



SCHOOL GOVERNANCE GUIDANCE

1. CORE FUNCTIONS

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experiences it offers to all its pupils.

- a. Ensuring clarity of vision, ethos, and strategy.
- b. Holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff.
- c. Overseeing the financial performance of the school and making sure its money is well spent.
- d. For Church schools and Academies compliance with their Trust / Foundation Deed.
- e. Ensuring the right people with the necessary skills, time and commitment are appointed as governors.
- f. Clear governance structures with tightly defined remits and a clear separation between strategic and operational roles.
- g. A positive relationship between governors and school leaders facilitating constructive challenge in relation to finance, staff performance, pupil achievement and progress.
- h. The support and advice of an independent and professional clerk / company secretary (for academies).
- i. Robust processes, controls, and oversight for financial and business planning
- j. Processes for regular self-evaluation, review, and improvement

2. GOVERNING BODY COMPOSITION

- a. Size of governing body (no bigger than necessary to secure skill range)
- b. Minimum governing body size (excluding co-opted governors)
 - Voluntary Aided school – 12
 - Voluntary Controlled school – 7
- c. Need to consider numbers in relation to sub committees
- d. Academies - Articles and Scheme of Delegation for MATs confirm composition
- e. Term of office is between 1 and 4 years (usually 4 years)

School Type	Voluntary Aided	Voluntary Controlled
a. Parent governors	At least 2 (not members of school staff)	
b. Staff governors	Only 1 elected plus Headteacher (ex-officio)	
c. LA governors	Only 1 (not a member of school staff)	
d. Foundation governors (including vicar ex-officio)	2 more than all other governors	At least 2 but not more than 25% of the total number of governors (rounded up)
e. Partnership governors	Not applicable	
f. Co-opted governors	Determined by the governing body (can include school staff representatives providing the total of staff governors does not exceed one third of the total number of governors including b. above)	

For every co-opted governor appointment at a Voluntary Aided school an additional Foundation governor should be appointed. For every four co-opted governor appointments at a Voluntary Controlled school an additional Foundation governor should be appointed.

Examples of Instruments of Government (IoGs) for Church of England Voluntary Aided and Voluntary Controlled schools are appended.

3. ACADEMIES COMPOSITION

The governance structure for Academies can vary and is confirmed in the Articles and Scheme of Delegation.

The usual Local Governing Body (LGB) composition model is based on that of the predecessor school and on the following basis:

- a. Apart from staff and parent members the Trust Board usually appoint all other LGB members
- b. There are no longer Foundation governors (including the Vicar ex officio)
- c. There are no longer LA governors

Appendix 1 IoG example for a Church of England Voluntary Aided School

1. The school is a Voluntary Aided school.
2. The name of the Governing Body is "The Governing Body of Sevenoaks St Mary's CE VA Primary School"
3. The Governing Body shall consist of:
 - 2 Parent Governors
 - 1 Local Authority Governor
 - 1 Staff Governor
 - 1 Headteacher
 - 9 Foundation Governors
 - 2 Co-opted Governors
4. Total number of Governors 16.
5. The term of office of is 4 years.
6. The following are the foundation bodies, and if applicable, persons entitled to appoint foundation governors:
 - Four appointed by the Parochial Church Council of St Mary's, Sevenoaks
 - Four appointed by the Rochester Diocesan Board of Education
7. The holder of the following office shall be a foundation governor ex officio:
 - (a) The Principal Officiating Minister of the St Mary's Sevenoaks Church
 - (b) The Archdeacon of X shall be entitled to appoint a foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable or unwilling to act as a foundation governor or has been removed from office under regulation 20(2) of the regulations.
8. The Archdeacon of X is entitled to request the removal of any ex officio foundation governor and to appoint any substitute governor.
9. A trust deed exists
10. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experiences it offers to all its pupils.

11. This Instrument of Government comes into effect on 01 September 2015.
12. This Instrument was made by order of Kent County Council as the Local Authority on 18 May 2015.
13. A copy of the Instrument must be supplied to every member of the Governor Body (and the Headteacher if not a Governor), any trustees and to the appropriate religious body.

Signed: Chair of Governors

Print name

Signed: Kent County Council
Manager Leadership and Governance

Appendix 2 IoG example for a Church of England Voluntary Controlled School

1. The name of the school is Sevenoaks St Mark's CE VC Primary School
2. The school is a Voluntary Controlled school.
3. The name of the Governing Body is "The Governing Body of Sevenoaks St Mark's CE VC Primary School"
4. The Governing Body shall consist of:
 - 2 Parent Governors
 - 1 Local Authority Governor
 - 1 Staff Governor
 - 1 Headteacher
 - 3 Foundation Governors
 - 3 Co-opted Governors
5. Total number of Governors 11.
6. The term of office of is 4 years.
7. The following are the foundation bodies, and if applicable, persons entitled to appoint foundation governors:

One appointed by the Parochial Church Council of St Mark's, Sevenoaks
One appointed by the Rochester Diocesan Board of Education
8. The holder of the following office shall be a foundation governor ex officio:
 - (a) The Principal Officiating Minister of the St Mark's Sevenoaks Church
 - (b) The Archdeacon of X shall be entitled to appoint a foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable or unwilling to act as a foundation governor or has been removed from office under regulation 20(2) of the regulations.
9. The Archdeacon of X is entitled to request the removal of any ex officio foundation governor and to appoint any substitute governor.
10. A trust deed exists
11. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

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