



# GEORGE ABBOT SCHOOL

## Full Local Governing Body Committee Operating Model

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| <b>Date of most recent review:</b> | <b>September 2021</b> |
| <b>Date of next review:</b>        | <b>September 2022</b> |

The intent of this document is to ensure that local governors receive all necessary information during regular full local governing body (LGB) meetings to carry out their role as local governors and to enable them to understand their school's effectiveness under the four Ofsted Key Judgement headings.

The local governing body is able to determine its own operating model under 3 (d) of the merged Trust's Local Governing Body Terms of Reference. George Abbot School has chosen to have three Committees: the full LGB, the Curriculum and Outcomes Committee and the Finance and Resources Committee. A separate Pay Committee sits once per year to determine performance-related pay.

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| <b>Membership:</b> | Minimum of six governors, including the Headteacher or another SLT delegate (who would have voting rights)   |
| <b>Meetings:</b>   | One a term and additional as required (to approve the Annual Budget). Agenda and related papers are to be distributed one week in advance of the meeting.  |
| <b>Function:</b>   | To scrutinise school performance, hold school leaders to account, provide community input into the running of the school, support the Headteacher and SLT in establishing and implementing strategic direction |

## 1. Quality of Education

### 1.1 Governors will receive and scrutinise:

- An Overview of Exam Outcomes for GCSEs and A Levels – annually in the Autumn term – with greater scrutiny by the Curriculum and Outcomes Committee in the same term
- A School Development Plan (SDP) for the current academic year – annually in the Autumn term, with termly updates culminating in a review of the year's progress in the Summer term. A draft SDP for the following year will also be presented to the Summer term meeting.
- School Improvement Plans (SIPs) – termly reports which will place an update on the previously identified Ofsted Areas for Improvement as a standing item on the termly agenda
- Annual Curriculum report – annually in the Spring term

- Annual Destinations Data provided for 6th Form students – annually in the IAG Review in the Summer term
- Data Dashboard (prepared for the MAT) – in the Spring and Summer terms
- School Evaluation Form (SEF) – termly
- A Quality Assurance Review – which will provide feedback on curriculum impact reviews, work scrutiny, learning walks, lesson observations, stakeholder voice – annually in the Autumn term
- A report on Performance Management within the Pay Committee Summary report – annually in the Spring term

1.2 To ensure a focus on the Disadvantaged is maintained, governors will receive:

- A Disadvantaged Action Plan/Strategy Document – annually in the Autumn term
- An End of Year Review of the Strategy, stating cost and impact – annually in the Autumn term
- A Scholars (formerly Pupil Premium) link governor's report – termly  
(These reports will be discussed at the Curriculum & Outcomes Committee but published for info to all.)

1.3 To ensure a focus on SEND is maintained, governors will receive:

- A SEND (Special Educational Needs and Disabilities) Report from the SEN Lead in the Summer term – annually in the Summer term
- SEND attainment and progress data shown in the Data Dashboard referred to above in the Spring and Summer terms
- A SEND Link Governor's report - termly

1.4 Whilst governors will receive more detailed information regarding curriculum design, implementation and intent in the Curriculum and Outcomes Sub-Committee, all governors will be informed about curriculum content via:

- information provided on the school website for all stakeholders, which includes year group curriculum overviews for all subjects
- Attendance at Curriculum Review meetings between November and February annually
- Copies of Head of Faculty presentations focused on progress within their curriculum areas

1.5 To ensure governors are informed with regards to 6<sup>th</sup> Form attainment and progress, they will receive:

- A Report from the Director of 6<sup>th</sup> Form annually in the Spring term – KCC will add this to the list of required documents and has informed TJR accordingly
- A 6<sup>th</sup> Form Link Governors Report termly (to include a careers update annually)

## **2. Behaviour and Attitudes**

2.1 Whilst governors will look at this topic in detail and examine current data relating to attendance, detentions, exclusions etc. in the Curriculum and Outcomes Sub-committee, the full governing body will:

- Approve the School Behaviour Policy annually
- Receive the School's Weekly Bulletin sent to all parents, staff and students so that they are up to date with achievements, performances, student participation within the community and attitude to learning.
- Receive Outcomes of any Exclusion panel hearings

## **3. Personal Development**

3.1 Whilst detailed reporting in this area will be made to the Curriculum and Outcomes Sub- Committee, this report will be circulated to all governors

- Personal Development Annual Report
- Wellbeing Link Governor's Report termly which may alternate in focus between student and staff wellbeing.

## **4. Leadership and Management**

4.1 In order for governors to understand the impact of leadership and management upon the effective running of the school, governors will scrutinise and review:

- the SDP termly, with an update on the impact of leadership including reference to the responsibilities of each SLT member
- Vision and Ethos – within the Mission Statement and the SDP - annually
- Staff Wellbeing and Workload – within the termly Wellbeing Link Governor's report
- Off -rolling – termly within the Student Roll report

4.2 An important part of leadership and management is the Safeguarding role. In order to ensure that implementation of the school's safeguarding policy is effective, governors will receive:

- An Annual Safeguarding Report and Presentation by the Designated Safeguarding Lead (DSL) – to include emphasis on any changes to the document "Keeping Children Safe in Education" since the previous year - annually in the Autumn term
- A Safeguarding Link Governors' Report – termly
- Confirmation from the Clerk that all governor's DBS checks are up to date

4.3. As part of the self-assessment process, governors will produce their own summary of their engagement and impact during the academic year:

- An Annual Impact Statement assessing impact on leadership of the school over the year annually in the Summer term

## **5. Further Areas For Consideration By the Local Governing Body Outside of the Ofsted Framework**

### **5.1 Finance**

Whilst consideration of all financial issues is made at the Finance and Resources Sub-Committee meetings, annual budget approval will be obtained from the full governing body at an EGM.

### **5.2 Schools Admissions Policy**

Whilst an annual review of the admissions policy will fall to the Curriculum and Outcomes Sub-Committee, the full governing body will review and approve any changes recommended by that Committee.

### **5.3. Annual Appointment of Chair/Vice Chair/ Chairs of Sub-Committees/Pay Committee and Link Governors**

This will take place annually in the Summer term.

### **5.4 School-Level Policies**

There are no mandatory school policies for review by this committee. Mandatory policies are delegated to the Curriculum & Outcomes Committee or the Finance & Resources Committee.

The Trust oversees Trust-level policies which are then adopted by the schools. The two Trust policies which the Local Governing Body should ensure they are familiar on a regular basis are:

- Child Protection & Safeguarding-School Policy Arrangements
- Admission Arrangements

### **5.5 Chair's Report**

The Chair shall give a termly report to keep governors up to date with Trust developments following meetings with the Headteacher, the Trust, the Executive Team and the Governors' Group (a meeting of Chairs from all MAT schools).

### **5.6 The LGB's commitment to the George Abbot Sustainability Plan**

The LGB has agreed to support the school in the development, implementation and monitoring of the sustainability plan in the areas of policy development, budget and community partnerships. (Governor committees will also have a focus on sustainability in the curriculum, operations and facilities.)

- An annual report or presentation will be delivered to the GLAC on the plan in the Autumn term.

### **5.7 Equality**

The LGB is committed to ensuring there is a strong community of equality and respect across the school community. Equality will feature as a standing item on all LGB agendas and governors will also receive an annual Equality Report in the Autumn term.