As a church school, we believe that 'Giving children the keys to unlock their future' will enable all pupils to flourish within our care and achieve their full potential. This is underpinned by the words of Jesus:

"I have come that they may have life, and have it to the full." (John 10:10)
"I will give you the keys to the kingdom of heaven." (Matthew 16:19)

Introduction

"Governing boards are the strategic decision makers and vision setters in every school and academy. They play a vital role in ensuring the best possible education for every child by creating robust accountability for school leaders."
John Nash, Parliamentary Under Secretary of State for Schools, November 2015

All boards have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

It is important that the Local Board (LB) has the right people with the necessary skills, time and commitment to ensure internal challenge. A positive relationship between the school and Local Board will enable robust, constructive challenge on the basis of a good understanding of objective data, particularly on pupil progress, staff performance and finances.

This protocol will set out clearly defined remits, particularly in relation to functions delegated to its sub-committees, to ensure clear separation between the board's strategic role and the school's operational role.

Every governor also has a duty to read and follow the DBAT Code of Conduct for Governors and the DBAT Scheme of Delegation, copies of which can be found in the school office.

The statutory responsibilities of Governors are detailed in the **Governance Handbook** issued by the Department for Education which can be accessed via the link:

https://www.gov.uk/government/publications/governance-handbook

Local Board Structure and Schedule

The Local Board has four sub-committees:

- Premises
- Staffing and Finance
- Teaching, Learning and Assessment
- Ethos

They will meet before each Local Board Meeting and prepare a report for the Local Board to review.

St Peter's C of E Academy
Monitoring the School – Governors Protocol

Annually, the Local Board will plan and agree a schedule of meetings to ensure that the required governance takes place. These meetings will be decided at the end of each academic year for the following year and will be held once a term.

Overview of Local Board Monitoring Schedule

	Term 1	Term 2	Term 3
Headteacher's Report	Leadership and management Teaching and learning Behaviour, safety and welfare Outcomes for pupils Child protection and safeguarding	Leadership and management Teaching and learning Behaviour, safety and welfare Outcomes for pupils Child protection and safeguarding	Leadership and management Teaching and learning Behaviour, safety and welfare Outcomes for pupils Child protection and safeguarding
Sub-committee Reports	Premises Staffing and Finance Teaching, Learning and Assessment Ethos	Premises Staffing and Finance Teaching, Learning and Assessment Ethos	Premises Staffing and Finance Teaching, Learning and Assessment Ethos
Policies	See policy timetable	See policy timetable	See policy timetable
Other items	Elect: Chair and Vice-chair Sub-committee structure Panels (Headteacher performance management; complaints; discipline; dismissal; appeals; admissions; and pay) Approve PAN	Raise online data analysis Governor Learning Walk	Review contracts
	Term 4	Term 5	Term 6
Headteacher's Report	Leadership and management Teaching and learning Behaviour, safety and welfare Outcomes for pupils Child protection and safeguarding	Leadership and management Teaching and learning Behaviour, safety and welfare Outcomes for pupils Child protection and safeguarding	Leadership and management Teaching and learning Behaviour, safety and welfare Outcomes for pupils Child protection and safeguarding
Sub-committee Reports	Premises Staffing and Finance Teaching, Learning and Assessment Ethos	Premises Staffing and Finance Teaching, Learning and Assessment Ethos	Premises Staffing and Finance Teaching, Learning and Assessment Ethos
Policies	See policy timetable	See policy timetable	See policy timetable
Other items	Governor Learning Walk		Governor Learning Walk Set meeting dates for next academic year for LB and committees if applicable SATs results

