

Guidance Notes to support the Governing Body Self-Evaluation process

The following Guidance notes and exemplar material have been designed to assist you with the completion of your governing body action plan. They are not by any means definitive. We will be building on the exemplar material provided in conjunction with Local Authorities / Regional Consortia and those involved in the Self-Evaluation process; this is very much work in progress.

The Guidance notes focus on the Key Questions, Quality Indicators and Aspects of Estyn's Common Inspection Framework. Further information is available at:

<http://www.estyn.gov.wales/sites/default/files/documents/Common%20Inspection%20Framework.pdf>.

PART A

Documentation Check and Statutory Requirements

The guidance information sets out examples of support material to assist you with the Self-Evaluation process, in addition to the 3 key questions: How good are outcomes? How good is provision? How good are leadership and management?

Additional information has been provided on all of the Quality Indicators used by Estyn.

Governing Body Constitution		Support Material
1	Is the governing body is properly constituted in accordance with the terms of The Government of Maintained Schools (Wales) Regulations 2005 OR The Federation of Maintained Schools (Wales) Regulations 2014?	Copy of the Instrument of government (or proof of agreement) authorised by the Local Authority, available at the school.
Committees		Support Material
2	Are all the statutory committees, statutory procedures and committee membership in place?	<p>Minutes of full governing body meeting recording discussion and agreement of the committee structure and terms of reference.</p> <p>Terms of Reference and membership of Committees.</p> <p>Statutory committees and membership are in place:</p> <ul style="list-style-type: none">• <i>Staff disciplinary and dismissal committee</i>• <i>Staff disciplinary and dismissal appeals committee</i>• <i>Pupil discipline and exclusions committee</i>• <i>Admissions committee (Voluntary Aided and Foundation schools only)</i> <p>Have procedures and committee membership in place for the following:</p> <ul style="list-style-type: none">• <i>Headteacher and Deputy head selection panel</i>• <i>Headteacher Performance Management Appraisers and Appeals Appraiser(s)</i>• <i>Pay review and Pay review appeals</i>• <i>Complaints</i>• <i>Grievance and Grievance appeals</i>• <i>Capability and Capability appeals</i>
3	Is the membership and terms of reference of committees agreed and reviewed annually at a meeting of the full governing body?	Minutes of full governing body meeting recording discussion and agreement of the committee structure, membership of and terms of reference for committees.

4	Do the terms of reference clearly specify the powers and responsibilities of all committees, membership and quorum levels?	Minutes of full governing body meeting recording discussion and agreement of the committee structure, membership and copies of terms of reference for committees.
Governors		Support Material
5	Are the chair and vice-chair of the governing body elected annually using the correct procedures?	Minutes of full governing body meeting recording the election of chair and vice-chair to office on an annual basis.
6	Is a register of members of the governing body and their terms of office kept up-to-date?	Membership file (including associates, co-opted any non-governor members of the governing body or committees).
7	Are governors for SEN, LAC and child protection appointed annually?	Minutes of full governing body meeting recording the nomination and agreement of governors for the role, membership file.
8	Is notice of resignations from governors recorded?	Minutes of meetings and Clerks records.
9	SECONDARY SCHOOLS ONLY Is the School Council given the opportunity to nominate up to two pupils from years 11 to 13 (inclusive) from its membership to be associate pupil governors (APGs) on the school's governing body?	Minutes of full governing body meeting recording the School Councils' nominations for APGs, membership file.
Clerks		Support Material
10	Does the governing body ensure that the clerk is <u>not</u> : <ul style="list-style-type: none"> • A member of the school's governing body • A non-governor member of any committee of the governing body • The headteacher? 	Details of clerk, record of membership of governing body.

