headteacher and staff to guide and advise governors, implement the plans and deliver the curriculum. Governors are not involved in the day-to-day operational aspects of the school.

The Governing Body is responsible for providing challenge and support - being a “critical friend” to the school and holding it to account.

The rate of change in education is fast with numerous initiatives to take on board very quickly. It is not expected that every governor will be expert in all the areas. Our shared expertise as a corporate body is vital. Our governors bring a range of skills and experience to the governing body. If you have a specific interest or area of expertise this may suggest where your input will be particularly useful. The headteacher, chair or other governors will be pleased to explain the key areas of our school improvement plan.

<https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx>

## **Curriculum and Standards.**

Staff and governors at Stretton Handley are proud of the broad, balanced and relevant curriculum provided for the children and are constantly working to further develop this and to set realistic and challenging targets for the progress and attainment of all our pupils.

The governing body monitors the delivery of the curriculum and is actively involved in the development and monitoring of the School Improvement Plan through its joint meetings with staff and the headteacher’s reports to the full governing body.

As a small school it is not always possible not to identify individual pupils when discussing and reviewing attainment of progress of cohorts and groups of pupils eg Pupil Premium, SEND , etc. Confidentiality must be maintained at all times. The governing body makes use of available data to look at attainment and progress of children against the school targets across the current academic year and over time.

Part of the role of the governing body is to ask challenging questions about standards, attainment and progress across the school.

## Finance

In the context of financial management, good leadership is about ensuring, and demonstrating that resources are used efficiently and effectively. A school that is well managed financially, will not only use its resources properly, but will make it apparent to others that it does so.

Schools in Derbyshire are required to conform with the Schools Financial Value Standard (SFVS), and have to complete an annual return which is reviewed by governors. The school must be able to show how resources have been used and be able to respond honestly to questions about its finances.

The full governing body has devolved some finance issues to the finance, personnel and premises committee who report back to the full governors meetings to discuss, approve and minute recommendations and ratify decisions made.

## Policies

The governing body is responsible for ensuring that statutory policies and other procedure documents are in place and part of their role is to review and amend these regularly.

Before each meeting of the full governing body you will receive a copy of the agenda, minutes of the last meeting and copies of any policies due for adopting or review. This enables governors to read through documents prior to discussion at meetings and helps the agendas to run more efficiently. Some sections of minutes may be recorded separately if the item relates to individual pupils, staff or salary matters and/or is considered particularly sensitive or confidential.

## Why are the Roles of Governors Important?

Governors have **collective** responsibility for decisions that are made in the context of how the school is run and are accountable to parents, the local authority and the wider community. The governing body assists the headteacher in deciding the strategic direction of the school.

### Governing Body 2021-22

Mr Kevin Flint	Headteacher
Mrs. Jill Fox	Foundation Governor
Mrs Fran Roberts	Foundation Governor
Mrs Margaret Gill	LA Governor (Chair)
Mrs. Elizabeth Cooke	Co-opted Governor (Vice Chair)
Mrs Natasha Knight	Staff Governor
Mrs Lindsay Eyre	Parent Governor
Mrs Joanne Hardwick	Co-opted Governor
Mr Ben Cooke	Associate

Clerk to Governors –

### Appendix A – Instrument of government

There is no fixed review period for the Instrument of Government but it should be reviewed periodically to ensure it is fit for purpose eg. Number and category of governors, length of terms of office for categories of governors. As a church school, any changes would then need to be ratified by the diocese and then the LA.

## INSTRUMENT OF GOVERNMENT: FEDERATED GOVERNING BOARDS

### OGSTON FEDERATION

1. The name of the Federation is: **OGSTON FEDERATION**
2. The names and categories of the schools in the federation are:

Name	Category
Stretton Handley Church of England Primary School	Voluntary Controlled
Morton Primary School	Community School

3. The name of the governing board is: **OGSTON FEDERATION GOVERNING BOARD**

4. The governing board shall consist of the following:

Category of Governor (state where the term of office is less than four years)	No. of Governors in each category	Name of school (For parent and Foundation Governors)
Parent governors	2 *	Stretton Handley Church of England Primary School
		Morton Primary School
Executive Head Teacher	1	
Staff governor	1	
LA governor	1	
Foundation governors	2 (as in paragraphs 7 & 8 below)	Stretton Handley Church of England Primary School
Co-opted governors	8	

(\* Two parent governors in total, drawn from across the federation schools, in line with the School Governance Regulations amendments September 2016, Regulation 3).

5. Total number of governors: **15**
6. The term of office of all governors is 4 years.
7. The appointment and removal of foundation governors shall be conducted as follows:

- (a) The Derby Diocesan Board of Education appoints 1 Foundation governor having regard to (but not being bound by) nominations received from the St Mark's Handley Parochial Church Council.
  - (b) As the appointing body and in accordance with Regulation 20(1) of the Regulations, Derby Diocesan Board of Education may remove from office any foundation governor so appointed under paragraph 7(a). For the avoidance of doubt, this right does not extend to the ex-officio foundation governor who shall be appointed and removed in accordance with paragraphs 8 and 9.
8. The foundation governor ex-officio shall be appointed as follows:
  - (a) The holder of the following office shall be a foundation governor ex officio – the Priest in charge of Ashover Parish (or his/her successor in title)
  - (b) The Archdeacon of Chesterfield shall be entitled to appoint a substitute foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed from office under Regulation 21(1) of the Regulations.
9. The Archdeacon of Chesterfield may request the removal of the ex-officio Foundation governor and appoint a substitute governor.
10. The Trustees of the school are the Rector of the North Wingfield Team and the Churchwardens of Handley.
11. Religious ethos of Stretton Handley Church of England Primary School:

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and Diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.
12. This instrument comes into effect on **1<sup>st</sup> September 2021**, replacing the Instrument of Government made on 6<sup>th</sup> November 2018.
13. This instrument was made by order of Derbyshire Local Authority on 13 July 2021.

14. A copy of the instrument must be supplied to every member of the Governing board (and the head teacher if not a governor), any trustees, and to the appropriate diocesan authority.

## Appendix B

# Code of Conduct for School Governing Boards

### NGA 2017 Version

This code sets out the expectations on and commitment required from school governors, in order for the governing board to properly carry out its work within the school and the community. Unless otherwise stated, 'school' applies to all levels of school governance.

The Code applies to all governors.

**This Code should be read in conjunction with the relevant law.**

### The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school.
- Agreeing the school improvement Plan with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher with local authority support.
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance managing the headteacher (with local authority/external support)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

### As individuals on the board we agree to the following:

#### Role & Responsibilities

- We understand the purpose of the board and the role of the executive leaders.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.

- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the headteacher
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation;
- We will respect the role of the headteacher and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- when communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation

## **Commitment**

- We acknowledge that accepting office as a governor/committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

## **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

## **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.

## **Conflicts of interest**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

## **Ceasing to be a governor/committee member**

- We understand that the requirements relating to confidentiality will continue to apply after a governor/committee member leaves office

## **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

## **The seven principles of public life**

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**Selflessness** - Holders of public office should act solely in terms of the public interest.

**Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty** – Holders of public office should be truthful

**Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **Adopted by the governing board of Stretton Handley CE Primary School**

Stretton Handley Church of England (VC) Primary School  
Governor Induction Pack

UPDATED – March 2022

To be reviewed/approved by full governing body - May 2022