



Governor Handbook





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Introduction

This Handbook is provided to help and support you in your role as a Governor of Altrincham C.E. Primary School.

Additional materials and resources are available via Governorhub. If you need assistance with logging in or accessing documents please call 0161 348 7188 or email TrustGS at clerk@trustgs.co.uk

It is recommended that Governors read the termly newsletter provided by TrustGS: **The Clerks Post** (see Knowledge tab on GovernorHub)

Regular Training sessions are provided, usually the venue is the Life Centre in Sale. Details can be accessed via Governorhub or by the following link:

[Governor Training Sessions](#)

It is recommended that Governors attend a **Governors Induction** session every 3 years as a refresher course.

Please note that the school are expected to add to their website details of training undertaken by Governors. Please advise the Clerk of any additional training you undertake.



Instrument of Government

TRAFFORD COUNCIL

INSTRUMENT OF GOVERNMENT

1. The name of the school is **Altrincham Church of England Aided Primary School.**
2. The school is a Voluntary Aided school.
3. The name of the governing body is "The governing body of Altrincham Church of England Aided Primary School"
4. The governing body shall consist of:
 - a. Two parent governors
 - b. One LA governor
 - c. One staff governor
 - d. One headteacher
 - e. Eight foundation governors
 - f. One Co-opted governor
5. Total number of governors 14.
6. Foundation governors, other than the ex-officio foundation governors, shall be appointed as follows:

two by the Chester Diocesan Board of Education;
two by the Parochial Church Council of Dunham Massey St. Margaret; and
two by the Parochial Church Council of Altrincham St. George.
7.
 - a) the holders of the following offices shall be a foundation governor ex officio:
the principal officiating minister in the parish of Dunham Massey St. Margaret and
the principal officiating minister in the parish of Altrincham St. George
 - b) The foundation body or person named in paragraph 8 shall be entitled to appoint a foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.
8. The Archdeacon of the Archdeaconry in which the school is situated shall be entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.
9. There is a trust for the school.



10. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

11. This instrument of government comes into effect on 15 March 2017.
12. This instrument was made by order of Trafford Local Authority on 14 March 2017.
13. A copy of the instrument must be supplied to every member of the governor body (and the headteacher if not a governor), any trustees and to the appropriate religious body.

The COMMON SEAL of
TRAFFORD BOROUGH
COUNCIL was hereunto
Affixed in the presence of -



86236



Governing Board

Altrincham CofE (Aided) Primary School Constitution

If Spaces are shown in the table below, this indicates places within the constitution which can optionally be filled.
Where Vacancies are shown this indicates places within the constitution which should be filled.

	First Appointed	Term Start	Term End
Headteachers			
Mrs Kirsty Chrysler	01 Jan 2019		
Local Authority Governors			
Dr Nighat Awan	21 May 2020	21 May 2020	20 May 2024
Co-opted governors			
Mr Wayne Hitchcock	13 Jul 2020	13 Jul 2020	12 Jul 2024
Staff governors			
Mrs Susan Watkins	06 Jan 2016	20 Dec 2019	19 Dec 2023
Parent governors			
Vacancy (2)			
Vacancy (1)			
Foundation Ex-Officio			
The Rev Dr Edmund Betts	18 Nov 2006		
Dr Sue Elves	18 May 2020		
Foundation Diocesan Board of Education Appointed			
Ms Olivia Tattum	10 Feb 2020	10 Feb 2020	09 Feb 2024
Vacancy (1)			