Overview of Premises Committee Monitoring Schedule

	Term 1	Term 2	Term 3
Property condition	Review Property Condition List Plan for any maintenance in the half term holiday	Review Property Condition List Plan for any maintenance in the Christmas holiday	Review Property Condition List Plan for any maintenance in the half term holiday
Maintenance budget	Review spend to date Apply for CIF Funding if required	Review spend to date	Review spend to date
Health and Safety	Review findings of Annual H&S Walk Annual Accident Audit Implement Accessibility Plan Review accidents to date	H&S Walk Review accidents to date Risk Assessment Audit	Review findings of H&S Walk Review accidents to date
Other items	Review Strategic Risk Register		Review contracts: • Cleaning • Grounds Maintenance • Buildings Maintenance • Security
	Term 4	**Term 5**	**Term 6**
Property condition	Review Property Condition List Plan for any maintenance in the Easter holiday	Review Property Condition List Plan for any maintenance in the half term holiday	Review Property Condition List Plan for any maintenance in the summer holiday
Maintenance budget	Review spend to date	Review spend to date	Review spend to date Plan CIF Funding application if required
Health and Safety	H&S Walk Review accidents to date Wiltshire Council Annual Audit	Review findings of H&S Walk Review accidents to date	Annual H&S Walk including audit of Kitchen to ensure H&S Compliance Review Accessibility Plan Review accidents to date
Other items	Review Strategic Risk Register		Review lettings: usage and income

Overview of Staffing and Finance Committee Monitoring Schedule

	Term 1	Term 2	Term 3
Staffing	Review recruitment and retention and discuss staffing issues raised	Review recruitment and retention and discuss staffing issues raised Review appraisals, outcomes and advise staff accordingly	Review recruitment and retention and discuss staffing issues raised Review staffing levels for the next school year
Finance	Review management accounts Review projects if applicable	Review management accounts Review projects if applicable Present accounts for previous year	Review management accounts Review projects if applicable Review spending and priorities in preparation for budget planning
Other items	Set meeting dates for the year Review Strategic Risk Register		
	Term 4	**Term 5**	**Term 6**
Staffing	Review recruitment and retention and discuss staffing issues raised Plan staffing structure for following year	Review recruitment and retention and discuss staffing issues raised	Review recruitment and retention and discuss staffing issues raised
Finance	Review management accounts Review projects if applicable In conjunction with the School Development Plan and the spending and priorities review prepare a budget forecast Project 3 year financial forecast	Review management accounts Review projects if applicable Set budget for following year	Review management accounts Review projects if applicable Set budget for following year
Other items	Review Strategic Risk Register		

Overview of Teaching, Learning and Assessment Committee Monitoring Schedule

	Term 1	Term 2	Term 3
Teaching and Learning	Review School Development Plan (SDP) Review School Evaluation Form (SEF)	Feedback on Performance Management	Review School Development Plan (SDP) Review School Evaluation Form (SEF)
Assessment	Previous year's term 6 data	Raise online data analysis Governor Learning Walk	Term 2 data
Curriculum Monitoring	Subject Governor monitoring of SEND; RE and Collective Worship; Maths; English; Science; French; Humanities; Art & DT; PE		
Other items	Review Strategic Risk Register		
	Term 4	Term 5	Term 6
Teaching and Learning	Feedback on Performance Management	Review School Development Plan (SDP) Review School Evaluation Form (SEF)	Feedback on Performance Management Y6 exit interviews
Assessment	Governor Learning Walk	Term 4 data	Governor Learning Walk
Curriculum Monitoring	Subject Governor monitoring of SEND; RE and Collective Worship; Maths; English; Science; French; Humanities; Art & DT; PE		
Other items	Review Strategic Risk Register		

Overview of the Ethos Committee Monitoring Schedule

	Term 1	Term 2	Term 3
Monitoring of Christian Distinctiveness	Ensure dates for Christian worship & school events Review TOR		
Monitoring the impact of the school's vision and values			Ethos walk around school or pupil conferencing to look at specific areas of vision and values, including reflection corners, courageous advocacy and PSHE.
Monitoring of SIAMS areas of improvement		Monitor SDP Book scrutiny Class Collective Worship books.	
	Term 4	Term 5	Term 6
Monitoring of Christian Distinctiveness	Monitor school worship, including interviews with pupils, parents and staff		
Monitoring the impact of the school's vision and values			Ethos walk around school to look at specific areas of vision and values, including reflection corners and courageous advocacy. Reviewing school's links with local and global partners.
Monitoring of SIAMS areas of improvement		Monitor SDP Book scrutiny Class Collective Worship books.	

