



# Governors' Handbook

BOSCO CATHOLIC EDUCATION TRUST

2024

# OUR MISSION

*A Trust where all are known and loved*

The Bosco Catholic Education Trust is a Christ-centred family of Catholic schools, within the Diocese of Arundel and Brighton, working together to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.'

*Serve the Lord joyfully*

Don Bosco



# KNOWN & LOVED

Dear Governors,

Representatives of the Local Governing Committees (“LGCs”) of schools in Bosco have been working together to provide this guidance. We hope you find it useful.

This is not designed to be a panacea for governance of a school. It is to provide an overview of what is required and give pointers for people taking on lead governor roles. The role of the LGC is a strategic one within the Trust, with three key functions:

- ✓ Catholicity: Ensuring clarity of vision, Catholic ethos and strategic direction within the Trust.
- ✓ Standards: Alongside the Chief Executive Officer, holding the Headteacher to account for the educational performance of the school and its pupils.
- ✓ Finance: Working with the Trust to monitor the financial performance of the school and making sure its money is well spent.
- ✓ Safeguarding: Ensuring the safety and well-being of all students and adults we are responsible for.

The Headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the LGC and Trust.

Thank you for all that you do to serve our school communities. You play an invaluable role for the children, staff and families entrusted to our care, providing them with incredible life-chances and helping them to become the people God called them to be.

God Bless,

Dave Carter  
Chief Executive Officer

# YOUR CALENDAR YEAR

Over the next few pages, you will find a calendar based on 6 meetings per year for the LGC. This can work well in smaller schools or where there are fewer governors.

There is no need for any sub-committees other than those which meet as a one-off (Admissions, Pay, Headteacher Performance Management)

This is the suggested model but individual LGCs will decide how best to structure themselves to carry out their role and serve the school, for example forming sub-committees or working parties.

Other things to take into account:

Timing and length of meetings. No longer than 1.5 hrs.

Headteacher, and other senior staff, workload.

Succession planning and ensuring the role of governor is an attractive one to others!



## Autumn Term, 1<sup>st</sup> Meeting

### Overview of what needs doing:

- Elect Chair / Vice Chair (who must be Foundation Governors), consider succession plans and governor skillset
- Feedback on summer data outcomes, gaps for disadvantaged, etc.
- Agree annual work programme suggested by BCET
- Feedback on attendance
- Staffing update
- Marketing of school, arrangements for Open evening, visibility in local community (estate agents, nurseries etc)
- Review Barker Associate premise survey and agree priority items in conjunction with BCET team
- Agree the SEF / SDP
- All governors to have read and signed declaration for KCSIE, including safeguarding training update, complete declarations of interest

### This could include:

- Finance update
- Summer works & Building update
- Admissions update
- Website compliance check
- Confirm meeting dates for the year

## Autumn Term, 1<sup>st</sup> Meeting (cont'd...)

### Governance Actions:

- Appoint Chair and Vice Chair
- Appoint Headteacher appraisal panel
- Appoint Admissions sub-committee
- Appoint appeals panel members
- Sign LGC code of conduct
- Emergency contact information to be completed
- Pecuniary interests to be updated
- Business register to be updated

### Safeguarding Questions

- Have all staff received updated safeguarding training?
- Who are the DSLs?
- LGC members to sign KCSiE declaration / pecuniary interests
- Agree date for safeguarding training

### LGC Self-Evaluation

- Does the LGC receive enough information to challenge the Leadership Team (LT)?
- How have governors responded to the most recent H&S audit or compliance report? If relevant, how have any asbestos or RAAC management plans been implemented?

# Autumn Term, 2<sup>nd</sup> Meeting

## Overview of what needs doing:

- Headteacher report\*
- Feedback on pupil progress, closing the gap for disadvantaged and other key groups
- Teacher appraisal – feedback
- Salary reviews to be agreed by LGC and salary letters sent to staff (use EPM for template but do personalise)
- Governor action plan agreed
- Support from BCET – review impact e.g Ed Psych, finance support etc
- School Fund update and fundraising / lettings strategy
- Admissions policy – agreed and sent to be determined by BCET board and Diocese
- Development of future leaders - are staff signed up to relevant leadership development courses?

## This could include:

- Compliance checks feedback
- External improvement review visit/health check reports
- Confirmation that Headteacher appraisal has taken place
- Quality of teaching to date information. Review school documentation and data on this. What are leaders doing about learning / lessons which are less than good? What does a support programme look like? What evidence of impact does these have?
- Policies – note BCET policies and school polices agreed
- Feedback re Ofsted readiness
- Feedback on any looked after children
- Feedback on any children not attending school long-term

## Autumn Term, 2<sup>nd</sup> Meeting (cont'd...)

### Safeguarding Questions

- Site safety check taken place?
- SCR check – date taken place?
- Annual audit and any actions arising
- Training update
- Have all staff signed the code of conduct?

### LGC Self-Evaluation

- How does the LGC evaluate the support from BCET?
- What further governing training is required from BCET / Diocese?
- Have the relevant online modules from the Called to Serve app been completed by Governors?
- Do any governors need to undertake the Diocesan Induction for Foundation and new governors?
- How does the school promote itself and celebrate success? Are articles regularly sent to local papers?

\* HT report required one a term. Please see templates available.

## Spring Term, 3<sup>rd</sup> Meeting

### Overview of what needs doing:

- SDP/SEF update
- Progress, attainment and analysis all year groups Autumn 2023
- Progress, attainment and analysis all vulnerable groups Autumn 2023
- Data dashboard - update
- Pupil premium – how much, what it is spent on/impact – report for website
- Sport premium – how much, what it is spent on/ impact – report for website
- Catch-up Premium - how much, what it is spent on/ impact – report for website
- Attendance – are there any concerns?

