



# Governor Policy

Date of Approval: 19/05/20

Approved by: Finance, Personnel & Premises Committee

Date of next review: May 2022

Chair of Committee: Tony Jarvis

# **1. Governor Visits**

## **Aims**

The purpose of school visits for Governors is to ensure that Governors are

- knowledgeable about the school,
- are able to make informed judgements about the school and
- able to monitor the developments within the school.

To fulfil their role, governors need to be able to understand the unique arrangements of the Children's Hospital School. Governors will be better able to evaluate the information they are presented about the school if they are aware of how each of the four departments works. Visits to Children's Hospital School provide an opportunity to experience the learning environment that the school provides for pupils.

## **Objectives**

Governor visits are not inspections but part of a dialogue between the school, the staff and governors. The Governors should feel able to learn about the school, ask challenging questions and take an objective view. School staff should receive constructive feedback and feel their efforts are valued.

As a result of this process Governors should

- know what the school is like
- understand how the school works
- feel able to assess the school's effectiveness

## **Processes**

### Frequency, duration and nature of visits

- There should be at least two governor visits each term.
- Each visit should last up to 1 hour.
- The time of the visit should be agreed between the Governor, Head teacher and relevant staff at least a week ahead.
- Each visit should have a clear focus, either related to the school self evaluation form or by a specialist governor to their department.
- The programme for the visit should be agreed beforehand.
- The visit should be published in the school diary and staff should be informed in meetings a week ahead.
- Governors visiting the school should adhere to the protocols for governor visits.

## **Reporting**

At the end of the visit Governors should provide some initial verbal feedback to the staff involved.

A written report should be completed that states the purpose and outcome of the visit. This should be returned to the Clerk to the Governors in the first instance.

After the visit, the report should be shared at the next governors meeting, to include:

- Focus of the visit
- General information and observations
- Examples of good practice / areas of strength
- Potential areas for development

The Governor's visit report proforma should be used [*Appendix 1*]

## **2. Governors Allowances**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. The Children's Hospital School Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

**All governors of The Children's Hospital School will be entitled to claim the actual costs, which they incur as follows:**

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the School, and are agreed by the Finance and Personnel Committee that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

Childcare or babysitting allowances to a registered child minder (excluding payments to a current/former spouse or partner. or family member);

Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member);

The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;

The cost of travel relating only to travel to meetings/training courses at a rate in line with City Council guidance which does not exceed the specified rates for school personnel;

Telephone charges, photocopying, stationery, postage etc;  
Any other justifiable allowances as agreed by the personnel and finance committee.

## **The Governing Body acknowledges that:**

Governors may not be paid attendance allowance;  
Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from Willow Bank School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Finance, Personnel & Premises Committee or delegated authority of Finance, Personnel & Premises committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

All decisions will abide by the DfE Regulations as outlined. This policy will be reviewed bi-annually.

## **DfE Regulations: Paying Allowances to School Governors (September 2003)**

### **Key Messages**

Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.

Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.

Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.

Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

Allowances can be paid to governors serving on temporary governing bodies, and to associate members.

Governor allowances will continue to be paid from the school's delegated budget.

In schools without delegated budgets, the LA may pay governor allowances.

### **3. Governor Induction**

The Governing Body and Head Teacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

#### **Purpose**

- ✓ To welcome new governors to the Governing Body and enable them to meet other members.
- ✓ To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- ✓ To meet the Head Teacher, staff and children.
- ✓ To explain the partnership between the Head Teacher, School and Governing Body.
- ✓ To explain the role and responsibilities of governors.
- ✓ To give background material on the school and current issues.
- ✓ To allow new governors to ask questions about their role and/or the school.
- ✓ To explain how the Governing Body and its committees work.
- ✓ To allow new governors to join the committee(s) of their choice.

#### **Induction Procedure**

1. When Governorship is confirmed, the Clerk will send an appointment letter and information with key items of interest.
2. The Clerk will request the new governor to complete declaration of eligibility form, verification of identity form and register of business interest form.
3. Head to arrange tour of school, including meeting staff and children.
4. Head to provide informal briefing on the school, explaining the way it works, the current issues facing it, the number of children on roll and the trend in pupil numbers, the catchment area from which the children are drawn, an explanation of how classes are organised and how the curriculum is delivered, a list of staff (both teaching and non-teaching), how to conduct visits and the relationship between the Head and the Chair.
5. Clerk to the Governors to provide access to relevant school information, including school calendar, SEF and School Improvement Plan through the Governor Virtual Office (GVO).
6. Chair provides informal briefing on the role and responsibilities expected from governors, including information on committee structures and training courses available to assist them in their role.

7. Directed to the School website for information about the school, such as details about the pupil premium and the most recent performance results. Provided with login details for the secure governor area (GVO).
8. Directed to Governor Services website, for various information and useful resources on school governance. Provide a contact email address for governor services ([education.governor.services@leicester.go.uk](mailto:education.governor.services@leicester.go.uk)).
10. Directed to the DfE's 'Governors' Handbook' available from the DfE website at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/481147/Governance\\_handbook\\_November\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf)

## **New Governor Information**

The information provided should include or have reference to:

### General Items for Governors

- Governor Declaration of Eligibility form (enclosed for completion and return)
- Ethnicity monitoring form (enclosed for completion and return)
- Register of Business Interests form (enclosed for completion and return)
- Latest LA Governor Newsletter
- Latest LA Governor Training Programme

### Information on Your Governing Body

- Instrument of Government for your school
- Governing Body Membership List
- Governing Body Code of Conduct
- Committee Structure and Terms of Reference
- Dates of future Meetings and school events
- Login details for secure governor area (GVO)

### Information on Your School

- General school Information
- School Improvement Plan
- School Self-Evaluation Information
- Latest Ofsted Report

Information may be provided in a variety of ways, including:

- Written documents
- Access to Governor Virtual Office (GVO)
- Accessed via the school website

## Leicester Children’s Hospital School

### Governor Visit Report

<b>Name of Governor:</b>	<b>Date of Visit:</b>
<b>Focus of visit:</b>	
<b>General Information / Observations:</b>	
<b>Examples of good practice / areas of strength:</b>	
<b>Potential areas for development:</b>	

<b>Signed:</b>	<b>Dated:</b>
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