Information sources for Governor Monitoring and Evaluation

Ensuring clarity of vision, ethos and strategic direction	Headteacher's report to Governors Governor Learning Walks Subject Governor Visits Subject Leader reports to Governors OFSTED & SIAMS reports SDP SEF S&F committee reports to Governors Premises committee reports to Governors Ethos committee reports to Governors Pupil Premium report to Governors Sports Premium report to Governors Accessibility Plan Review of policies
Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff	Headteacher's report to Governors DBAT School Improvement Officer Report Governor Learning Walks Subject Governor Visits Subject Leader reports to Governors OFSTED & SIAMS Reports SDP SEF Raise Online data Termly data TLA committee repots to Governors Pupil Premium report to Governors Sports Premium report to Governors
Overseeing the financial performance of the school	S&F committee reports to Governors Premise committee reports to Governors Finance Audit Contract Review Pupil Premium report to Governors Sports Premium report to Governors

Local Board Member Visits

Introduction
Personal observations made on school visits are a major source of information. The experience involves teamwork, directed towards a common goal, founded upon good relationships with the professionals. There must be trust.

Visiting increases understanding and assists informed judgement; it can improve the quality of decision-making. St Peter's School welcomes visits from our local board members and encourages Governors to visit school for classroom visits and events.

Purpose

All visits need a clear purpose. Purposes supported by the Local Board, the Head teacher and teachers include:

- knowing more about the work and organisation of the school
- keeping up to date with developments
- offering visible support
- talking to groups of children to support subject and worship monitoring
- implementation of the school improvement plan, or reviewing its success

It is crucially important that individual governors make clear in advance the status of their visit to school, when undertaken on behalf of the Local Board.

Local Board Members are not inspectors or advisers; it is not their job to assess the professional competence of individual teachers.

Guidelines

Good visiting practice will:

- include clear objectives and intentions shared and agreed beforehand with the head teacher or teacher;
- take into account that a visitor's presence may affect proceedings;
- give visitors a chance to get a feel for the school;
- involve filling in the Governor Visits Form as a record of the visit;
- feedback to the staff, sub-committee and Local Board as appropriate.

Dos and Don'ts when visiting the school

Do:

- negotiate a mutually convenient time with the head teacher, teacher etc. to ensure that the visit is expected
- look at the possibilities for developing links with a class, year group, subject department
- thank the teacher, head teacher, children etc. at the end of the visit
- give praise where it is due
- make a point of listening rather than talking
- dress appropriately and follow the normal school rules
- include a 'debriefing' session with a member of the senior management team or subject co-ordinator
- discuss any concerns the visit may raise with the head teacher
- be polite, tactful and sensitive
- avoid stressful periods such as during or just before an Ofsted inspection or SATs, unless specifically requested to attend
- try to attend a special occasion, especially if regular daytime visits are difficult
- try to attend when you have been specifically invited if possible
- go in as a helper where appropriate and possible

Don't
- go in like an inspector
- sit at the back, writing notes
- go in unannounced
- interfere with the organisation of the class
- try to talk to the teacher while they are teaching - wait until the end of the session
- criticise the performance of a teacher, even in a constructive manner, during your visit

For visits to be worthwhile for the staff, children and Governors feedback to the head teacher is essential.

Good links with Local Board Members are vital to the well-being of the school community.

St Peter's C of E Academy Governor Visits report form	
Name:	**Date of Visit:**
Focus of Visit:	
Teacher met:	
Issues discussed with teacher:	
Comments regarding the focus of the visit:	
Follow-up action agreed with the teacher or Headteacher (if appropriate):	
Signed: **Teacher:** **Governor:**	**Date of feedback to governing body:**