



St Joseph's Catholic Primary School

Notes following discussion of the role and structure of St Joseph's Governing Board after conversion to Academy

Governing Body

- The board will become the Local Governing Committee of the Xavier Trust with objective to support the Head.
- Advised to look at Governor workpack, scheme of delegation
- 6 meetings a year required, model agenda to be used.
- School Business Manager role is stripped out and replaced by an Office Manager, responsible for HR etc. Suggestion is to have a Governor responsible for Finance, SEND, Pupil Premium, H&S, Safeguarding. Sports Premium feedback also a good idea
- We can continue with Subject Link Governors or link Governors directly to items on the School Development Plan as in some other schools
- It was suggested that we use Governor Hub rather than the GVO portal.
- The focus will be on accountability, scrutiny and compliance – strict audit trail requirements
- It may be useful to have meetings with other Chairs and Governors.

Policies

Policies fall into three categories:

- **Trust Policies** – Pay, annual leave, Finance i.e statutory, legislative framework all sit centrally.
- **Best Policy** – Safeguarding, SEND, these are to be amended to reflect what is happening at school level and are amended by schools
- **Individual policies** – policies specific to school – admission, uniform – anything that affects pupils directly.
- Look at Hugh of Lincoln School website as a guide
- Encouraged to contact Trust staff at any time regarding new framework set up