

Governance at West Newcastle Academy  
Addendum to Department for Education Governance Handbook

Introduction

West Newcastle Academy is a free school with the following vision and ethos:

**Vision**

All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

**Ethos**

Respect for the core capabilities of children and the recognition that all children are unique individuals with a wide range of abilities and potentials. Children are valued as strong, sociable and capable individuals, constantly learning and enquiring about the world about them.

WNA is a place where children will be encouraged to be curious, to ask questions and to learn from one another. Children at our school will be encouraged to question their teachers, formulate their own theories and validate possible results.

Dialogue with, and democratic decision making between children, staff, parents and the wider community is central to the running of WNA.

The role of the governing body

The governing body works to raise standards and support the overall development of the pupils. This involves providing a strategic view for the school, monitoring and evaluating the progress of the school against these plans; supporting and challenging the school team; being accountable to parents and others about the school's performance, and ensuring that all statutory duties are carried out.

Key information for governors

Governors should consult the Department for Education Governance Handbook (2020) for detailed, general information about the roles and responsibilities of school governors. The handbook is available at the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925104/Governance\\_Handbook\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf)

This document provides further information about how the governing body is structured and how responsibilities are divided at West Newcastle Academy.

Governors should also familiarise themselves with the School Development Plan, the School Evaluation Document and the latest Ofsted Report. They are also encouraged to take up training opportunities offered by Newcastle City Council Governor Services, especially Induction training.

### The structure of the governing body

The governing body is divided into the following two sub-committees, which meet bi-monthly, then report back to the whole governing body, which meets at least once a term.

<b>Finance, People and Premises</b>	<b>Curriculum</b>
Sally McDonald (Chair)	Rabia Ahmed (Chair)
Jamie Carrahar	Shelagh Keogh
Shelagh Keogh	Paul Koshy
Susan Percy (Headteacher)	Liam McClean
	Susan Percy (Headteacher)

For a meeting to be quorate, a minimum of three governors from the relevant committee must attend.

The governing body is chaired by Shelagh Keogh.

### Committee responsibilities

#### **Finance, People and Premises Committee**

- To prepare and agree the annual budget each financial year for formal agreement by the Governing Body
- To establish and monitor links between the School Development Plan and
- To evaluate the effectiveness of spending decisions
- To consider longer term financial planning linked to the future needs of the school
- To ensure school meets its statutory obligations and complies with Academies Financial handbook

- To consider relevant supplier contracts and the effectiveness of services provided through these
- To monitor pupil roll and income levels
- To review delegated spending limits annually in line with Financial Handbook
- To consider/approve procurement/contracts in line with Financial handbook
- To review charging and remissions policy
- To receive information on grants and miscellaneous income
- To consider outturn statement
- To consider and determine response to any financial matters including consultation on changes to funding formula
- To investigate irregularities
- To approve and set up an expenses scheme
- To ensure appropriate administration and audit of the School Fund
- To consider and ensure best value at all times
- To consider financial benchmarking data
- To self-evaluate financial competencies of governors
- To receive any health and safety reports
- To ensure health and safety issues are met
- To receive reports on condition of buildings and school environment
- To agree maintenance work to be done
- To determine staff complement
- To review staffing structure
- To establish and review annually an Appraisal and Capability Policy
- To review performance objectives and pay for Headteacher
- To review salary scale for the Leadership team
- To review pay policy
- To consider pay discretions (the Headteacher should not advise on his/her own pay)
- To conduct agreed arrangements for recruitment and selection
- Appointment of staff (by Headteacher and one or more governors who have completed Safer Recruitment Training)
- To conduct agreed procedures for capability, discipline, grievance, attendance and welfare issues

- To conduct dismissal procedures
- To receive reports and monitor status of any staffing issues
- To consider early retirement
- To consider and approve admissions arrangements

### **Curriculum Committee**

- To assist in the development of the School Development Plan (SDP)
- To monitor and review pupil and school performance
- To set and publish targets for pupil achievement
- To monitor and review School Development Plan (SDP)
- To contribute to School Evaluation Document (SED)
- To consider and review policy and practice in:
  - Homework
  - Curriculum matters
  - RE and collective worship
  - Special Educational Needs
  - Gifted, Able and Talented Children
  - Sex and Relationships Education
  - Equalities and Community Cohesion
  - SEN (Special Educational Needs)
  - Child Protection and Safeguarding
- Receive monitoring and inspection reports from OFSTED or HMI and monitor and review action plans.

### **Full Governing Body**

- To determine the strategic direction of the school
- To monitor and evaluate the performance of the school receiving reports from the Headteacher
- To receive reports and ratify recommendations from committees
- To approve the annual budget
- To investigate financial irregularities
- To agree selection panel for headteacher and deputy head appointment

- To suspend or end suspension of headteacher
- To direct reinstatement of excluded pupils following an appeal
- To draw up the Instrument of Government and any amendments thereafter
- To appoint (or remove) the chair and vice chair
- To appoint or dismiss the clerk to the governors
- To hold a governing body meeting at least once a term
- To appoint and remove community governors
- To set up a register of Pecuniary Interests
- To delegate terms of reference to committees and review once a year at the beginning of the academic year
- To review the membership of committees once a year at the beginning of the academic year
- To set the times of school sessions
- To ratify the Self Evaluation Document (SED)
- To adopt Financial Procedures in line with the Academies Financial Handbook
- To review and approve risk analysis annually
- To review the performance of the governing body
- To ensure adequate safeguarding procedures are in place
- To consider forming a multi academy trust