# St James C of E Primary School

**Our Governing Body**

The role and remit of the Governing Board at St James is to based on the three core functions of the governing board as per the Governance Handbook (2017):

1. Ensuring clarity of vision, ethos and strategic direction

2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff

3. Overseeing the financial performance of the organisation and making sure its money is well spent.

The Governing Board exists to lead the school strategically and set the vision through a development plan and receiving regular reports from School leaders. The governors are there to provide strategic leadership and to create robust accountability system.

In practice the governing board has delegated some of its duties to four committees:

* **Teaching & Learning committee**
* **Finance & Premises committee**
* **Pay committee**
* **Headteacher's performance management panel**

Each of the committees meetings once or twice termly and uses the strengths and skills of particular board members in those committees ensuring.

**Teaching & Learning** - this newly established committee reviews school data through external and internal sources, considers and advise the wider governing body on standards and other matters relating to the school’s curriculum, including statutory requirements and the School’s policies, to draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee, to oversee the process leading to staff reductions and appointments, to keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence, to make recommendations on personnel related expenditure to the Finance Committee

**Finance & Premises** - In consultation with the Headteacher/Business Manager, to draft the first formal budget plan of the financial year, to establish and maintain an up to date 3 year financial plan, to consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body, to ensure that the school operates within the Financial Regulations of the City Council, to monitor expenditure of all voluntary funds kept on behalf of the Governing Body, to annually review charges and remissions policies and expenses policies, to make decisions in respect of service agreements, to make decisions on expenditure following recommendations from other, Committees, to prepare financial statements for inclusion in the governing body report to parents, to ensure that SFVS is prepared and signed off annually each March, to determine whether sufficient funds are available for pay increments as recommended by the Headteacher. As a VA school, the committee oversees premises management and works with professionals to produce a submission for LCVAP applications, produces premises development plans for implementation and develops ideas and ways of improving the premises for the benefit of all pupils. To ensure the school is compliant with H&S policy and accessibility.

Pay committee - The overall purpose and responsibility delegated to the Pay Committee by the Governing body is to carry out the Governing Body duties with regard to pay and to the current version of the Pay Policy.

HT PM - to arrange to meet with the External Adviser to discuss the Headteacher’s performance targets, to decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually, to monitor through the year the performance of the Headteacher against the targets, to make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set.

In addition to this governors visit the school to undertake learning walks, meet with staff and pupils to check for themselves where the school is up to. They receive reports from external professionals to ensure that what they understand to be correct, is so.