

## Information Pack

### Cononley Primary Governing Body

#### Meeting Dates for the Governing Body

See Governor Pages on the School Website.

#### The Clerk to the Governing Body

The Clerk to the Governing Body is: Sarah Williamson  
(Sarah.Williamson@northyorks.gov.uk)

#### Duties and responsibilities of the Clerk

The Clerk is responsible for convening meetings of the Governing Body and committees, recording the decisions of the Governing Body and committees, offering procedural and other advice to the Governing Body.

#### Committees of the Governing Body

*Standards and Achievement Committee*

*Resources Committee*

*Please see the Governor Pages of the school web site for further details.*

#### Link Governors

The Governing Body appoints individual governors to be 'Link Governors' for areas of the curriculum and designated governors for SEN and Child Protection. The Link Governor is a governor appointed by the governing body to act as the link or liaison between the governing body and a specific subject, curriculum area or aspect of the work of the school.

#### Non-attendance at meetings of the Governing Body

Apologies for non-attendance of any Governor who is unable to attend a meeting of the Governing Body must be recorded in the minutes. The Governing Body must also consider whether or not to give its consent to the absence and this usually depends upon the circumstances of the absence. In any event the minutes must record whether consent to the absence has been given. **Any Governor who fails to attend a meeting of the Governing Body for a continuous period of six months beginning with the date of the first meeting they fail to attend, without the consent of the Governing Body, is automatically disqualified from being a governor.**

It is therefore essential that governors submit their apologies and reasons to **the Clerk** prior to any meeting of the governing body that they are unable to attend.

#### DBS check

All new governors, upon election/appointment (and existing governors on re-election/re-appointment if the existing DBS has time expired) must undergo a criminal background check known as the Disclosure and Barring Service (DBS). The Head teacher must ensure this is carried out and the information kept on the single central record (SCR). Checks for LA are done automatically by Governor Support Services. The Clerk will keep a record of this

information and remind governors when their certificate needs renewal but the responsibility to carry out the checks is with the school.

### **Register of Business Interests**

The Governing Body has established and maintains a register that lists, for each member of the Governing Body and the Headteacher, any business interests that they or any member of their immediate family have. The Register includes all business interests such as directorships, share holdings and other appointments of influence within business or organisations that may have dealings with the school. The Clerk to the Governing Body is responsible for ensuring that the Register is up to date and complete and accordingly each member of the governing body is required to complete a new Register form at the beginning of each autumn term.

### **Register of Gifts and Hospitality**

The Governing Body has established and maintains a Register of Gifts and Hospitality. The register records any gifts or hospitality offered to and accepted by any member of the Governing Body. It is the responsibility of individual Governors to ensure that any appropriate gift or hospitality is recorded in the register. For further information please contact the Clerk to the Governing Body.

### **Declarations of Interest**

In general terms, a governor is required to declare his/her interest in a matter and to withdraw from the meeting of the governing body or committee and not vote on the matter in question:-

- Where there may be a conflict between the interests of the governor and those of the governing body; or
- Where a fair hearing is required and there is any reasonable doubt as to whether the governor may be able to act impartially; or
- Where a governor or a member of his/her family may benefit directly or indirectly from any matter under consideration.

If any governor is uncertain about the need to declare an interest then advice should be sought from the Clerk to the Governing Body.

### **Schedule of Work of the Governing Body**

The Governing Body has set out its programme of work for the school year linked to the Curriculum Policies Schedule, Non-Curriculum Policies Schedule and the Statutory Policies Schedule. In addition, governors carry out visits linked to monitor progress against the actions on the School Development Plan. The Schedule is not intended to be exhaustive but provides guidance to the governing body about those matters that the governing body wishes to deal with during the school year. Please see the Governor Pages on the school web site for further information.

### **Governor Training**

The Governing Body encourages all Governors to participate in training relevant to their needs as a governor. NYCC CYPS provides an annual programme of training and details

are available from the Clerk to the Governing Body. Permission to attend training, where there is a cost to the School, must be obtained from the Governing Body (or if there is insufficient time, from the Chair of the Governing Body or Training Link Governor (if appointed). All necessary arrangements for training must be made via the School Secretary/school administrator. Governors are strongly recommended to attend regular training. The Governor Support Unit run several "Induction Training" days each year. Also, the Governor School Improvement Network meetings provide valuable up to date information for all governors and are held each term.

### **School Policies**

The Governing Body is statutorily required to have policies covering a range of matters. In addition the Governing Body is able to consider and adopt such other policies as it considers necessary for the efficient operation of the school and for good governance. Full details and copies of the policies are available on request at the school. Many policies are also published on the school website.

### **Staff**

Please see the school website for the current staff list.