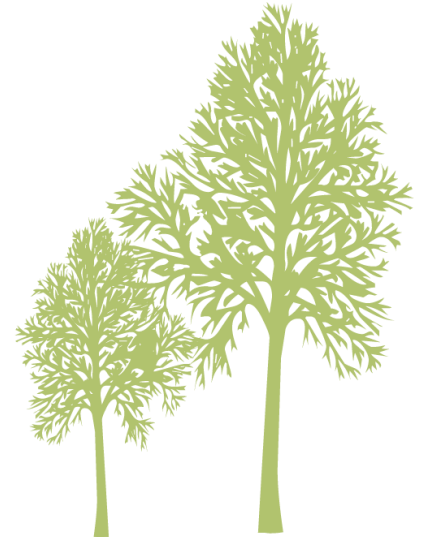


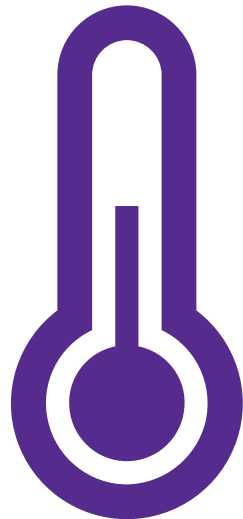


Prepare for a successful year of governance

September 2023



How are you feeling about governance
in the coming year?



How can I help?

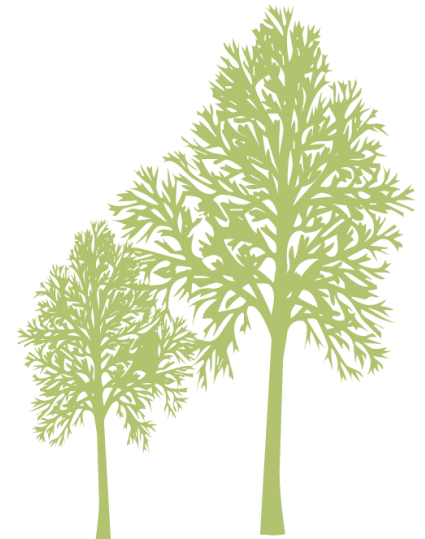
What's going well so far and what do you need support with?



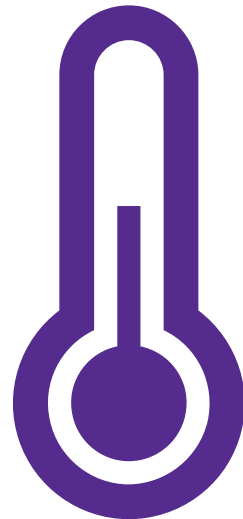


Prepare for a successful year of governance

September 2023



How are you feeling about governance
in the coming year?



The Trust Vision

OUR **VISION** IS
TO ENABLE ALL
TO FLOURISH

OUR **AIMS** ARE TO BE:

- * Authentically Christian
- * Boldly passionate about excellence in learning
- * Relentlessly driven in our aspiration for everyone

*Our vision is rooted
in our Christian
Foundation
that all in our
family should
'experience life
in all its fullness'
(John 10:10)*

School is Trust and Trust is school

NOTE – as at September 2023

As a family we are

21 schools, 4500 pupils, 750 staff

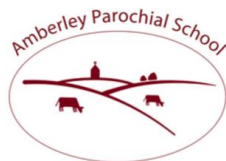
4 nurseries, 19 CofE primary schools, 1 CofE infant school, 1 community school
14 converter academies, 6 sponsored academies, 1 free school



