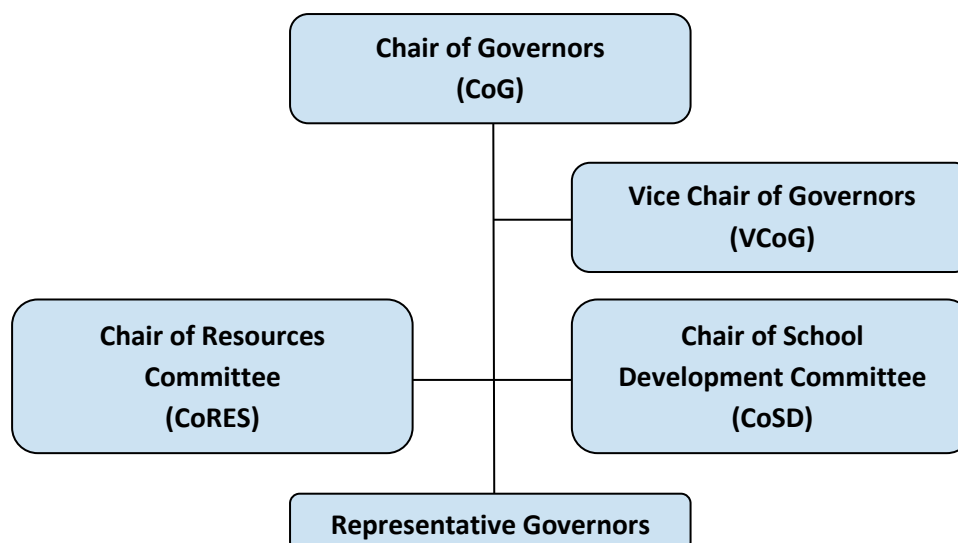


Highwood Governing Body Structure 2019/20



LEADERSHIP ROLES AND RESPONSIBILITIES:

All governors in leadership roles must agree to promote culture whereby GB is a corporate entity and the power/authority rests with the GB not individuals. They must also ensure meetings are conducted in a manner that encourages all governors to contribute and be listened to; where discussions are open and honest and decisions are fair and transparent.

CHAIR OF GOVERNORS (CoG)

- Critical friend to HT and SLT, providing support and challenge as necessary
- Chairs FGB meetings
- Leads the GB and builds a team
- Strong visible working relationship with HT
- Manages Stage 1 complaints against HT
- Updates governors about key issues from the Chair's network, Hertfordshire governance
- Works with HT, VCoG, CoRES, CoSD and Clerk to ensure statutory regulations are met
- Ensures GB sets a clear vision, ethos and strategic direction for Highwood
- Attends Standards Review and JARV
- Sits on HT performance review panel
- Attends Ofsted inspections
- Sits on SD or Res Committee

VICE CHAIR OF GOVERNORS (VCoG)

- Deputises for CoG
- Keeps up to date with the Monitoring and Evaluation schedule, recording and tracking governor visits and feeding back to the FGB
- Measures impact of the GB, monitors progress against objectives and feeds back to the FGB
- Manages succession planning of the GB and ensures induction and training needs are met
- Manages GB recruitment including parent GB election process
- Attends Standards Review and JARV
- Sits on HT performance review panel
- Attends Ofsted inspections
- Sits on SD or Res Committee

CHAIR OF RESOURCES COMMITTEE (CoRES)

- Provides updates to FGB
- Ensures the Resources Committee:
 - Oversees financial performance of the school and effective use of resources
 - Meets the requirements of the delegated decision authority in Highwood's terms of reference document
 - Challenges and supports the school by monitoring, reviewing and evaluating the budget, staffing structure, health and safety, educational resources and associated spending
 - Manages all business matters and supports the HT with HR issues
- Works with Clerk to ensure statutory financial, premises and staffing requirements are met
- Attends Ofsted inspections

CHAIR OF SCHOOL DEVELOPMENT COMMITTEE (CoSD)

- Provides updates to FGB
- Ensures the School Development Committee:
 - Meet the requirements of the delegated decision authority in Highwood's terms of reference document
 - Challenges and supports the school by monitoring, reviewing and evaluating progress and achievement data, the teaching profile, curriculum teams, progress towards the SIP, pupil attendance, behaviour, complaints, exclusions and parent and staff engagement
- Works with Clerk to ensure statutory curriculum, standards, policy framework, etc requirements are met
- Attends Ofsted inspections

REPRESENTATIVE GOVERNORS:

- **Early years (including development, pupil progress, outcomes, assessment, starters/leavers feedback and moderation)**
- **Key Stage 1 (including development, pupil progress, outcomes, assessment, starters/leavers feedback and moderation)**
- **Lower Key Stage 2 (including development, pupil progress, outcomes, assessment, starters/leavers feedback and moderation)**
- **Upper Key Stage 2 (including development, pupil progress, outcomes, assessment, starters/leavers feedback and moderation)**
- **Governor Training (includes sourcing, booking and maintenance of Training Log)**
- **SEND/Inclusion/CLA (including SEND Review and Report)**
- **Child Protection/Safeguarding/e-safety (including SEND Review and Report)**
- **Health and Safety (Including H+S Review and Report)**
- **Data Protection Officer**
- **Website Compliance (includes termly check)**
- **Pupil Premium (including PPG Review and Report)**

Working Parties:

- **Academy Working Party**
- **Della Allen Awards Working Party**