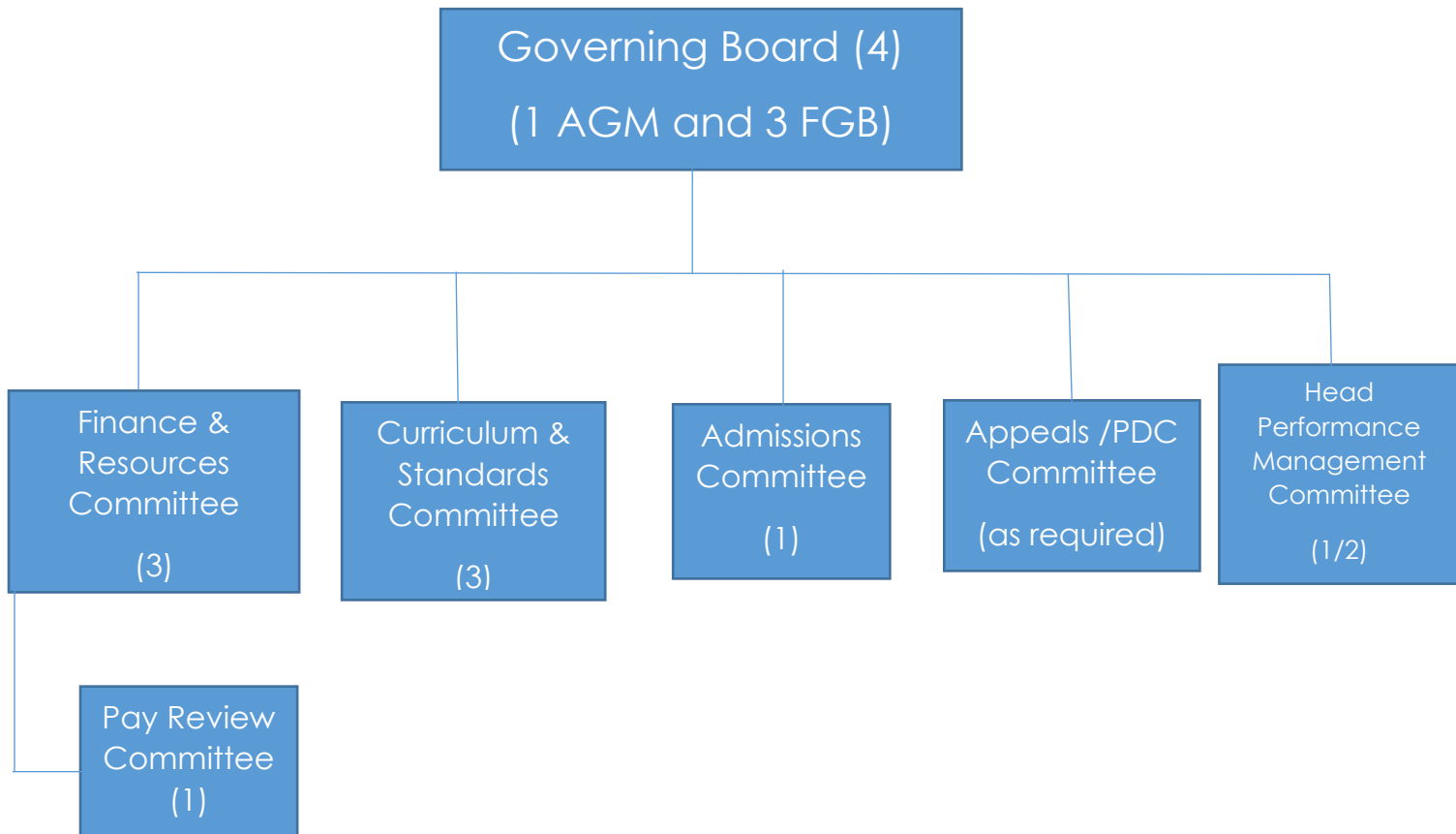


**Foundation Parochial Church
Council Appointed**

Mr Kevin Davis		13 Jul 2020	12 Jul 2024
Mrs Jane Parker		10 Apr 2018	09 Apr 2022
Mrs Sam Thompson	16 Mar 2020	16 Mar 2020	15 Mar 2024
Vacancy (1)			



Governance Structure – Altrincham C.E. Primary School



(x) – number of meetings per year



Committees

Committee structure and Terms of Reference

The Role of the Chair of the Governing Board

- ❖ To ensure the business of the Governing Board is conducted properly, in accordance with statutory guidance and procedure.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction.