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Whiteshill Primary School



Bibury CofE Primary School



Planning for a successful year of governance

Failing to plan

is

Planning to fail

Planning for a successful year of governance – *the musts*

- The LGB **MUST** elect a vice chair annually
- The LGB **MUST** review its committee structure annually - which committees are needed and who is best to serve on them?
- The LGB **MUST** have a finance and resources committee and adopt the DGAT terms of reference for this committee
- The LGB **MUST** appoint a pay panel and they **MUST** work within the DGAT Pay Policy (there is a guidance document available for this panel).
- The LGB **MUST** appoint the following link local governors:
 - Safeguarding link local governor
 - SEND link governor
 - Pupil premium link governor
- Undertake an annual skills audit – and consider the outcomes when planning committee membership, training and local governor succession planning and recruitment
- Work within the delegations set out in the scheme of delegation

Planning for a successful year of governance – *the musts*

- Undertake an annual skills audit – and consider the outcomes when planning committee membership, training and local governor succession planning and recruitment
- Work within the delegations set out in the scheme of delegation
- Complete the required annual safeguarding update and reading
- Complete the annual DBS declaration
- Complete the annual confirmations:
 - Read and understood Keeping Children Safe in Education
 - Read and understood the school's Child Protection and Safeguarding Policy
 - Read and understood the LGB code of conduct
- Reading the weekly Herald and termly Governance Briefing
- Chair to attend and feedback from Chairs' group meeting – or send a representative
- Clerk to attend clerks' forum and feedback

Planning for a successful year of governance – *the good to dos*

- Use the annual schedule of work to plan the work of the LGB and committees across the year
- Plan and communicate how agenda planning will take place for LGB meetings and committee meetings
- Review key documents at the start of the year in your first meeting to refresh knowledge and set expectations:
 - Terms of reference for LGB
 - Chairs' Handbook
 - Clerks' Handbook
 - LGB code of conduct
- Review training needs and plan who will attend which of the DGAT training opportunities.
- Ensure delegation and share clear expectations (considering individual governor's skills and capacity).
- Encourage everyone around the table to have a voice – this may not be the same approach for everyone.

Planning for a successful year of governance – CPDL <https://www.dgat.org.uk/cpdl-and-events>

Governance

Provision	Event Name	Description	For	Led by	Date	Time	Venue	Book
Core	Prepare for a successful year of Governance	Plan for a successful and time efficient year of governance using key DGAT guidance and resources	Chairs of governors or committees, local governors and Clerks.	Nicki Wadley	20/09/23	6-8pm	Zoom	Book
Core	The Effective LGB Finance Committee	Explore the delegated responsibilities of the LGB Finance Committee and key resources to support effective finance governance	All Governors	Nicki Wadley + Keren Bass	15/11/23	6-7.30pm	Zoom	Book
Core	Local governor Exclusion Panel Training	Introduction to the role of the Local Governor Exclusion Panel, including statutory responsibilities and helpful resources	Local governors and Clerks	Helen Springett and Nicki Wadley	12/12/23	6-8pm	F2F	Book
Core	Governor Inset Event		For all Governors		19/02/24	6-8.30pm	Zoom	Book
Core	Trustee and Local Governor Annual Meeting	Annual opportunity for the Trust Board to meet and engage with Chairs of Governors	Chairs of Governors	Chair of Trustees, Rachel Howie + Nicki Wadley	23/04/24	3-6pm (following HT Day)	Same as HT Day	Book

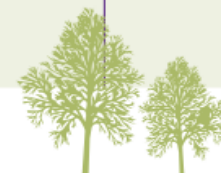


Planning for a successful year of governance – CPDL <https://www.dgat.org.uk/cpd-and-events>

