

## Holy Trinity Pewley Down

### Governing Body and Committee Roles and Responsibilities

Day to day management of the school is the responsibility of the head teacher and the senior leadership team. The role of the governing body is strategic and covers 3 main areas:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Also, as HTPD is a CofE school, it is the role of the governing body to uphold its Christian distinctiveness.

To do its work well, the governing body works closely with the school and its leadership team – the relationship is often described as that of a ‘critical friend’. As both schools are voluntary aided Church of England schools, the governing body also acts as the employer of staff and as its own admissions authority.

The governing body is accountable to the children and parents and carers of the schools, as well as to the Local Authority, the Diocese of Guildford and the local community, for providing high quality education for all its pupils and discharging its statutory responsibilities. The governing body is also responsible to OFSTED and its work is subject to rigorous scrutiny during inspections. The school office at Pewley Down holds copies of the minutes of all meetings of the governing body which are available to read with the exception of confidential annexes.

There are **five committees** which report to the governing body:

Learning Committee	Monitoring all aspects of teaching and learning in line with the School Development Plan to ensure that all children attain well and make at least good progress academically and personally in their time at the school and the school continues to provide a leading edge curriculum.
Finance & Premises Committee	Schools’ budgets, financial monitoring, contracts for services and all issues relating to the schools’ buildings (excluding health and safety issues) – to ensure best use and best value of schools’ finances in achieving strategy and objectives in School Development Plan.
Staffing Committee	All issues relating to staffing including safer recruitment, the GB’s responsibilities as employer and staffing structures –to ensure schools recruit, train and develop teaching and non- teaching staff, including for leadership and management roles, to achieve best outcomes for children.
Every Child Matters	All issues related to the care, guidance and welfare of children, including safeguarding, health and safety, risk assessment and children’s personal development – to ensure the schools provide a safe, healthy and caring environment to enable children to achieve well academically and personally.
Admissions Committee	As CofE schools, both PD and HT are their own admissions authorities. Admissions therefore makes recommendations to the FGB on all matters related to pupil admission in both schools including annual review of admission criteria, allocation of places and managing appeals.

There are also a number of **nominated governors** with specific responsibilities such as: Looked After Children, Safeguarding and Special Needs & Disability.