



Mansbridge Primary School Governing Body Organisation and Working Practices Policy and Code of Practice

Aim:

- to ensure that the Governing body fulfils its responsibilities and demonstrates in its practices its commitment to the aims and ethos of the school and its effective and efficient management

Objectives

- to use the strengths of all members of the governing body;
- to spread the workload so that no governor shoulders an unreasonable burden;
- to deal with the work effectively and efficiently;
- to develop the skills and experience of the governing body as a whole;
- to enable all governors to play their part in the collective leadership of the school
- to be an active part of the Aspire Community Trust.

General Principles

The governing body will be made up of 11 Governors:

- a. 2 parents
 - b. 1 head teacher
 - c. 1 staff governor
 - d. 4 co-opted governors (2 vacancies for co-opting governors from the trust)
 - e. 1 LA governor
 - f. 2 foundation governors
- A minimum of 4 must be present for a meeting to be considered quorate. In the absence of the Head teacher a Deputy Head teacher may attend in their place and will assume any rights of the Head teacher.
 - the governing body is collectively responsible for the general oversight of the school and its policies;
 - it works in a close and active partnership with the headteacher and staff of the school, parents, children, the LA and the whole community to achieve the highest possible standards of education for the pupils at the school;
 - the headteacher is responsible to the governing body for the day to day management of the school;

- To monitor manage and report, at least annually on governing body vacancies
- Monitor and report annually the attendance statistics of the governing body.

A Pay and Personnel committee consisting of a minimum of 3 governors will meet as required. Staff Governors may not sit on the Pay & Personnel committee. The Head teacher will attend in an advisory capacity.

To review, adopt and implement the pay policy

- the governing body will delegate some of its responsibilities to the Pay and Personnel committee to ensure the most efficient and effective delivery of policy
- The Pay and Personnel committee has the delegated power to make pay awards within the limitations of the budget.
- The delegated decision-making powers of the Pay and Personnel Committee will be expressly recorded in its terms of reference.
- The Pay and Personnel Committee will be advised and supported by the Headteacher. other advice shall be sought as necessary;
- The Pay and Personnel Committee will meet as required and terms of reference will identify minimum meeting frequency;
- The Pay and Personnel committee review, revise and make recommendations to the governing body on all policies that fall within their areas of responsibility as necessary and not less frequently than every four years;
- The Pay and Personnel Committee will report to the following full governing body on matters they have dealt with;
- The Chair of Governors may attend any meeting of the Pay and Personnel committee as necessary.
- The Head will attend the Pay and Personnel Committee in an advisory capacity.
- Terms of reference for Pay and Personnel shall be reviewed annually in the autumn term;
- The Governing Body will set up an Appeals Committee which will deal with any matters that may be referred to it in accordance with its terms of reference;
- To support the training liaison governor in establishing a programme for governing body development;
- matters requiring urgent action shall be referred to the Chair of Governors;

- agendas and minutes of the Pay and Personnel and any Appeals committees will be produced and distributed by the Clerk to the Governors and all committee proceedings will be conducted in accordance with the School Government Regulations 1989 (as amended in 1993);
- Governors should refer to the Department for Education's [Maintained Schools Governance Guide](#), which brings together essential information on the governing body's roles and legal responsibilities.
- A Finance Working party will be set up to monitor the school budget

Reviewed September 2022

Updated September 2023

Reviewed September 2024

Reviewed September 2025

Reviewed and updated 20.09.2026. Next review September 2027