Meetings		Support Material
11	Does the governing body hold at least one meeting each term?	Agendas and corresponding minutes from the <u>last three</u> full governing body meetings.
12	Does the clerk give notice of meetings at least five clear working days in advance?	Letter / email of invitation to the meeting clearly showing the date sent.
13	Are documents for all meetings received by governors at least 5 working/school days in advance of the meeting?	Letter / email of invitation listing documents enclosed for the meeting.
14	Does the governing body have clear agendas for each meeting to which it adheres?	Agendas from governor meetings. Minutes of all meetings must record, as a minimum, the agenda items discussed. The governing body chair and chairs of committees will determine, with the clerk and headteacher, the agenda content. Minutes will show that agendas have been adhered to.
15	Does the attendance at all meetings meet quorum requirements? If the quorum requirement is not met are the meetings postponed and re-convened at a later date?	Minutes of full governing body and committee meetings, literature relating to the postponement of a meeting where appropriate.
16	Are the pay and performance of the headteacher reviewed annually by the governing body and do the processes used conform to Welsh Government guidance?	Minutes of the relevant review committee. Minutes / record of the headteacher's performance review. Performance management policy Governors must be able to show how they have set targets and objectives for the headteacher, relevant to school improvement, and reviewed performance in a fair, systematic and robust way. Also, feedback from governors delegated to review the headteacher's performance. <u>Governors need to be mindful of the confidential issues surrounding staff performance and ensure records of their discussions are secure.</u>
17	Does the governing body receive a written report from the headteacher regarding the effectiveness of the school's appraisal procedures at least once during each school year?	Written reports from headteacher. Governors must satisfy themselves that staff performance is reviewed in an equally fair, systematic and robust manner. Examples of evidence could be minutes of meetings and reports from the headteacher and link governors (where they exist). <u>Governors need to be mindful of the confidential issues surrounding staff performance and limit their discussions accordingly.</u>

Minutes		Support Material
18	Are all meetings of the governing body (committee and full governing body) minuted?	Minutes of last three termly meetings of the full governing body and committees.
19	Do all governing body minutes (committee and full governing body) accurately record all decisions made and actions taken?	Minutes of meetings.
20	Are all official minutes signed by the chairperson? Are loose pages signed separately?	A set of <u>signed</u> minutes to be submitted. All loose leaf pages should be initialled by the person signing the minutes.
21	Do all committees report back to the governing body, either verbally or via written minutes? (<i>Governors need to be mindful of confidential issues</i>)	Agendas and corresponding minutes of meeting showing clear reports from committees to the full governing body.
22	Are copies of signed minutes and papers for all governing body and committee meetings available for inspection at the school?	Minute file held by clerk to the governing body (<i>please note that this could include a picture of the minute file, or where minutes are available electronically, a screenshot of the webpage or the link to the web address</i>).
23	Do minutes of governing body meetings accurately record those in attendance and detail whether apologies are accepted or not?	Minutes of meetings clearly showing that the governing body have accepted the apologies or not.
24	Are confidential matters noted appropriately, either marked 'confidential' or separately as part of the minutes?	Copies of minutes of meetings with confidential information redacted or confidential items minuted under Part 2 of the minutes.
Documentation		Support Material
25	Is a completed register of governors' interests, requiring all governors to complete and sign, carried out annually?	Register of interests held at the school, example of a completed form.
26	Is the school's budget plan for each financial year presented to the full governing body / finance committee (dependent on delegated powers) for approval and the decision duly recorded in the minutes of a governing body meeting?	Minutes of meetings clearly showing that the full governing body / finance committee has approved the budget.

27	Does the governing body produce an annual report and issue a copy (or a copy of a summary report) to the parents and carers of all pupils at the school? Does the content meet statutory requirements?	Copy of the full annual report (and if produced, summary report). The Report must meet the requirements of The School Governors Annual Reports (Wales) Regulations 2011.
28	Has the governing body reviewed and approved the statutory policies and documents and set up a review checklist for the same?	Policy checklist. Minutes of decisions to approve policies.
29	Can the governing body show that the requirements of the National Curriculum have been met?	Minutes of committee with delegated responsibility for reviewing curriculum matters. Minutes of full governing body referencing curriculum delivery. Minutes of Finance/Pay & Staffing referencing staffing to deliver the curriculum.
30	Has the governing body a School Development Plan in place covering at least the next three years? Does the content meet the statutory requirements?	School Development Plan / School Improvement Plan – checked against Welsh Government guidance and monitored / evaluated on a termly basis.
Training and Skills		Support Material
31	Have governors (and clerk) completed all mandatory training requirements (e.g. data, induction, Chairs, Clerks training)?	The clerk to the governing body should keep a record of training and development events attended by individual governors. Minutes of governing body meetings, training records.

For acronyms and useful educational terms please refer to the Jargon Buster: <http://www.governors.wales/publications/2006/10/01/jargon/>