

The Orchard School

Governing Body Information

Structure and Responsibilities of the Governing Body

The Governing Body of the Orchard School consists of **12** members all of whom give their services voluntarily and without financial reward.

Each member usually serves for a period of 4 years and is elected/appointed as either a parent, local authority, community or staff Governor.

- Parent governors as the title suggests, are parents of children in the school and are nominated and voted onto the Governing body by all parents.
- LA governor is appointed by the local authority.
- Co-opted governors are elected by the Governors to represent community interests and can be people who live and/or work in the vicinity of the school or others who have an interest in the School and are committed to its success.
- Staff governor is elected by staff, representing both teaching and non-teaching staff in the School.

On the Governing Body at present we have

- 2 Parent governors
- 1 Local Authority governor
- 7 Co-opted governors
- 1 Staffing governor
- 1 Headteacher

The duties and responsibilities of the Governing Body are many and varied but essentially it works very closely with the Headteacher in:

- setting the vision, aims and objectives of the school; and adopting policies and targets to achieve these.
- monitoring and evaluating the educational progress made by pupils and holding school leaders to account for the educational performance of the school.
- ensuring effective and efficient performance management of staff.
- overseeing the financial performance of the school and making sure that the budget is well spent.

To do this effectively the Governing Body has set up a number of committees with specifically defined responsibilities, the main ones being:

Curriculum Committee

- Ensures the school meets National curriculum requirements.
- Develops and monitors the school Improvement Plan.
- Develops and makes recommendations on curriculum policies and assessment.

Finance Committee

- Develops and reviews the school's policy on all financial matters.
- Monitors the effectiveness of these policies and reviews as appropriate.
- Produces the annual budget which reflects the priorities of the School Development Plan, together with best value, and monitors actual spend against budget on a regular basis.

Staffing Committee

- Reviews, develops and maintains a staffing structure that will deliver the school Improvement Plan.
- Interviews and appoints staff.
- Implements pay policies, staff development and performance management schemes.

Premises, Health & Safety Committee

- Ensures that the Health and Safety Policy of the school is fully implemented and in line with the LA's Health & Safety Policy including Health and Safety inspections and review of incident reports of the school.
- Ensures that fire safety equipment and fire alarms are maintained and tested on a regular basis in line with current legislation or manufacturers recommendations that the school has undertaken relevant Fire risk assessments and that any action required is undertaken to improve the fire risk in the school.
- Ensures the school buildings including fixtures and fittings are, secure, safe and installed in accordance with current regulations.
- Ensures that the Emergency and Business Continuity Plan is up to date and that scenarios to test the plan are arranged.

Special Responsibilities

Some governors have specific responsibilities, eg for safeguarding. These are shown in a separate document on the website.