

# Sandiway Primary School



Weaverham Road, Sandiway, Northwich, Cheshire, CW8 2ND

Headteacher: Mr Chris Priddey, BEd (Hons), NPQH

Telephone: 01606 883298  
admin@sandiway.cheshire.sch.uk  
www.sandiway.cheshire.sch.uk

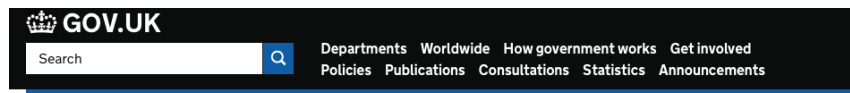
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## Statutory Duties for Governors

I have been asked by at the last Governing Body meeting to collate a list of statutory duties for governors. The following is a summary of the duties and some web links to get the full information that governors should be aware of:

### DfE information about Statutory Duties

<https://www.gov.uk/government/collections/statutory-guidance-schools>



Collection

### Schools: statutory guidance

From: [Department for Education](#)  
First published: 11 March 2014  
Last updated: 10 August 2015. [see all updates](#)

The Department for Education's statutory guidance publications for schools and local authorities.

## The Governing Body's Statutory Duties (community schools) [Source: the Key]

### Admissions

- Comply with the local authority's (LA's) admissions arrangements

### Behaviour

- Ensure that the school has policies aimed at promoting good behaviour and discipline
- Make and review a written statement of general principles to guide the Headteacher in determining measures to promote good behaviour and discipline. This should be in consultation with the Headteacher, staff, parents and pupils and be published on the school's website.

### Exclusions

- Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days.
- Convene a meeting to consider reinstating the pupil and consider parents' representations about an exclusion in some circumstances.

### Curriculum

- Decide (together with the Headteacher) whether to provide sex education beyond what is set out in the statutory science National Curriculum, and keep a record of the decision.
- Ensure the school has a written policy on sex education which is available to parents

### **Finance**

- Assure itself that the school keeps accurate accounting records
- Approve and manage the school budget and agree expenditure in a way that meets LA requirements for financing schools within the financial year
- Decide how far to delegate to the Headteacher the powers to spend the delegated budget and set financial limits
- Make sure no governor, employee or related party has benefited personally from the delegated budget, other than under agreed arrangements such as a contract of employment
- Maintain a published register of interests, including the relevant business and pecuniary interests of governors and any relationships between governors and staff
- Make sure the school's assets are under the governing body's control and that measures are in place to prevent losses or misuse
- Complete the Schools Financial Value Standard (SFVS)
- Ensure that pupil premium funding is being spent on improving attainment for eligible pupils

### **Governing body procedures**

- Hold full governing body meetings at least three times a year
- Appoint a clerk
- Elect a chair and vice-chair of governors
- Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee

### **Parents and the community**

- Consider complaints about the school and any community facilities or services it provides, and have a published complaints procedure
- Publish the information specified in the School Information Regulations on the school's website
- Make sure the school complies with the Freedom of Information Act 2000

### **Pupil wellbeing**

- Provide paid-for lunches for registered pupils where parents request them, unless it would be unreasonable to provide them
- Provide a free school meal for children in reception, year 1 and year 2
- Appoint a designated teacher to promote the educational achievement of looked after children on the school roll. Make sure he/she undertakes appropriate training and reports annually to the governing body
- Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publish equality objectives and information about how it is doing this
- Make arrangements for supporting pupils with medical conditions, including making sure that the school has a policy on this

### **Safeguarding**

- Ensure that the school complies with the statutory guidance on safeguarding
- Ensure that safeguarding arrangements take into account the procedures and practice of the LA, as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Children Board
- Ensure a member of the governing body (usually the chair) is nominated to liaise with the designated officer(s) from the relevant LA and partner agencies if allegations are made against the Headteacher
- Ensure there is an effective child protection policy in place
- Ensure there is a staff behaviour policy or code of conduct in place

- Appoint a member of staff to be the designated safeguarding lead
- Ensure there are procedures in place to handle allegations against staff, volunteers and other children

### **Special educational needs and disabilities (SEND)**

- Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND
- Ensure that the necessary special education provision is made for any pupil who has SEN
- Ensure that parents are notified by the school when special educational provision is being made for their child
- Ensure the school produces and publishes online its school SEN information report
- Co-operate with the LA in developing the local offer
- Make sure the school follows the statutory SEND Code of Practice
- Ensure that there is a qualified teacher as the special educational needs co-ordinator (SENCo) for the school
- Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching

### **Staffing: Recruitment**

- Establish a panel to appoint a Headteacher or Deputy Headteacher
- Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)
- Make sure that at least one person on any appointment panel has undertaken safer recruitment training

### **Staffing: Pay and appraisal**

- Comply with the School Teachers' Pay and Conditions Document (STPCD)
- Maintain, implement and update a pay policy
- Establish procedures for the regulation of conduct and discipline of staff
- Appoint an external adviser for advice and support on the Headteacher's appraisal, and consult that adviser on setting objectives for, and appraisal of, the Headteacher
- Inform the Headteacher of the standards against which their performance will be assessed
- Set objectives for the Headteacher
- Appraise the performance of the Headteacher against the relevant standards and their objectives
- Make a recommendation on the Headteacher's pay (where relevant)
- Give the Headteacher a written report of his/her appraisal
- Determine the appraisal period that applies to teachers (including Headteachers)
- Adopt a document that sets out the appraisal process for teachers (including Headteachers), and make that document available to teachers
- Make sure that Headteachers carry out their duties in respect of appraising other teachers (including recommendations on pay)

This information was collated from the following sources/websites:

[Academies financial handbook, GOV.UK – EFA \(Adobe pdf file\)](#)

[Behaviour and discipline in schools, GOV.UK – DfE \(Adobe pdf file\)](#)

[The constitution of governing bodies of maintained schools, GOV.UK – DfE \(Adobe pdf file\)](#)

[Exclusion from maintained schools, academies and pupil referral units in England, GOV.UK – DfE \(Adobe pdf file\)](#)

[Governance handbook, GOV.UK – DfE \(Adobe pdf file\)](#)

[Keeping children safe in education, GOV.UK – DfE \(Adobe pdf file\)](#)

[School admissions code, GOV.UK – DfE \(Adobe pdf file\)](#)

[SEND code of practice: 0 to 25 years, GOV.UK – DfE \(Adobe pdf file\)](#)

### **The three core functions of the governing body**

The Department for Education (DfE) sets out information on the role of governing bodies in the

Governance Handbook. In section 1 it says all governing bodies have three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

Section 2 of the handbook adds:

- Governing bodies are the key strategic decision-making body of every school. It is their role to set the school's strategic framework and to ensure all statutory duties are met
- The governing body should ensure that the school has a clear vision for its future, and suggests governors could set this out in a specific written vision statement
- Governors should also ensure there is a robust strategy in place for achieving the vision, which should provide a robust framework for:
  - Setting priorities
  - Creating accountability
  - Monitoring progress

Further reading can be done on 'The Key' at <https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/governors-core-role/role-of-governors-key-tasks> (NB you will need a login/password from school to access this resource)