



## **The Governors of Christ Church School**

### **Who we are and what we do**

The Governor's thought it might be useful for parents to know more about the role of the school governing body, where the separation occurs between the responsibility of the Head and the governors, and finally who we are and how we have divided the Governing Body's responsibilities between us. This may help parents who have concerns, or who would like to voice a view on any aspect of the school, to have a better understanding about who they should be talking to and what happens to their input once it is communicated to governors. This note may also serve as a useful introduction to the Governing Body for newly appointed governors.

#### **The Governing Body**

The make up of the Governing Body is determined by Christ Church School's Instrument of Government, available in the school office.

There are **16 governors** on the body which consists of 3 elected parent governors, 1 LA governor, 3 staff governors and 9 foundation governors. The school is a Voluntary Aided school. This means that the school is a maintained school funded in the same way as all other Camden schools. However, where it differs is that trustees own the school rather than the Local Authority, the governing body employs the staff, decides the admission policy and religious education, and is responsible for the building.

Parent governors are **representatives** of the parent body but are **not delegates**. They are entitled to their own individual point of view. (Bear this in mind when you vote the next one in!) They need to listen to parents, convey parents' views to the governing body and report back to parents. Once appointed, as with all other governors, they are part of the corporate governing body. Parents can however approach any governor (not just the parent elected ones) should they wish to do so.

The foundation governors are appointed as follows:

2 by the London Diocesan Board for Schools

2 by the North Camden Deanery

2 by the Parochial Church Council

2 parents appointed by other Foundation governors who are parents of pupils at the school at the time of their appointment.

The Vicar of Christ Church is a foundation governor ex officio (which means by right of his office for those of you who are not Latin experts!).

The Foundation governors' role is to preserve and develop the religious character of the school, and to secure compliance with the trust deed. The School's Trust Deed is dated 1855.

There is also a clerk to the governing body who is responsible for convening and minuting governors' meetings. She also keeps various registers and notices and carries out other functions as required from time to time.

Please see the 'who's who' information under the Governor's section of the website for current membership.

## **What we do**

### **The Governing Body's role is threefold:**

We aim to raise the standards of the school, helping the school to provide the best possible education for its pupils by:

- 1 Setting **strategic** direction – the school's vision and strategic aims, agreeing plans and policies, and making the best use of resources
- 2 Ensuring **accountability**- to the children and the parents the school serves, to the local community, to those who fund and maintain it and to the staff we employ
- 3 **Monitoring and evaluating** school performance – by acting as a critical friend to the head teacher to support and challenge her in managing the school.

When considering the strategic framework and reviewing progress, we consider the head's advice and the School Improvement Plan which is a document which we continually review and update together with Mrs Forsdyke. This plan is the main mechanism for the strategic planning process.

Not to be confused with the head teacher's role!!!!

### **The Head is responsible for:**

- **The day to day management of the school, the internal organisation, management and control of the school;**
- **formulating the aims and objectives, policies and targets for the governing body to consider adopting;**
- **advising on and implementing the governing body's strategic framework; giving the governors the information they need to help the school raise its standards**
- **Reporting on progress at least once every school year.**

Therefore if you have a specific concern about the day to day running of the school, Mrs Forsdyke should be the first person you speak to about it. If your concern is more of a strategic nature, then a note in the Chair of governor's pigeon hole would be appropriate.

There is also a Christ Church complaints procedure which outlines at what stage the governing body is involved.

## **Full Meetings**

We meet once or twice a term to discharge our duties. The general powers and duties of the governing body involve:

- Standards – promote high standards of educational achievement
- Targets- We set the targets for the Year 6 SATS performance which we have to submit to Camden. There is also an obligation to set targets in English and Maths with a view to improving rates of progress. These targets are set 5 terms in advance. For key stage 2 we have to set targets for the percentage of pupils we anticipate will reach Level 4 or above in Maths and English, the proportion who will progress 2 levels in English and 2 levels in maths.
- Curriculum – ensure breadth and balance, delivery of the National Curriculum and R.E.
- Reporting Results
- Policies –deciding how, in broad strategic terms the school should be run.