Core	Chair of Governors Group Meeting	CoGs opportunity to receive key Trust, local and national updates and to discuss key issues from across the Trust	Chairs of Governors or their representative	Chair of Trustees, Rachel Howie + Nicki Wadley	03/10/23	6.30-8.30pm	F2F	
					06/02/24	6-8pm	Zoom	
					25/06/24	6-8pm	Zoom	
Core	DGAT New Governors Induction	Welcome to DGAT. This induction day will introduce you to the culture of governance within the Trust and help you become familiar with the role and processes of local governance	Newly appointed local governors	Nicki Wadley	11/10/23	10-3.00pm	F2F	Book
					17/01/24			Book
					11/04/24			Book
					03/07/24			Book
Core	SEND and Pupil Link Governor Annual Update	Prepare for the effective monitoring of SEND and Pupil Premium and receive key updates	SEND and Pupil Premium Link Governors	Aisling Stranack, Catherine Leahy and Nicki Wadley	23/10/23	6-8pm	Zoom	Book
Core	Safeguarding Link Governor Annual Update	Receive an update on Keeping Children Safe in Education and a refresher of the responsibilities of local governing boards	Safeguarding Link Governors	Nicki Wadley + Helen Springett	26/09/23	6-7.30pm	Zoom	Book
Core	SCR monitoring training for Local Governors	Discover the key areas to monitor to ensure the effective monitoring of the school's SCR	Safeguarding Link Governors	Georgina Summers	21/02/24	6-7.00pm	Zoom	Book

Planning for a successful year of governance – CPDL <https://www.dgat.org.uk/cpdl-and-events>

Core	Clerks' Forum	Clerks to Governors gather to receive local governance and clerking updates on compliance and resources and to network with other Clerks within the Trust	Nicki Wadley	Aisling Stranack, Catherine Leahy + Nicki Wadley	19/10/23	10am-1pm	F2F	
					22/02/24			
					13/06/24			
Key	Complaints Panel Training	Exploring the role of Governors in hearing complaints		Helen Springett and Nicki Wadley	30/11/23	6-8pm	F2F	
Optional	Safeguarding Governor Network and Q&A	Safeguarding Link Governors' gathering to share practice and ask questions to support their role	Safeguarding Link Governors	Helen Springett and Nicki Wadley	24/04/24	6-7pm	Zoom	Book
Optional	Pupil Premium/ SEND Governor Network	The session will identify Trust and national priorities for Pupil Premium, the role of the Pupil Premium Governor and local governing board and provide examples of monitoring activities	Pupil Premium and SEND Link	Aisling Stranack, Catherine Leahy + Nicki Wadley	08/05/24	6-7pm	Zoom	Book
Bespoke training	Effective monitoring and challenge	Explore the role of effective monitoring and challenge within a local governing board. Discover the features of effective strategic leaders and successful accountability	All Governors	Nicki Wadley	Please contact Nicki to discuss and book.			
Bespoke training	Local Governance Health Check	This is a collaborative health check focussing on key areas of local governance, identifying good practice and also next steps. An action plan will be developed and shared with the LGB	LGB	Nicki Wadley	Please contact Nicki to discuss and book.			



Enabling all to flourish through governance....

Intentional – know the why!

Make use of
resources
available –
more to come
on this!



Varied and triangulated

Have a clear,
measurable and
strategic plan

Monitoring

Pragmatic, time-
efficient, purposeful



HT report to governors



Policy monitoring



Book looks



Learning walks



Through a committee



Pupil conferencing



Meeting with school staff



Questionnaires and surveys





Subject Leader Handbook

August 2023

Our vision is to enable all to flourish.



6: Governor report and action plan

XXXX subject summary

Strengths:

Curriculum sequencing	
Quality of teaching	
Work scrutiny	
Pupils feedback	
Assessment and outcomes	
Teachers' feedback including subject knowledge	
Impact of school's distinctive vision on the curriculum	

Weaknesses:

Curriculum sequencing	
Quality of teaching	
Work scrutiny	
Pupils feedback	
Assessment and outcomes	

Enabling all to flourish through
governance....

