

*the*

# Governor

**We hope you have enjoyed a restful and relaxing summer. As we approach the start of another academic year, new KCC teams and personnel are preparing to deliver children's services in a different way following the completion of the restructure of the Children, Families and Education directorate.**

We have postponed publication of the autumn issue of the Governor until mid-October, at which time we will share with you the final details of how services will be structured, as well as providing access to a 'who's who' in your district. You can continue to contact Governor Services on either 01622 605160 or 01622 203800.

In the meantime, this electronic issue includes:

1. A model agenda for the governing body meetings in the autumn terms.
2. An article on the performance management of your headteacher.
3. Details of the 2010 Trade Fair.
4. Details of any governor meetings already arranged for the autumn term.

**Governor Services Team**

## Performance Management for Headteachers

**In line with Performance Management Regulation 2007, governors are required to make sure that the policy and practice for performance management is fully compliant within the statutory regulations. Performance management of headteachers must be completed by 31 December annually.**

It is recommended that the objectives of the headteacher are set in advance of the whole school or teachers, so that school priorities identified through the School Improvement Plan can be used to inform the objectives agreed for all staff. Governing bodies are therefore asked to consider conducting the Headteacher Performance Management review during Term 1.

Please ensure that your governing body delegates this responsibility in accordance with school policy and the above regulations to trained and/or experienced governors as reviewers to enable effective contribution to this process.

### Action points

- Governors to consider holding the Headteacher Performance Management review meeting early in Term 1.
- Chair of the Headteacher Performance Management review panel to arrange a suitable date to meet with headteacher and school improvement partner.
- For governors who are part of the review panel, please ensure that they have completed training to undertake this role, or contact the training team at Governor Services 01622 203800 for further details.
- Governor reviewers must be aware of the duty on governing bodies to enable the headteacher to have the benefit of a satisfactory work-life balance (National Agreement 2003 and School Staffing (England) Regulations 2009).

**Sue Duckworth**  
**Manager, Governor Services - 01622 203800**

## 2. Model Agenda

### (School Name) Full Governing Body Meeting (Insert date, time & place)

*N.B This is a model agenda based on a generic governing body. You can find an annual planner of governor responsibilities on Kent Trust Web from which you may formulate your own agenda's according to your own structures and Terms of Reference for committees, teams or individuals. Good practice notes for clerks are included in red.*

#### AUTUMN TERM AGENDA

	Item	Purpose	Paper attached
<b>Procedural</b>			
1.	Apologies for absence	Governors to consider if apologies are acceptable.	
2.	Declaration of business interest	Governors to have the opportunity to declare any business interest against any agenda item <ul style="list-style-type: none"> <li>• Governors to update the Register of Business Interest</li> </ul>	
3.	Governing body issues <i>Clerk note: You could prepare a draft annual calendar of dates so that governors come prepared to the meeting</i>	<ul style="list-style-type: none"> <li>• Appoint/re-appoint appropriate governors and welcome any newly elected governors</li> <li>• Election of chair and vice chair if appropriate (review procedure)</li> <li>• Agree meeting dates for the year</li> </ul>	
4.	Review of governing body structure and procedure	Review the committee structure, membership of committees and delegation of functions <ul style="list-style-type: none"> <li>• Review/approve Terms of Reference for committees</li> <li>• HT Performance Management (agree committee 10/11)</li> </ul>	
5.	Minutes of previous meeting <i>(insert date of last minutes)</i>	To be approved by governing body and signed by chair. <ul style="list-style-type: none"> <li>• To receive update on agreed governor actions</li> <li>• Matters arising not covered by this agenda</li> </ul>	Attached or sent before
<b>School Improvement</b>			
6.	Headteacher's report	Receive headteacher's report (to include autumn H & S report) <ul style="list-style-type: none"> <li>• Governors to clarify any points</li> </ul>	Attached
7.	Review updated SEF/School Plan <i>Clerk note: If your governing body structure has a strategy committee the review of SEF, SATS, School plan may be angendered to them</i>	Review any updated SEF sections <i>(state which sections to be reviewed)</i> Review SATS/exam results Set pupil performance targets Approve school improvement plan Set governing body objectives Agree governor monitoring visits against priorities/objectives	Governors to bring SEF /SP
8.	Governing body reports <i>Clerk note: Budget approval (refer to your terms of reference, this may be approved by committee) see also list below which must be included on your agenda at some time during the year</i>	To receive the following reports: <i>(clerk: list committee reports to be received)</i> <b>Finance</b> <ul style="list-style-type: none"> <li>• Present and discuss latest Budget Monitoring formula and devolved capital</li> </ul> <b>Other Reports</b> <ul style="list-style-type: none"> <li>• Receive reports/recommendations from governors monitoring visits (list these)</li> <li>• Receive feedback from governor training</li> </ul>	Attached