Disqualification – the Headteacher, Staff Governors, Staff Members

- ❖ The Chair has no distinct power or accountability different to any other Governor but it is important for the Chair to
 - Have a positive relationship with Headteacher (offering challenge and support)
 - Have awareness of procedural requirements for governance (supported by the Clerk)
 - Ability to organise discussions and meetings
 - Have knowledge & understanding of the school
 - Be available to make emergency decisions
 - An awareness of skills in leadership and teamwork
 - Be willing to support and represent the school

Support and guidance for the Chair, is available via Trust GS, including copies of the Publication “Leading Governors”; termly Taking the Chair training



sessions and Network Meetings. National Leaders of Governance are also available as mentors – please ask for details. Contact: Julie Lawson on 0161 348 7188 or Julie.lawson@trustgs.co.uk



The Role of the Clerk to the Governing Board

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board.
- ❖ To advise the Governing Board on constitutional and procedural matters, duties and powers.
- ❖ To convene meetings of the Governing Board including distribution of agenda papers and reports.
- ❖ To attend meetings of the Governing Board and ensure minutes are taken.
- ❖ To maintain a register of members of the Governing Board and report vacancies to the Governing Board.
- ❖ To give and receive notices in accordance with relevant regulations.

Disqualification – Governors, Associate Members, the Headteacher

The Clerking Service is provided by Trust GS subject to annual subscription to the service. A minute clerk attends each meeting of the Full Governing Board. Contact Julie Lawson 0161 348 7188.



The Role of the Clerk to Committees

- ❖ Elected by the Committee or appointed by the Governing Board.
- ❖ To ensure the business of the Committee is conducted properly, in accordance with statutory requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- ❖ Liaise with the Headteacher and Clerk to the Committee to prepare the agenda for each meeting and ensure agenda papers are distributed via the school.

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

Disqualification – the Headteacher



The Governing Board Remit

The Governing Board needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees of the Governing Board and their terms of reference*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
- To approve the first formal budget plan of the financial year
- To review the delegation arrangements annually*
- To agree the Calendar of meetings, Governor Visits Policy, Code of Conduct for Governors
- To agree and review the Governors Handbook
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per The Governors' Guide to the Law and Schedule 6 of the Constitution Regulations 2007 or Schedule 4 of the Constitution Regulations 2012

Quorum: Recommended Half of the Board



Finance & Resources Committee Remit

Purpose of Committee

The Finance & Resources Committee will review and agree the school's proposals for the budget, review the school fund account and review and keep track of expenditure. The Committee will also oversee the appointment procedures for all staff, review Performance Management policy, monitoring and reviewing staff wellbeing and make recommendations on personnel related expenditure. The Committee will be concerned with the use of premises, extended school facilities, personnel related matters and service contracts from the local authority (or other providers). It will monitor efficient use of utilities such as water, electricity or gas and maintain an overview of costs and lettings of the school. The Committee will be responsible for reviewing and discussing school status including collaboration with other schools.

- To review the formal budget plan each financial year for recommendation to the Board for approval
- To establish and maintain a 3 year financial plan
- To consider and review the budget position statement (including virement decisions) at least termly giving particular regard to any significant anomalies from the anticipated position
- To ensure that the school operates within financial regulations and complies with any financial management standards
- To agree the financial scheme of delegation;
 - the Head will have full delegated powers to authorise expenditure in line with the agreed budget (or virement of funds) not in excess of **£5,000** (single Items) or **£10,000** (Trafford SLA's) and up to £20,000 (single Items on consideration of 3 tenders)
 - the Finance Committee will have delegated powers to authorise expenditure of an amount of money (or virements) not in excess of **£30,000**
 - All virement* of funds must be reported to the full Governing Board
- To monitor expenditure of all voluntary funds / school fund
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised including the maintenance and development of the school's premises (including use by outside users)
- In consultation with the Head to oversee premises-related funding bids
- To establish and keep under review any Policies relating to; Finance, Personnel, Building, Accessibility, Pay, Procurement, Charges & Remissions
- To monitoring the adequacy and effectiveness of the Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).



- Review and monitor the Risk Register
- To keep under review the staffing structure.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To ensure enhanced DBS and appropriate checks are carried out for all staff, Governors and volunteers.

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Quorum: 3 Governors (one of whom must be the Headteacher)



Finance & Resources Committee Policy Responsibilities <i>(to be confirmed by the school)</i>	



Curriculum & Standards Committee Remit

Purpose of Committee

The committee has responsibility for monitoring results, quality of teaching and learning; teaching of the national curriculum and the school's provision and policy on sex education, collective worship and RE. It also monitors provision for pupils with special educational needs, vulnerable pupils and pupils with exceptional ability. The Committee will monitor and review the use and impact of pupil premium funding.