**IMPACT! IMPACT!
IMPACT!**



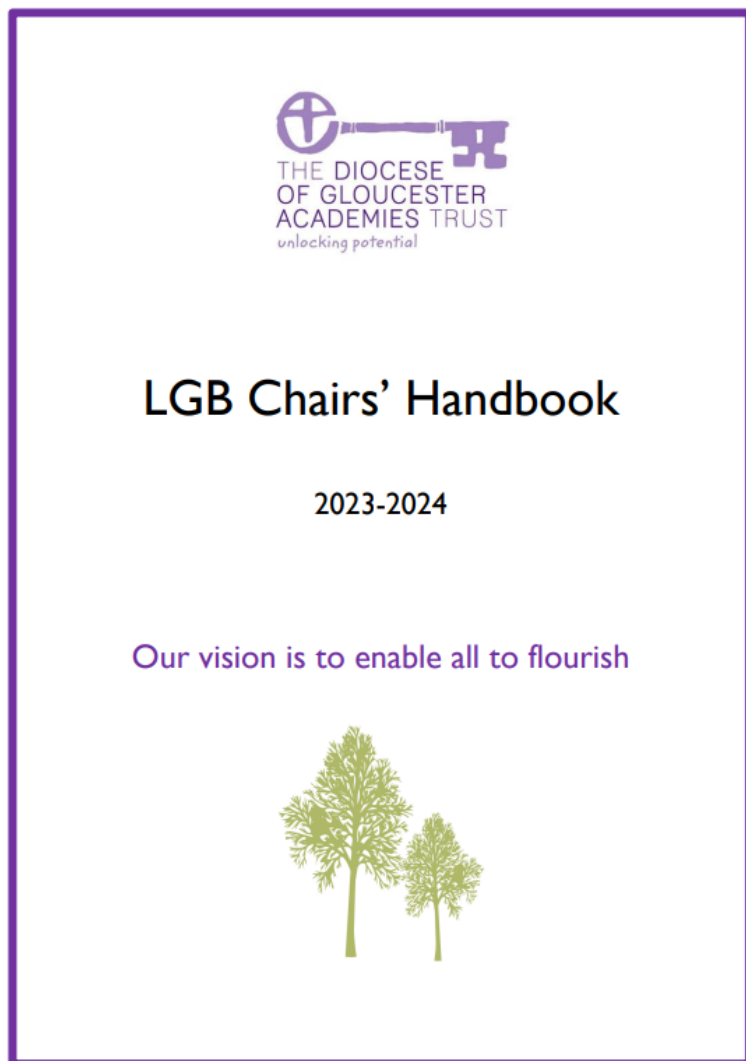
Key resources



www.dgat.org.uk

Members area – Local Governance

Chairs' Handbook



Contents

[Welcome to the Diocese of Gloucester Academies Trust](#)

[Acronyms used throughout this handbook](#)

[About DGAT](#)

[DGAT organisational structure](#)

[Support for you in your role as chair](#)

[Core functions of governance](#)

[DGAT governance resources](#)

[Key governance resources](#)

[DGAT governance training and CPD](#)

[Roles and responsibilities](#)

- [Role of the Chair of the LGB](#)
 - Appointment process
 - Term of office
 - Responsibilities of the chair
 - The relationship between the chair and headteacher
 - Involvement during Ofsted inspections
 - Involvement during SIAMS inspections
 - Removal of the chair
- [Role of the vice chair of the LGB](#)
 - Appointment process
 - Term of office
 - Responsibilities of the vice chair

[Succession planning](#)

[LGB skills audit](#)

[GovernorHub](#)

[Policy management](#)

[Complaints](#)

[LGB committee structure requirements and panels](#)

[Ethical leadership](#)

[LGB Code of Conduct](#)