	Item	Purpose	Paper attached
9.	Review policies <i>Clerk note: Refer to your policy review timetable Refer to FMSiS requirements add review of policies to FGB where not delegated to Finance committee</i>	<ul style="list-style-type: none"> <li>List Policies due for review <ul style="list-style-type: none"> <li>Performance Management Policy</li> <li>Admissions Policy (VA and Foundation Schools)</li> <li>Charging Policy</li> <li>Review governor allowance policy</li> <li>Review finance related policies</li> </ul> </li> </ul>	
10.	Briefing notes <i>Clerk note: some items may have been actioned via the committees and not required at FGB</i>	Discuss action points arising from briefing notes <ul style="list-style-type: none"> <li>List specific items applicable to your governing body</li> </ul>	
<b>Other</b>			
11.	Chairs Actions/ Correspondence	Chair advise on chairs actions and any correspondence received	
12.	Any Other Urgent Business <i>Clerk Note: follow governing body agreed procedure</i>	Any other urgent issues (non-urgent issues to be added to next term's agenda).	
13.	Confidentiality	Determine which items, if any, are confidential.	

*Clerk note: you may want to highlight the following items to be added to the FGB or committee agenda's.*

#### **On a regular basis**

- Organise support and training for governors
- Keep code of conduct for governors under review
- Ensure new policies are written; review existing policies on a rolling programme

#### **At Any Time of Year**

- Review child protection policy
- Receive friends/parents' association report
- Complete school profile
- Complete asset management plan
- Induction of new governors
- Preparation for Ofsted inspection
- Complete Special Educational Needs report

#### **FMSiS Requirements**

- Present and discuss latest budget monitoring; and formula and devolved capital
- Standards questionnaire 'keeping your balance'
- Review Finance policy annually
- Review 'whistle blowing' policy
- Review lettings policy
- Review of local authority contracts i.e. finance and personnel
- Review of quotes and tenders

- Presentation of voluntary fund audit certificate to the governing body
- Review banking signatures
- Review compliance audit reports
- Best value monitoring of major purchases
- Governor self evaluation of competencies matrix
- Benchmarking comparison

#### **FMSiS Best Practice**

- Ensure opportunity to declare business interest at every meeting
- Completion of DCSF decision planner
- Ensure that the members of the finance committee complete and date the 'financial management competencies matrix for school governors'

### 3. 2010 Trade Fair

**Governors are invited to attend this year's Trade Fair on Tuesday 12 October, between 8.30am and 4pm, at Kent County Showground, Detling, Kent ME14 3JF.**

Entry is free and offers an opportunity to all schools to explore the wide range of support services and suppliers to help schools get value for money from their purchases and contracts. This year there are lots of new exhibitors, both Kent County Council and external.

- Complimentary lunch and refreshments
- Selection of drop-in workshops during the afternoon

To register for the Trade Fair go to [www.eml-events.co.uk/register.html](http://www.eml-events.co.uk/register.html)

Siobhan Cheeseman  
Service Accountant  
Financial Compliance Unit – 01227 284523

### 4. Kent Governors Association District Meetings

District	Date and time	Venue
<b>Ashford</b> 'What, who and how following the new KCC restructure of Children Families and Education'	25 September 2010 at 7pm	The Towers' Enterprise Centre, Faversham Road, Kennington, TN21 9AL

Further meetings will be arranged in remaining districts between 1 November and Christmas. Details of dates, times and venues will be shared in the October edition of *the Governor*.

**The Governor is available in alternative formats and can be explained in a range of languages. Please call 01622 605160 for details.**