**The Board of Directors**

(referred to as governors in this document.)

The school is managed by a Board of Directors who are responsible in law for the school and we have a duty of care towards the children, their parents, staff, visitors and others associated with the school.

It takes responsibility for the way the school is led, sympathetic to its founding principles of ensuring the school strives for a high standard, bilingual education to all pupils.  
Its key responsibilities are to focus on three core strategic functions:  
1. Ensuring clarity of vision, ethos and strategic direction;

2. Holding the Lead Teacher to account for the educational performance of the school and its pupils, and the performance management of staff.

3. Ensuring prudent financial management of the school and making sure its money is well spent.

The Lead Teacher has responsibility for the day-to-day running of the school – this is not the role of the governors.  We hold the Lead Teacher to account, for what happens during the day, including the way the performance of staff is managed, and for the overall educational performance of the school.

The Board of Directors manages the school finances and ensures expedient expenditure.  To this end, the Board’s Finance Committee sets and agrees a budget each year which supports the school’s aims.

Individual governors do not have special authority – the Governing Body as a whole exercises its responsibilities.  To help the Governing Body carry out its role, it acts as a ‘critical friend’ to the school.  Governors provide challenge and support to the Lead Teacher and the staff and thus make sure that any weaknesses are addressed and statutory obligations are met.  One approach used by governors to challenge and support the school is through asking probing questions during Governing Body meetings and visits.

**Governor activities**

Full Board of Directors meetings

The full Board meets six times a year. The Lead Teacher prepares a termly report and focuses on progress made in meeting the objectives of the School Development Plan.  This also involves governors scrutinising the school’s performance data.

The Board delegates some responsibilities to committees and working groups and these are described below.  All governors are a member of at least one committee. Reports of the activities of the committees and special working groups are also on the agenda of the Board meetings.

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| --- | --- |
| 2017-2108 | **Frequency of meetings** |
| **Curriculum and Standards Committee**   * Data Scrutiny Group * Performance Management –Lead Teacher * Academic+ Curriculum committee * School Policies | Termly  “  “  “ |
| **Finance Committee** | Termly |
| **Risk Management** **Committee** | Twice annually |
| **Health and Safety Committee** | Termly |
| **Staffing Appointment Committee** | As need arises |

**Finance Committee meetings**

* ,scrutinises staff performance reviews and performance related pay recommendations.
* for planning and reviewing long term financial policy,
* monitoring the school’s budget,
* prioritising spending and agreeing a draft budget which is then presented to the full Governing Body.
* Finance Director and Bursar provides information for Pritchards Accountants to prepare the Annual Report for the Charity Commission and Companies House.

**Health and Safety Committee:**

* ensures that the school buildings and grounds are maintained to a high standard.
* ensures that a healthy and safe environment is sustained in the premises for all users.
* Carry out a termly inspection and present a termly report to the Board.

**Curriculum & Standards Committee**

Meets at least twice a term and is responsible for

* Data Scrutiny
* Performance Management –Lead Teacher
* Curriculum and Academic Standards
* Standards and outcomes of teaching and Learning.
* School Policies

Governors help to set, and keep under review, policies that provide a broad framework within which the Lead Teacher and staff run the school.  The review of the majority of policies is delegated to a small review group.

The frequency of review for policies varies. Listed on the front page of each policy is the date of approval and the next review date.  Governors ensure that policies reflect both up-to-date Government Department for Education (DfE) statutory guidance and the school’s procedures and practices..

Teachers present reports of their work to the Curriculum & Standards Committee.  These reports include progress towards the different parts of the School Development Plan.

**Risk Management Committee**

* Maintaining and updating Risk Register- Strategic, Reputational and Operational Policy
* Data Protection
* Responsible for overseeing Independent Schools Standards and compliance

**Special working groups, panels and responsibilities**

The Governing Body convenes special working groups that meet to look at specific matters such as safeguarding and the analysis of pupil performance data termly and Lead Teacher’s Performance Management.

Selected Governors are responsible for the appointment of new staff according to their background and skills. The Chair is trained in Safe recruitment.

In addition, the Governing Body elects ‘named’ governors to take the lead on certain aspects of the school such as Risk Management (Compliance and Regulatory duties), safeguarding and health & safety.  It is expected that each governor takes on a ‘named’ governor role.

Participation in school activities for children and parents  
Children at YGLL participate in a wide variety of activities beyond their normal classroom lessons, for instance, assemblies, school productions, sports events and competitions.  Governors are invited to attend these occasions. Governors also attend meetings and workshops that school staff organise to provide information to parents and gather parent feedback.

Training  As governors at YGLL, we are committed to developing our role, carrying it out effectively and keeping on top of the rapid changes in education.  New governors to YGLL receive a Governors Handbook and are able to enrol onto Ealing’s CPD training programme for Governors. In addition, Governors attend some staff training sessions.

Governors’ Learning Walks

At the beginning of the academic year a timetable of Governor Learning Walks is set. Each visit focuses on a different aspect of the SDP e.g. teaching and learning; standards of behaviour; health and safety, safeguarding. During these visits, governors ask children about their views of the school.

One member of the Board  attends Parents’ Evenings providing an opportunity to meet and discuss matters with Board members.