### This could include:

- Catholic distinctiveness and ethos – what does it look like in our school?
- Finance update
- Buildings update
- Update from Bosco on central services
- Risk assessment update
- Agree SEND information report for website
- School website – is it up to date with statutory information?
- Proposals and admissions arrangements

## Spring Term, 3<sup>rd</sup> Meeting (cont'd...)

### Safeguarding Questions

- How is online safety taught in school?
- How do we support children with mental health problems?
- Does our recruitment process comply with safeguarding requirements?

### LGC Self-Evaluation

- How does the LGC evaluate the impact of Pupil Premium expenditure?

## Spring Term, 4<sup>th</sup> Meeting

### Overview of what needs doing:

- Headteacher report\*
- BCET deep dives, curriculum reviews or collaboration with others
- Staffing update
- Parent surveys feedback
- Student Council/Pupil Voice feedback
- Update on progress against governance action plan
- Review of governor training on Safeguarding / KCSIE
- Review of governor induction plans – any new governors this year and how have they been supported into their roles.
- Have governors completed the diocesan induction training?

### This could include:

- Reports from 'lead' governors
- Quality of teaching to date
- Governor visits to school feedback
- Policies – note BCET policies and school policies agreed
- SENDco report to LGC
- Pupil welfare information
- Compliance checks feedback– GDPR, H&S etc.

## Spring Term, 4<sup>th</sup> Meeting (cont'd...)

### Safeguarding Questions

- SCR check – date taken place
- How are our Catholic values promoted and lived out within the school and how do we know?

### LGC Self-Evaluation

- Is the current structure of meetings working well?
- What could be better?

\* HT report required one a term. Please see templates available.

## Summer Term, 5<sup>th</sup> Meeting

### Overview of what needs doing:

- SDP/SEF update
- Progress, attainment and analysis all year groups Spring 2024
- Progress, attainment and analysis all vulnerable groups Spring 2024
- Proposed budget 2024-25 to be submitted to BCET board
- Approve 1-3 year budget plans and submit to BCET for approval

### This could include:

- Finance update feedback on [Top 10 Efficiency checks](#)
- Bosco update
- Health and safety update
- Core Subject leaders reports to LGC
- School's work with other schools in BCET
- Catholic distinctiveness and ethos feedback
- Feedback from Heads and Chairs Forum

### Safeguarding Questions

- How do we identify and support children who may be experiencing emotional problems?

### LGC Self-Evaluation

- How does the LGC know that assessment is robust?

# Summer Term, 6<sup>th</sup> Meeting

## Overview of what needs doing:

- Headteacher report\*
- Raw SAT results
- Staffing update including staff survey and staff welfare
- Feedback from exit interviews

## This could include:

- Reports from 'lead' governors
- Quality of teaching to date
- Governor visits to school feedback
- Pupil welfare information
- Agree meeting dates/times for the following year

## Safeguarding Questions

- SCR check – date taken place
- Annual audit – action plan update

## LGC Self-Evaluation

- Is the current structure of meetings working well?
- What could be better?
- Is the MAT proving to be value for money?

# COMMITTEE MEETINGS - QUORUM

Any meeting of the LGC is considered at Quorum provided that a minimum of a third of total committee members are present, or a minimum of 3 people, whichever is the greater and of which at least 3 members should be Foundation Governors.



# LENGTH OF SERVICE OF GOVERNORS

The standard term of office for a LGC Governor is 4 years with a maximum of 3 terms permitted.



Any deviation from the standard term should be handled on a case-by-case basis with the support and guidance of the Trust Board.



The caveats to this are that:

Foundation Governors are appointed by the Bishop and renewed via the Diocese.

Foundation Governors must be in the majority by 2 in the constitution of the LGC.

Parent Governors' terms end in the year that their child leaves the school.

Staff Governors' terms end with their employment at the school.





The Headteachers Report will include:

- The Catholic life of the school
- Pupil numbers, number on roll/places filled
- Pupil attendance by year group and vulnerable groups
- Incidents to be reported including pupils leaving to EHE, suspensions, PEX, bullying, racial, parental complaints, accidents and injuries to staff and children
- Teaching and learning quality including data from learning walks and formal observation
- Safeguarding overview and any concerns
- General report – progress against SDP (target/progress made)
- Achievement data and interventions put in place
- School trips, events and parents' evenings
- Pupil premium/Catch-up premium/PE& Sports grant updates
- Stakeholder views
- CPD update
- HR matters, PM, leavers, joiners, promotions
- Update on working with other MAT schools
- Last fire drill and feedback

Headteachers and Chairs will be working across the Trust in 2024/25 to look at standardising reports to ensure consistency and manage workload.

# HEADTEACHER'S REPORT

# LEAD GOVERNORS

Guidance has been given on the following lead (or link) Governor roles including remit, role and template documents. This is shared as a separate document.

**Catholic Ethos**

**Safeguarding**

**Pupil Premium**

**SEND**

**Health & Safety**

**Finance**

**Induction & Training**

# GLOSSARY

CPD - Continuous Professional Development

DSL - Designated Safeguarding Lead

LGC - Local Governing Committee

PP - Pupil Premium

RE - Religious Education

SEF - Self Evaluation Form

SEND - Special Educational Needs & Disability

SENDCo - Special Educational Needs & Disability Coordinator

Section 48 inspection (pre-2021) - Inspection of Denominational Education under Section 48 of the Education Act 2005

CSI (post-2021) - Inspection of Denominational Education. Catholic Schools Inspection

# CONTACT US

We hope you find this handbook useful.

If you need any support or guidance, or have suggestions for improvement, please feel free to reach out.

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