Terms of reference:

- To consider and review standards of achievement and school performance and other matters relating to the school's curriculum, including statutory requirements and the National Curriculum
- To monitor and review Policies, in relation to: Curriculum, Safeguarding, Behaviour, Equality & Diversity, Inclusion, British values and Prevent.
- To oversee arrangements for Linked/Named Governors in specific areas of provision, eg SEND, Safeguarding (or other School Priorities).
- To oversee Safeguarding arrangements and related Policies.
- To ensure the targeted use of Pupil Premium funding and to review and monitor the impact on outcomes for pupils
- To review Policy and provision for collective worship, RE and Sex Education
- To ensure compliance with 'Eight Essentials of Christian Brother Education'.

Disqualification –Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Quorum: 3 Governors (one of whom must be the Headteacher)



Curriculum & Standards Committee Policy Responsibilities (<i>list of policies to be confirmed by the school</i>)	



Hearings and/or Appeals Committee

Terms of reference:

- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To consider any appeal against a decision to dismiss a member of staff *
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

*cannot be delegated to an individual

Disqualification – The Headteacher. Members of any Hearing Committee may not sit on any subsequent Appeal Committee.

Membership – not less than 3 Governors

(NB. The number appointed to any Hearing Committee directly affects the number required for an Appeal Committee)

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

Clerking – provided by Trust GS Governor Services in accordance with terms of the Training, Support and Development Service.



Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To ensure that the DfE guidance is followed in the school, with specific reference to the role assigned to the Governing Board.
- To review a decision to uphold a permanent exclusion subject to direction or recommendation to do so by an Independent Review Panel.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

<Any items which the Governing Board may wish to include>

Membership – 3 Governors

NB: The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve on the Committee.

Disqualification – The Headteacher, Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Clerking – provided by Trust GS Governor Services in accordance with terms of the Training, Support and Development Service.



Headteacher's Performance Management Committee

Terms of reference:

- To arrange to meet with the External Adviser (or Link Adviser subject to purchase of School Improvement Service Contract) 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
- *<Additional items which the Governing Board may wish to include>*

Membership – 2 or 3

Disqualification –The Headteacher and Staff Governors



Pay Review Committee

- Terms of reference: to have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Governing Board
- to minute clearly giving the reasons for all decisions and report these decisions to the next full Governing Board meeting as a confidential item to be received;
- to develop, implement and administer the pay policy.
- to ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression.
- to have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Governing Board
- to minute clearly giving the reasons for all decisions and report these decisions to the next full Governing Board meeting as a confidential item to be received;
- to seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- to attend relevant training as appropriate
- to handle appeals, if the matter cannot be resolved informally.
- <Additional items which individual Governing Bodies may wish to include>

Membership – 2 or 3

Disqualification –The Headteacher and Staff Governors



Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Board or one of the Committees, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility.
- To liaise with the appropriate member(s) of staff
- To support the school in promoting high standards in the subject/specific area
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate

This could be achieved by:

- Finding out more about your subject/specific area, including attending Governor training.
- Finding out more about how your subject area operates in the school, for instance resource and staffing structure
- Supporting the subject in budgetary decisions
- Looking at examples of work across the age range of the school (confidentiality dictates children's names should be removed)
- Conduct planned and focused school visits to learn about how your subject is taught by observing lessons, at convenient times which do not disrupt the work of the school.
- Liaising with the appropriate member of staff on a regular and agreed basis
- Avoid creating unnecessary additional work for staff
- Receive regular reports and be invited to join meetings regarding the subject/specific area when appropriate
- Attend any school events and/or parent/family events held at the school regarding the subject/specific area to support the school and represent the Governing Board.



Link Governor Remits

Subject/Curriculum Area Link Governors

Role: To provide a link between the Governing Board, the Curriculum/Standards Committee (where appropriate) and staff.