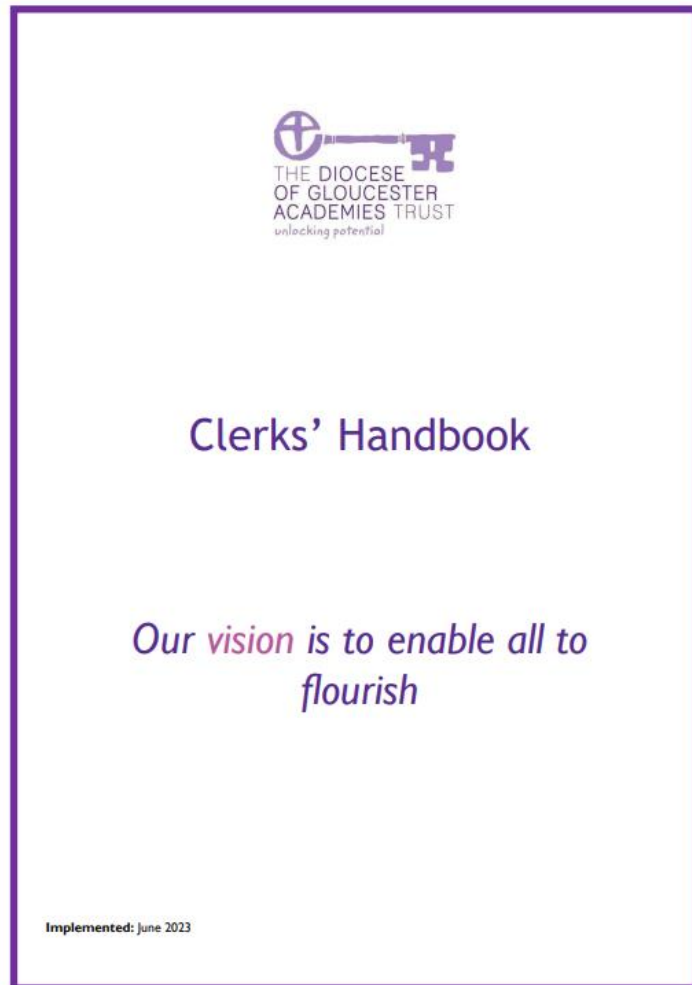
[Conflicts of interest](#)

[Recruitment, election and appointment of local governors](#)

[Role and responsibilities of the clerk to governors](#)

[Communication and reporting](#)

Clerks' Handbook



Contents

1. The role of a DGAT Clerk

- The effective administration of minutes
- Scheduling meetings
- Preparing meeting agendas
- Convening meetings
- Planning for the meeting
- Recording attendance at meetings
- Drafting minutes
- Agreeing and signing minutes
- Storage of minutes
- Confidential items
- Providing advice and guidance
- Managing information
- Attendance records
- Register of Business Interests
- Terms of Reference
- Remote meetings
- Minutes
- GovernorHub
- Clerking panels
- Support and training
- The role of the DGAT central team

2. Features of good minutes

- What are minutes for?
- Essential minute taking skills
- What should go in the minutes?
- Style and presentation of minutes
- How much detail should be included in the minutes?
- Writing up the minutes

3. Useful phrases and words for minutes

- Capturing questions and holding to account

Key resources

Register of Interest and LG Attendance

Annual Schedule of Work

Scheme of Delegation

Terms of Reference (CoE Schools)

Terms of Reference (Community Schools)

Terms of Reference for LGBs (Standards and Ethos Committee)

Terms of Reference for LGBs (Finance and Resources Sub Committee)

