



GOVERNORS' STATUTORY RESPONSIBILITIES

Note that many of these responsibilities may be and are delegated to the Headteacher and the fulfilment of others can result from proposals by the Headteacher

1. Authority.

Parliament has given a range of duties and powers to governing bodies under the Education Acts. Additionally:

- a. The Academy as a company and governors as company directors are subject to the Companies Act and,
- b. As Trustees, governors have responsibilities under Charity Law.

2. General Responsibility.

The Governing Body has a general responsibility for the conduct of the Academy with a view to promoting high standards of educational achievement.

3. Governor's Conduct.

Governors should act with honesty and integrity and be ready to explain their actions and decisions to staff, students, parents and anyone with a legitimate interest in the Academy.

4. Strategic Role.

The Governing Body should work closely with the Headteacher and exercise its powers to fulfil a largely strategic role in running the Academy. Taking into consideration the results of any Ofsted inspection and any advice from an appropriate advisor. It should establish a strategic framework by:

- a. Setting Aims and Objectives for the Academy
- b. Adopting policies for achieving those aims and objectives.
- c. Setting targets for achieving those aims and objectives.

5. Company Responsibilities.

- a. Agree the Annual Report and Accounts.
- b. Agree the Annual Return to Companies House
- c. Agree the Annual Return to the Charity Commission.

6. Guide to the Law.

Full duties are contained in the Guide to the Law which is available to governors via the DfE Website and in the Academies Financial Handbook available on the internet and additionally the Clerk will research and brief governors on specific duties and responsibilities.



7. Delegation.

Many Governing Body duties are delegated to the Headteacher or to Committees and the duties below should be read in conjunction with the Scheme of Delegation.

8. Corporate.

The Members and governors (as Directors) have corporate responsibility for ensuring that the Academy complies with any statutory or administrative requirements for the use of public funds. Other important responsibilities of members include:

- a. Ensuring that high standards of corporate governance are observed at all times.
- b. Establishing the overall strategic direction of the organisation within the policy and resources framework agreed with the responsible Minister.
- c. Ensuring that the Board operates within the limits of its statutory authority and in accordance with any other conditions relating to the use of public funds.
- d. Dealing with prompt responses to public requests for information, and meetings.
- e. Other requirements for openness and responsiveness.
- f. Ensuring that the Board has specific responsibility for sustainable development
- g. Ensuring that the Board operates sound environmental policies in its operations.

9. Charity.

As trustees governors have responsibility for compliance with the Acts that govern the operation of charities.

10. Complaints.

Agree and publicise a procedure for dealing with complaints.

11. Equality.

Ensure that the Academy policies comply with the various equality Acts.

12. Drugs Misuse.

Agree a policy on preventing drugs misuse.

13. Curriculum.



- a. Oversee the Academy's Curriculum Policy and ensure that the National Curriculum is implemented and that RE and Collective Worship are provided in line with the Academy's original trust deed and the current governing documents.
- b. Preside over a complaints procedure dealing with the curriculum and the staff.
- c. Agree a policy on what Sex Education is to be provided.

14. Special Educational Needs (SEN).

Agree a Special Educational Needs policy.

15. Budget.

Agree the Academy budget and any revisions and then consider out turn against the budget.

16. Charges and Remissions.

Agree the level of Charges and Remissions.

17. Academy Premises and Capital Investment.

Maintain the buildings, perimeter walls, fixtures and fittings and other capital items. Additionally, control who uses the Academy premises

18. Staffing.

Act as employer of Academy teaching and support staff with overall responsibility for staffing matters. In particular:

- a. Decide on the number and grades of staff to be employed
- b. Appoint staff. (Delegated to the Headteacher except for their appointment and that of the Associate Headteacher)
- c. Agree rules and grievance procedures governing staff discipline.
- d. Hear appeals against dismissals under locally agreed discipline and grievance procedures.
- e. Establish a written a Performance Management policy for teachers.
- f. Be satisfied that the Academy is able to provide the monitoring and support necessary to enable Newly Qualified Teachers (NQT) to meet the requirements for the satisfactory completion of the induction period.
- g. Agree a Teachers' Pay Policy in consultation with teachers.
- h. Agree on the point on the pay scale on which to place new appointments.
- i. Review teachers' pay annually.
- j. Conduct an annual review of the Headteacher's performance utilising the advice from any appropriate advisor.

19. Ofsted Inspections.



- a. Notify parents, the LA and the Diocesan Board of Education of the inspection, including sending the Ofsted questionnaire and letter to parents.
- b. Promulgate the Ofsted Report to parents and make available to anyone on request.
- c. Agree the Action Plan, if appropriate, following an Academy inspection.

20. Admissions.

Agree the Admissions Policy after consultation with local schools and the Diocesan Board of Education and inform the Local authority who publish to the parents of prospective students.

21. Discipline.

- a. Write a statement of principles to guide the Headteacher in determining the measures that make up the Academy's Behaviour Policy. In drafting the Statement, there should be consultation with staff, parents and students and note taken of the Secretary of State's guidance.
- b. Review the Headteacher's decisions on exclusions in specific circumstances.

22. Health & Safety.

Be responsible for the Health and Safety of students and for agreeing the Health & Safety Policy.

23. Academy Prospectus.

Approve the Academy's prospectus.

24. Policies.

Agree other policies considered necessary.

25. Self Management of the Governing Body.

Regulate its own affairs according to agreed standing orders, including meeting at least once a term (ie Autumn, Spring and Summer), appointing co-opted governors, establishing committees and working parties as necessary, deciding on what functions should be delegated (within the Law) and

- a. Electing a chair and vice-chair.
- b. Arrange induction training for new governors and other training for governors as appropriate to their roles.