

THE GOVERNING BODY ROLE

The governing body at Droitwich Spa High School meet in full six times a year and have two committees – the School Improvement Committee and the Resources and Audit Committee.

The **Governing Body's** responsibilities fall into three main groups: strategic direction, accountability and management.

Strategic direction:

- Policy development and strategic planning, including target-setting.
- Agreeing policies for sound management and administration of the School.
- Allocation of the School's financial, human and other resources.
- Setting performance targets
- Agreeing the School Improvement Plan.

Accountability:

- Ensuring compliance with legal requirements
- Ensuring sound management of the School's finances and resources.
- Holding the Headteacher to account for the performance of the School;
- Establishing and maintaining a transparent system of prudent and effective internal controls.
- Accounting to parents/carers and other stakeholders for the performance of the School.

Management:

- Making Senior appointments, in particular the Headteacher, who will be responsible for the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum..
- Delegating such powers and functions as they consider are necessary to the Headteacher for the internal organisation, management and control of the School.
- Ensuring training and induction of governors

The **School Improvement Committee's** remit is:-

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements.
- To consider major curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To monitor the School Improvement Plan and consider data capture and RAISEonline when evaluating its effectiveness.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. Pupil Premium
- To receive regular reports from the above and advise the Governing Body.
- To support the school in raising achievements and receive updates on this

The **Resources and Audit Committee's** remit is:-

Finance

- To receive and review the draft budget proposal of the financial year and report back to the Governing Body.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To receive the annual accounts and consider comments and recommendations contained in the report.

- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To make decisions on major expenditure
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- Review of risks to internal financial control and agreement of a programme of work that will address these risks, inform the statement of internal control and, so far as is possible, provide assurance to the external auditors.
- Decide upon the most appropriate way to manage the programme of risk review.

Audit

- Review reports by Responsible Officer as to the effectiveness of the financial procedures and controls
- To manage an investigation following any allegations of fraud or corruption if deemed necessary and follow the guidance contained in the Anti-fraud and Corruption policy.

Staffing

- To review the staffing structure in consultation with the Headteacher annually.
- To agree the appointment procedure for all staff as recommended by the Headteacher.
- To keep under review staff work/life balance, working conditions and well-being.