Safeguarding Annual Self-Disclosure for Existing Local Governors

Key resources

HT Report to LGB Template

HT Performance Management - LGB Guidance

Governor Visits Protocol

Safeguarding Link Governor Monitoring Template

SEND Governor Monitoring Form

Pupil Premium Governor Monitoring Form

Local Governor Questions for Monitoring RE

Local Governor Questions for Monitoring Collective Worship

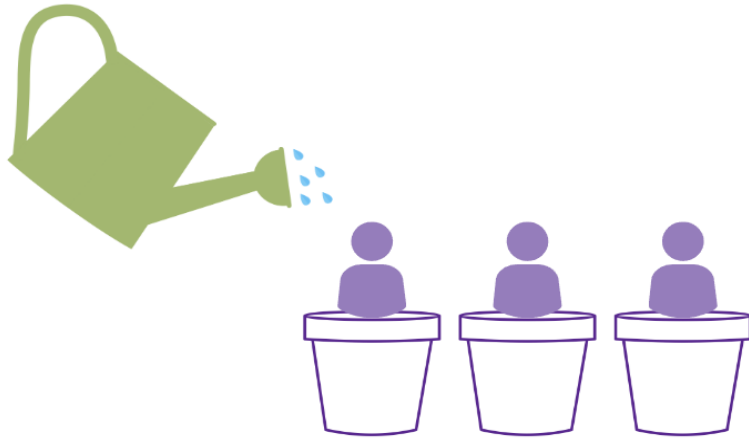
Local Governor Questions for Monitoring the Distinctive Christian Vision

GovernorHub



GovernorHub

Succession planning



‘Succession planning is about ensuring continuity within an organisation by having the right people in the right place at the right time. For governing boards, this means recruiting new board members and encouraging learning and development.’

*National Governance Association
September 2022*

Robust, high-quality induction

Buddy or mentor

Skills audit

Training and development plan

Culture of challenge and commitment to learning, growing and change

Clarity of understanding of roles

Effective leadership

Collaboration with HoGP

Outward facing and reflective

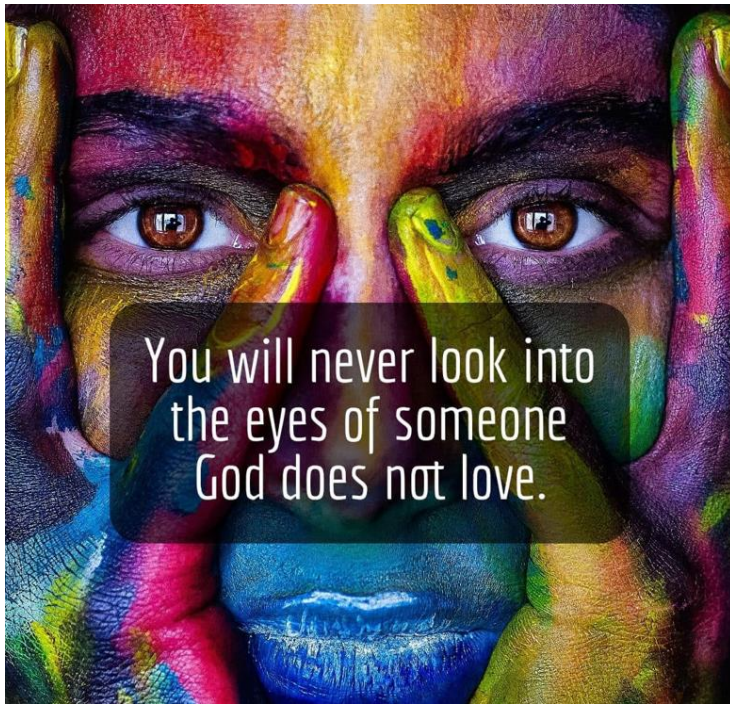
Review and reflect

What impact does your LGB have and how do you know?

Delegated monitoring responsibility	Is this currently being monitored?	How could this be monitored or more effectively monitored?	Possible sources of evidence	Possible questions to ask
Governance				
G.14 Monitor the implementation of Trust-wide policies and additional policies as set out in the DGAT Policy arrangements and processes guidance.				
G.16 Implement and monitor any policy addendum required in the event of extra-ordinary events or circumstances.				
School effectiveness				
SE.2 Implement the performance management policy for the Headteacher/Principal and all other staff.				
SE.3 Monitor, review and challenge the performance of groups of pupils including SEND, pupil premium, EAL.				
SE.4 Ensure the school offers a broad and balanced curriculum, in line with the requirements of the Trust's funding agreement.				
SE.5 Ensure a curriculum is implemented which is broad and balanced and is designed to promote educational excellence for pupils.				