Papers are circulated before the full meetings which usually include the Head Teacher's Report to the governing body and an updated version of the School Improvement Plan. Each year we consider a number of new or revised policies.

The Chair of each committee also reports back on the committee meetings which have taken place and any matters which fall to be considered as a result. We also consider comments made to the Governors at Parents' Evenings, matters raised via the Chair and confidential matters which form part of the governing body's responsibilities.

We can agree to anyone attending our meetings. You are entitled to see copies of the agenda, the minutes and copies of papers considered at the meetings except for those which contain personal data or confidential information.

## **Committees**

Several specific functions of the body as a whole are delegated to committees (as to try and consider all issues together would be impractical):

### **Finance Committee**

Responsible for budget setting, budget monitoring, financial policies and procedures;

### **Staffing Committee**

Responsible for recruitment and retention, pay policy, performance management, professional development and the staffing structure;

### **Buildings, Premises and Health and Safety**

Responsible for health and safety trawls, short and medium term premises upkeep and development and emergency planning; The following issues are discussed:

- Health and Safety
  - Is the school a safe place for pupils, staff and visitors?
  - Does any action need to be taken in the short, medium or long term?
- Short and medium term premises upkeep and development
  - What maintenance or development works are needed or planned for the school?
  - How and when will these works be carried out, by whom and what effect will this have on the School?
- Emergency Planning

Does the school have suitable emergency plans in place?  
What can the school learn from any emergency drills or events which take place?

The Health and Safety and Premises Committee reviews and monitors the implementation of the School's Health and Safety Policy. The committee also monitors the outcomes of fire drills each term. The committee carries out a health and safety walk around the school once a term to identify any hazards and/or maintenance or development needs.

### **Every Child Matters Committee**

Responsible for Inclusion-Special Educational Needs (SEN) Gifted and Talented, EAL (English as an Additional Language) /EMA PSHE/Citizenship, attendance and punctuality, child protection, safeguarding behaviour and medical issues;

### **Curriculum Committee**

Responsible for curriculum policies and schemes of work, results and standards and enriching the Curriculum; The following issues are discussed:

- Curriculum policies and schemes of work
  - What is taught at Christ Church?
  - How is it taught?
- Results and standards
  - What is children's attainment at the end of each Key Stage?
  - How much progress do children make through each class?
  - How does attainment and progress compare with other schools locally and nationally?
  - What is the school doing to improve attainment and progress?
  - How is children's progress and attainment measured?
- Quality of teaching and learning
  - How good is the quality of teaching and learning?
  - What evidence can we use to judge this?
- Enriching the curriculum
  - What other activities take place to enrich the curriculum at Christ Church?
  - How do these activities add to the experiences of the children?

New or reviewed curriculum policies are shared with and then agreed by the Curriculum Committee.

Results of assessments and monitoring are scrutinised with any findings feeding into future School Improvement Plan priorities.

### **Admissions Committee**

This committee is responsible for reviewing admissions criteria and deciding the priority order of applications to the school.

### **Curriculum Areas**

Governors have curriculum responsibilities where their role is to support the Curriculum Leader (the teacher with overarching responsibility for the subject area). The Governor then reports to the governing body about matters relating to the Curriculum area and acts as a "voice" for the area in governing body discussions. The aim is to visit the school to talk with the responsible teacher at least once an academic year.

**Link Governors**

Again the aim is to provide a link between the governors and issues particularly relevant to the class. It also helps governors to develop an understanding of the school. The link governor will arrange to go into the classroom, go on school trips, attend class assemblies and generally be involved in the life of the class, where possible.

Finally we are involved in matters such as the school travel plan and the CAP and any other initiative where it is felt that governors' input would be useful or where it is required by Camden.

**Conclusion**

We hope this is useful as a general introduction. If there is anything you think you would like more information about feel free to contact us. Contact information is available under the Governor's section of the website, or alternatively we all have pigeon holes in the school office.

The Christ Church Governors