



An Daras Multi-Academy Trust

Local Governance Plan – St Catherine’s Church of England School

4S OF LOCAL GOVERNANCE AND GOVERNOR ROLES

SAFEGUARDING

Safeguarding Governor ([Margaret + pupil voice](#))

Whistleblowing Governor ([James](#))

SINGULARITY

Strategy Governor ([James](#))

[Libby \(Staff Governor\)](#) – Maths and Vulnerable Groups

STAKEHOLDERS

Stakeholder Governor ([Claire + RE](#))

Personnel Governor ([James](#))

[Liz \(Associate Governor\)](#) – English and Vulnerable Groups

[Pippa \(Assistant Head\)](#) – assist with RE & church ethos

STANDARDS

Data/Improvement/GDS/PPG Governor ([Rebecca](#))

Information/PE Governor ([Brendan](#))

SEND/Curriculum Governor ([Connie](#))

AUTUMN TERM

<p>Autumn working group</p> <p>Policy Reviews as per policy register Admissions Discuss draft improvement plan for 2019 Discuss potential risks SIAMS Others?</p> <p>James/Rebecca/Claire/Eoin/Head</p>	<p>Possible Visit Programme – to be confirmed</p> <p>Safeguarding Visit (Margaret) SEND related visit (Connie) Data visit (James/Rebecca)</p> <p>PM/Rec as required (James +1 if required) Meeting with Head (James)</p> <p>Training or external networking session? (Brendan and Connie – data training)</p>	<p>LGAB MAIN BOARD MEETING (All)</p> <ol style="list-style-type: none"> 1. Welcome/Apologies 2. Declare pecuniary interests relevant to agenda 3. Re-elect Chair and Vice-Chair 4. Annual Signatures/Paperwork 5. Previous Minutes/Actions 6. Confidential Agenda Items 7. HoS Report 8. Confirm top 3 risks 9. Improvement Plan - draft 10. Safeguarding/CP/SCR/KCSiE 11. Discipline/behaviour/Exclusions 12. SIAMS 13. Working group feedback 14. Visit feedback & confirm visits for next term 15. AOB
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SPRING TERM

<p>Spring working group</p> <p>Website compliance On-line safety Data protection/GDPR SIAMS</p> <p>Brendan/Margaret/Libby/James/Rebecca/Pippa/others? Head</p> <p>Week commencing 21 Jan 19</p>	<p>Possible Visit Programme – to be confirmed</p> <p>Stakeholder related visit (Claire) Improvement/data/PPG related visit (Rebecca)</p> <p>PM/Rec as required? (James +1 if required)</p> <p>Training or external networking session? (Margaret – safeguarding network session)</p> <p>Brendan and Claire required to attend Foundation Course asap and Connie required to attend Governor Induction asap – Toni will notify of dates and locations</p>	<p>LGAB MAIN BOARD MEETING (All)</p> <ol style="list-style-type: none"> 1. Welcome/Apologies 2. Declare pecuniary interests relevant to agenda 3. Previous Minutes/Actions 4. Confidential Agenda Items 5. HoS report 6. Attainment and progress inc GDS/PPG 7. Improvement Plan – update/progress 8. Safeguarding/CP/SCR 9. Vision/Ethos (inc church ethos/collective worship) 10. Review Christian character and distinctiveness 11. SIAMS 12. School sessions/timings and term dates 13. Working group feedback 14. Visit feedback & confirm visits for next term 15. AOB
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SUMMER TERM

<p>Summer working group</p> <p>PPG impact and provision for next year PE impact and provision for next year Draft governor impact statement Self Review</p> <p>Eoin/Connie/Rebecca/Libby/Head</p>	<p>Possible Visit Programme – to be confirmed</p> <p>Safeguarding visit (Margaret) Strategy/Christian distinctiveness visit (James) Information related visit (Brendan)</p> <p>PM/Rec as required? (James +1 as required)</p> <p>Training or external networking session? (TBC)</p>	<p>LGAB MAIN BOARD MEETING (All)</p> <ol style="list-style-type: none"> 1. Welcome/Apologies 2. Declare pecuniary interests relevant to agenda 3. Previous Minutes/Actions 4. Confidential Agenda Items 5. HoS report 6. Attainment and progress inc GDS/PPG 7. Improvement Plan – update/progress 8. Safeguarding/CP/SCR 9. Review SEND and agree SEND local offer 10. Curriculum including extra-curricular provision 11. SIAMS 12. Skills and Training 13. Working group feedback 14. Visit feedback & confirm visits for next term 15. Approve Governor Impact Statement 16. AOB
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Notes:

- Intention is most policies will be ADMAT but a few will remain school policies, and a few may have an ADMAT front cover with appendices that are school specific. This is still being confirmed but it is likely that the following will remain school level policies or at least school input: Admissions, behaviour, first aid (MAT with school appendices), SEND (MAT with school appendices), volunteer? Others to be confirmed?
- The subjects for the working groups are areas that have been removed from the main meeting cyclical plan in order to cover them separately, and perhaps in more detail as necessary with less people, but they do need to be covered. How you run the working groups and if you choose to include other 'hot topics' is entirely your call. If you need to have a second working group, that is your call.
- Working groups meet at a time that suits the governors involved; Gov Offr can help co-ord date/time if need be. At the working group, one governor to be nominated to take notes – it is recommended that there is a hard back, note book to record these notes. This can then be scanned and placed on the portal, and the challenges, outcomes and decisions reported to the main board to be formally minuted.
- A short visit report to be filled in for each visit – this can be used to follow up any actions and saved as evidence of visits/challenge. The visits can be noted on the minutes of the main meeting but the detail will be in the reports (saved as evidence). The meeting will also confirm the focus of the visits for the next term.
- With the visit programme, there is a need to balance between challenging the school staff and the fact that they have a job to do. The suggested visits, along with working groups, cover a range of things that should be covered under governance. If governors also want to visit assemblies, school trips etc that is fine but these should not take away from the role as governors.

- Some responsibilities such as performance management or recruitment are only as and when required – they are not a continual commitment.

Training and networking sessions will be notified as they come up.

Sharing Best Practice and Networking

Clearly it is down to each LGAB how it allocates roles to its governors. However, if we can achieve some standardisation in the roles, ie some or all of those listed above, it is intended to do the following:

Using safeguarding (SG) as an example:

The governance officer will set up a folder on the portal that contains all useful information relating to SG from KCSiE to related policies to lessons learned to NGA/Government/news articles of interest. This will be shared with all SG governors across the MAT and the Child Protection Officer (Mrs Claire Paul). All safeguarding governors will be linked together by email so that you can share ideas and ask questions. As the SG expert, Claire will be a member of that group so that you can seek advice too. It is also useful for more experienced governors to help out the less experienced governors. Now and then, you may choose to get together for a face-to-face networking session, particularly when something new comes into play.

The above can be done for the Data/Improvement governor. We can link the data governors across the MAT with a member of staff who is an expert on data so that you can share information and ask questions. We can arrange training on understanding data and the formulation of an improvement plan. This could be open to any governor, but in particular the data governors.

Again, we would try to achieve the same for other roles such as PPG, SEND etc. The information governors could meet with the DPO?

If any governors have any useful information such as crib sheets that helps them carry out their role, they are requested to forward it to the governance officer on clerk2@andaras.org so that it can be shared.

Terms of Reference for the Working Groups (***This is draft and will be developed as the year progresses; please provide any feedback that you have to the Governance Officer so this can be adjusted***)

Autumn

Review policies – focus on content; does it make sense to someone who hasn't written it, does it include latest guidelines/legislation, is it in-keeping with school ethos?

Improvement - Discuss the formulation of the next improvement plan; does it address issues highlighted in the latest data and the top 3 risks?

Risks – analyse the threats to the school and highlight the risks, make suggestions for the top 3 risks?

SIAMS (Church schools) – use the SIAMS checklist as a guide?

Spring

Website Compliance – challenge on website compliance (using checklist as a guide)

On-line Safety – discuss measures in place, are they suitable, do they comply with latest guidance, any breaches, enough resources?

Data protection/GDPR – ensure that all personal data held has been reviewed, that it is known that the reason the information is needed and used, assurance that the school has an effective process to respond to a suspected data breach in a timely and correct manner, ensure all staff have received training and have the resources to ensure GDPR compliance to reduce the risk of data breaches, challenge the HoS that staff practices are being reviewed regularly and that staff are implementing the relevant policies with regard to data protection. Raise concerns to Directors through the governance officer.

Summer

PPG - Analyse impact of PPG funding, be satisfied that there is evidence for this, what has worked and what hasn't, look at provision for next year, is MAT PPG policy being adhered to?

PE – as above

Review – review impact of LGAB, where could improvements be made, are any changes required (pass to Governance Officer for attention of Directors), discuss and agree potential content for governor annual impact statement