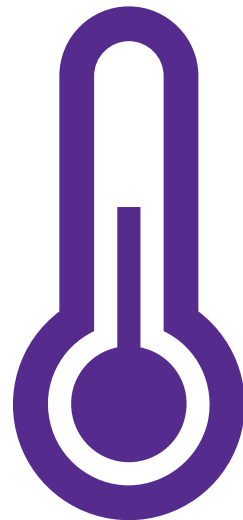
Flourishing

#strongertogether



What do you need from me/the central team to enable you to flourish in your role?

Now, reflect again - how are you
feeling about governance in the year
ahead?



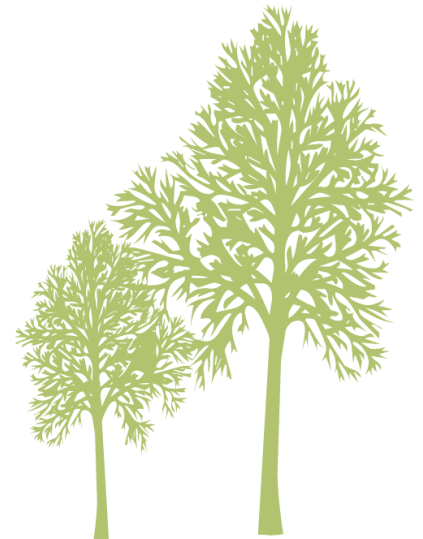


Nicki Wadley

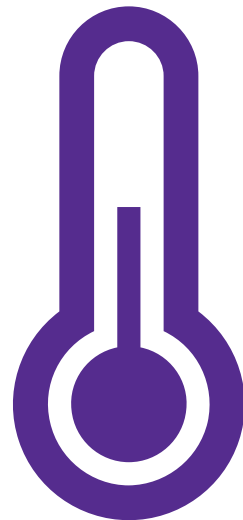
Head of governance and people

nwadley@cen.dgat.org.uk

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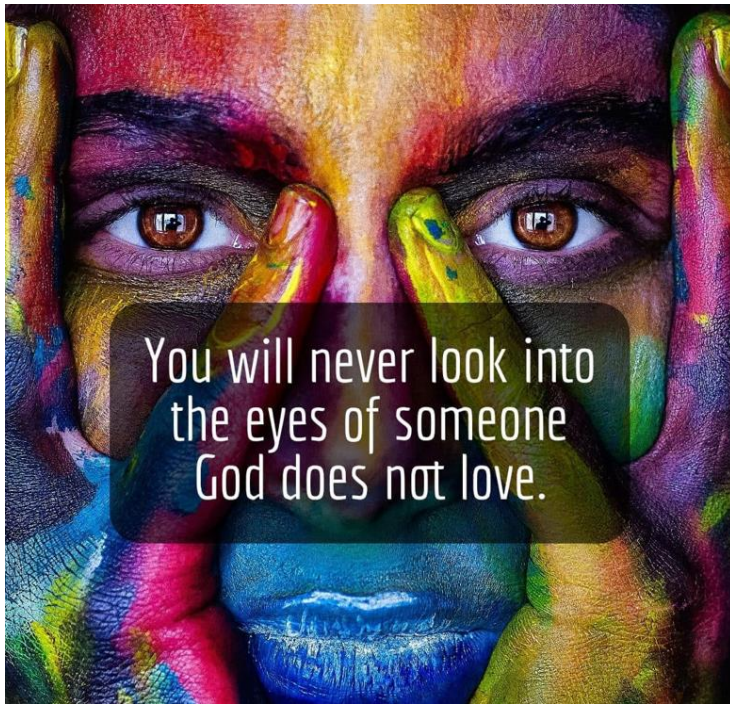


Now, reflect again - how are you
feeling about governance in the year
ahead?



Flourishing

#strongertogether



What do you need from me/the central team to enable you to flourish in your role?

Any final questions?





Nicki Wadley

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