Remit:

- a) to meet with the Headteacher and agree the overall programme of work to be undertaken;
- b) to meet with the subject/curriculum area leader to develop a great understand of the subject/curriculum issues;
- c) whenever possible, to attend appropriate staff training sessions devoted to the subject/curriculum area;
- d) in accordance with the Governors School Visits Policy to use visits to view lessons, and any other relevant activities, in the subject/curriculum area and to report back according to the policy procedure;
- e) to understand the allocation of resources to the subject/curriculum area;
- f) to help to support and promote the involvement of parents in their children's learning in the subject/curriculum area;
- g) to attend appropriate governor training;
- h) to advocate to the Governing Board on behalf of the subject/curriculum area.



Send Link Governor

Role: To provide a link between the Governing Board, the Committee responsible for SEND (where appropriate) and the SEND Co-ordinator.

Remit:

- a) to develop an understanding of SEND needs and provision in the school;
- b) to understand the responsibilities of the Governing Board in relation to the SEND Code of Practice;
- c) to be familiar with the SEND policy;
- d) to ensure that the SEND Policy is reviewed on a regular basis;
- e) to meet with the SEND Co-ordinator on an agreed regular basis to gain an understanding of the SEND needs and provision in the school;
- f) to report to the Committee with SEND responsibilities or to the Governing Board (as appropriate) on relevant issues relating to SEND;
- g) to attend governor training on SEND;
- h) in accordance with the Governors School Visits Policy to visit the school and view appropriate lessons reporting back according to the policy/procedure;
- i) to advocate to the Governing Board on behalf of SEND provision in the school



Safeguarding Governor

Role: To be the lead person who understands the safeguarding requirements and obligations of the Board.

Remit:

- a) Support the work of the designated safeguarding lead
- b) Meet on an agreed basis with the designated safeguarding lead
- c) Report to the Governing Board on activities to facilitate scrutiny and monitor effectiveness of safeguarding practices at School
- d) To help the Board ensure compliance with statutory duties (safeguarding and health and safety)
- e) Ensure that safeguarding deficiencies are brought to the attention of the Governing Board and addressed
- f) Assist the Board to ensure that the safeguarding and child protection policy is being followed in practice and implemented effectively
- g) Attend training on safeguarding, health and safety and safer recruitment
- h) Review the training programme for staff and ensure it reflects the needs of the school and statutory regulations.
- i) Be familiar with key safeguarding guidance, KCSIE and WTSC
- j) Ensure that records are kept securely and appropriately
- k) Ensure confidentiality is respected as well as appropriate information sharing
- l) Ensure that there is appropriate monitoring and tracking in place for vulnerable students
- m) Ensure that there are appropriate safeguards in place for students placed with Alternative Providers
- n) Ensure that there is a consistent approach to safeguarding and child protection across the school.
- o) Ensure that safer recruitment processes are in place
- p) Ensure that the Single Central Record is compliant
- q) Respect the role of the Chair in elements of safeguarding procedures e.g. allegations regarding the Headteacher and Whistleblowing



Meeting Dates for Academic Year 2020 -21

Altrincham CofE (Aided) Primary School Meetings 2020-21

Date	Start	End	Committee	Meeting
Wed 16 Sep 2020	17:00	18:30	GB inc staff	Training for Governors
Wed 30 Sep 2020	17:00	19:00	GB inc staff	Governing Board Meeting (AGM)
Wed 4 Nov 2020	17:00	18:00	Curriculum and Standards Committee	Curriculum & Standards Committee
Wed 18 Nov 2020	17:00	18:00	Finance & Resources Committee	Finance & Resources
Wed 2 Dec 2020	17:00	18:00	Altrincham CofE (Aided) Primary School	Board Meeting
Wed 10 Feb 2021	17:00	18:00	Curriculum and Standards Committee	Curriculum & Standards
Wed 3 Mar 2021	17:00	18:00	Finance & Resources Committee	Finance & Resources
Wed 24 Mar 2021	17:00	18:00	Altrincham CofE (Aided) Primary School	Board Meeting
Wed 19 May 2021	17:00	18:00	Finance & Resources Committee	Finance & Resources
Wed 26 May 2021	17:00	18:00	Curriculum and Standards Committee	Curriculum & Standards
Wed 16 Jun 2021	17:00	18:00	Altrincham CofE (Aided) Primary School	Board Meeting

Please ensure you refer to the GovernorHub calendar as meeting dates are subject to change. However best endeavours will be made to stick to the dates above.