

# Governance

Lorraine Monkhouse AGO East Kent

## Core Role- Governance Handbook 2019

All governance boards, no matter what type of school or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent

# Accountability

2. Accountability that drives up educational standards **and financial health** through:

- **rigorous analysis** of pupil progress, attainment and **financial information with comparison against local and national benchmarks and over time;**
- **clear processes for overseeing and monitoring** school improvement and **financial health, providing constructive challenge to executive leaders;**
- a transparent system for performance managing executive leaders, which is understood by all in the organisation, linked to defined strategic priorities;
  - effective oversight of the performance of all other employees and the framework for their pay and conditions of service;
- **a regular cycle of meetings and appropriate processes to support business and financial planning;** and
  - effective controls for managing within available resources and ensuring regularity, propriety and value for money

## Covid 19

The NGA & DFE guidance states that board meetings should continue using a virtual platform.

### Business Critical decisions:

- ❖ Summer term/ holiday requirements
- ❖ Return to school activities
- ❖ Updated policies - Covid 19 & Government information
- ❖ Additional costs- DfE support
  
- ❖ Ensure financial monitoring reports are circulated

Coronavirus (COVID-19): financial support for schools

- exceptional costs associated with coronavirus (COVID-19) for the period  
March to July 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>  
[www.theeducationpeople.org](http://www.theeducationpeople.org)

# Budget Monitoring

## Responsibilities for Operational Lead/ SBM:

- ❖ Report to governors 6 times per year (to be reviewed at separate meetings)
- ❖ Present 3 times to governors either at Finance Committee meetings of FGB (Budget/ 6 month monitoring/ 9 month monitoring)
- ❖ Monthly update to HT/ Executive Lead and finance governor/ CoG
- ❖ Circulate budget monitoring sheets with commentary within the timeframe identified for GB papers/ 7 clear days of the meeting

# Structure of Governance

What model of governance is in place at your school?

Are you aware of the differences between the models?

Do the Finance policy and other related policies agree with your school Terms of reference and delegated powers?

## Committee Structure:

3 FGB meetings per year

Committee meetings where governors have delegated financial powers

Minutes are taken as an accurate record of the scrutiny / challenge and responses

## Circle Model:

6 FGB meetings per year

Monitoring pairs with NO delegated financial responsibility monitor meet with lead and write a monitoring report including questions they have posed and response recorded

ALL information shared at FGB

ALL decisions taken at FGB level

# Pay & Performance Management Committees

The GB are also required to have a Pay Committee and a Headteacher Performance Management Review Committee (HTPM)

## Pay Committee:

The Headteacher undertakes an annual review of all other staff, in accordance with the Governors' Pay Policy and reports to the Full Governing Body.

The pay panel approve/ decline the pay increases recommended by the HT in accordance with the pay policy

The overall figure is reported to the FGB.

## HTPM Committee:

The **Performance Management Committee** undertakes an annual review of the Headteacher's salary, and recommends enhancements, if applicable, to the Full Governing Body for approval

External Advisor appointed by governors

Completion by 31<sup>st</sup> December, ideally in term 1

- In governance the minimum number of governors for a Committee is 3
- It is NOT recommended for the Chair and Vice chair to both sit on these committees together and one should be able to sit on appeal panel if required

Time for your  
questions...



# Finance Policy

The policy needs to be reflected in the terms of reference to ensure clarity of procedures

Some areas which have raised issues to the team are:

Pay policy- Finance Committee recommend to the FGB for approval

Annual review of Finance policy to ensure it links with the governance structure

If no finance committee, virements, quotations and tenders ALL need to be approved by the FGB, not by monitoring pairs (Circle model)

Virements- be clear about the level of sign off and authorisation limits

Minutes should clearly record and decisions made or actions taken.

# SFVS/ Budget/ Benchmarking

## SFVS

Does the governing body board receive clear and concise monitoring reports of the school's budget position **at least six times a year**? (SFVS3)

31<sup>st</sup> March- FGB approval at a virtual meeting

## Budget

Does the budget setting process allow sufficient time for the governing body to scrutinise and challenge the information provided? (SFVS10)

3<sup>rd</sup>1 May- FGB approval at a virtual meeting

## Benchmarking

Autumn term. (await update re COVID 19 for governor monitoring protocols)

# Clerking

The DfE recognises that professional-quality clerking is critical to the effectiveness of a governing board in fulfilling its core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

Professional-quality clerking is about much more than taking minutes to record the discussions and decisions of the board. It is also about providing governing boards with expert advice on governance, procedures and compliance and directly contributing to its efficient conduct. The voluntary nature of governance makes it all the more important that boards conduct their business efficiently to make the best possible use of everyone's time. Professional clerking has a vital role to play in meeting the administrative and procedural requirements of boards and enabling efficient and effective discussion and decision making.

## Clerking Service

- **This is now a Virtual Service** and will ensure all meetings are clerked remotely.
- Clerks have been advised on how to set up remote meetings and will do practice runs with their boards to ensure success
- Service Clerks have a standard Term 6 agenda template which ensures focus on business critical decisions

If you have any queries, please contact us at  
[Clerkingservice@theeducationpeople.org](mailto:Clerkingservice@theeducationpeople.org)

# Agenda recommendations for Term 6

## Current guidance is for virtual meetings

Agenda still focussed on critical business decisions including:

- Headteachers report on working to phased reopening covid guidance
- Health and Safety
- Safeguarding
- SIP and Strategic plan
- **Budget monitoring**
- 3 year Budget approval for Academies (BFR)
- Policies – ratify child protection and behaviour addendums
- Relationship and Sex Education
- Training
- Board self evaluation

Time for your  
questions...



## Here's how to contact your Governor Services Team:

### Area Governance Officers:

North & Medway: **Jude Johnson** – 03000 410924

[jude.johnson@theeducationpeople.org](mailto:jude.johnson@theeducationpeople.org)

East: **Lorraine Monkhouse** – 03000 414510

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South: **Tina Gimber** – 03000 415030

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West, Senior AGO & **Clerking Service Lead**: **Julia Durcan** – 03000 410298

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**Governor Services Admin Team** – 03000 417979

[Governorservices@theeducationpeople.org](mailto:Governorservices@theeducationpeople.org)

**Governor Services Manager** – **Suzanne Mayes**

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For training, email the **Training Admin Team** on [cpd@theeducationpeople.org](mailto:cpd@theeducationpeople.org)

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Stay alert, stay safe,  
Thank you