# The Role of the Governing Body at Cotton End Primary School

The Governing Body is responsible for the conduct of its school and must promote high standards of educational achievement at the school. It is the school’s accountable body and as such:

* Provide a strategic view of the school by establishing a vision and setting the purpose and aims of the school within an agreed policy framework.
* It appoints and performance manages the Headteacher, agreeing the school improvement strategy which includes setting statutory targets with supporting budgets and staffing structures;
* Monitors and evaluates the work of the school by reviewing the performance of the Headteacher, the effectiveness of the policy framework, progress towards targets and the effectiveness of the school improvement strategy;
* Signs off the self-evaluation process and responds to school improvement service and Ofsted reports as necessary.
* In addition it holds the Headteacher to account for the performance of the school and ensures that parents are involved, consulted and informed as appropriate, with information to the community being made available as required.

In order to do this, Governors need to gain knowledge of how their school operates through training, by attending meetings and by getting to know their school community.

Governors need to work together as a team, under the leadership of the Chair of the Governing Body. Cotton End Governing Body require Governors to sign a code of practice.

Governors are expected to know the School well and to assist this Governor Visits are encouraged. Attendance at sports day and other School functions are encouraged.

# Meetings

Governing bodies are required to meet formally a minimum of three times a year.

In addition Cotton End Governors meet once a month and delegate responsibilities to Committees. Dates have been set for the next school year.

Attendance at meetings is expected, *with apologies only for good reasons*. Governors are expected to be well prepared for these meetings by having read distributed documentation prior to the meeting with questions for discussion directed through the Chair. Cotton End Governors have an annual ‘away day’ type event to review the previous year’s strategy and to set the following year’s priorities.

Governors are expected to play a full role in agreeing how their Governing Body works, and then in supporting this. In addition some Governors volunteer to fulfil specific roles, such as being the Special Educational Needs governor, or the Health and Safety Governor, or the link Governor for a particular year or subject.

# Skills and Training

Governors do not need specific skills, but many of the tasks they are required to undertake can benefit from general business knowledge such as understanding management systems, budget planning and HR functions. However Cotton End Governors do have access to a full training programme through Bedford Borough.

# Support for Governors

Each Governing Body must have a clerk who both advises and services the Governing Body.

All Governing bodies should have a comprehensive expenses’ policy which covers out of pocket costs including those incurred caring for dependents. *Loss of earnings is not covered, but employers are required to release employees in order for them to conduct their governor role. Release may, however, be unpaid.*