



governance, leadership and management

...achieving excellence in schools

# Governor Mark

Recognising high quality school governance.

Evidence Grid sections 1-4

***Not required for a Governor Mark Application***



Co-ordinators of Governor Services

Supported By the DCSF



## Criterion 1: Organisation and teamwork

	BP	FC	PC	NC	Evidence that the governing body is well organised
<b>Sub criterion 1a</b> <b>The governing body is organised in order for it to effectively carry out its responsibilities</b>					
i) The governing body has an effective committee structure including meeting processes which make optimum use of time					
ii) The governing body has a good working relationship with the head teacher, which facilitates effective leadership and management in the school					
iii) The governing body has an effective chair, who works well with the head teacher. The chair sets effective organisational practices for the governing body					
iv) The governing body is effectively clerked, facilitating the provision of information and effective decision making and agenda items focus upon the priorities for the school					

	BP	FC	PC	NC	Evidence that the governing body is clear about its role
<b>Sub criterion 1b</b> <b>The governing body is clear about its distinctive role and linked responsibilities are effectively delegated to maximise efficiency and impact</b>					
i) The governing body has considered the respective roles of the GB and Headteacher and has a clear understanding of the governing body responsibilities and structures through which they can be taken forward.					
ii) Committees have explicit terms of reference and membership, which are reviewed annually and Committee members are clear about their delegated responsibilities					
iii) Governors who have specific monitoring responsibilities understand their roles and carry them out effectively					

	BP	FC	PC	NC	Evidence that the governing body works as a team
<b>Sub criterion 1c The governing body works as a team, sharing responsibilities and tasks</b>					
i) The Chair and committee chairs promote a team culture and develop team working actively					
ii) Governing body meetings are well attended					
iii) All governors are valued and encouraged to contribute to discussions and decision-making.					
iv) The members of the governing body share responsibilities and tasks to lighten workload, the burden does not fall on a minority of governors					

## Criterion 2: Recruitment and Retention

	BP	FC	PC	NC	Evidence that the governing body manages vacancies
<b>Sub criterion 2a: The governing body has clear plans for recruitment activities and strategies to manage vacancies</b>					
i) Governors are clear about the constitution of the governing body					
ii) The governing body ensures the timely implementation of election and appointment procedures and takes into account its representation of the community it serves in its recruitment activity					

	BP	FC	PC	NC	Evidence that the governing body provides induction for new members
<b>Sub criterion 2b New governors receive a clear induction programme to enable them to play a full role</b>					
i) The Chair provides a warm welcome and deploys the school's induction programme to ensure that newly appointed governors know the school well					
ii) The Clerk provides the new governor with key documentation to assist understanding of the distinctive nature of the school and the work of the governing body					
iii) New governors are encouraged to attend an induction course based on the National Training Programme for New Governors					
iv) New governors are supported to enable participation in discussion at an early stage					

	BP	FC	PC	NC	Evidence that the governing body develops its members' skills and knowledge
<b>Sub criterion 2c The governing body has a strong commitment to the development of its member's skills and knowledge</b>					
i) The governing body has a commitment to develop its capacity to engage in school self-evaluation and undertakes a training needs analysis, as part of self-review activity					
ii) Governors who have individual monitoring responsibilities take the opportunity to access appropriate training					
iii) The Chair and committee chairs have a commitment to leadership development					
iv) The governing body ensures that it has knowledge of the full range of development activities available (including suppliers) and makes decisions on the purchase of support					

	BP	FC	PC	NC	Evidence that the governing body seeks to retain good governors
<b>Criterion 2d. The governing body has a commitment to retaining good governors</b>					
i) Governors are valued and encouraged to participate fully in the work of the governing body and their views and contribution to the work of the school are respected, as part of an inclusive culture.					
ii) Data and information required to undertake governor responsibilities is in a form which is easily understood and concise					
iii) The work of the governing body is positively promoted in the community					

### Criterion 3: Self-review, Innovation and Change

	BP	FC	PC	NC	Evidence that the governing body reviews its performance
<b>Sub criterion 3a: The governing body undertakes a self-review of both its performance and contributes to school self-evaluation</b>					
i) The governing body has a strong commitment to self-review, as part of the drive for continuous improvement including self-review of its own performance which includes a plan for improvement					
ii) The governing body is engaged with the completion and updating of school self evaluation documentation such as the self evaluation form (SEF) and is aware of the sources of data and information that validate the judgements in these documents.					

	BP	FC	PC	NC	Evidence that the governing body is innovative
<b>Sub criterion 3b</b> <b>The governing body supports, looks for and uses opportunities for innovation, in order to improve performance through change</b>					
i) The governing body has a commitment to look for new ways to improve provision, teaching and learning and the breadth of facilities available in the school					
ii) The governing body develops innovative approaches to maximise resources and has an approach to maximise the potential of information technology					
iii) The governing body has used workforce reform and staffing structure plans to improve learning outcomes					
iv) The governing body gathers feedback from pupils, parents and the community and acts on suggestions for change where possible.					

#### Criterion 4: Principles of Good Governance

	BP	FC	PC	NC	Evidence that the governing body focuses on the school's aims
<b>Sub criterion 4a</b> <b>The governing body focuses on the school's aims and purpose and on outcomes for children and parents</b>					
i) The governing body is clear about the school's aims and purpose and its intended outcomes for children and parents					
ii) The governing body is dedicated to seeing that children and parents receive high quality provision					
iii) The governing body is committed to implementing the principles of best value					

	BP	FC	PC	NC	Evidence that roles are clearly defined
<b>Sub criterion 4b</b> <b>The governing body performs effectively in clearly defined functions and roles</b>					
i) The governing body is clear about its functions and responsibilities and effectively demonstrates accountability					

	BP	FC	PC	NC	Evidence that the governing body promotes the values of the school
<b>Sub criterion 4c</b> <b>The governing body promotes the values of the school and demonstrates the values of good governance through behaviour</b>					
i) The governing body puts school values into practice through the implementation of school policies					
ii) Individual governors behave in ways that uphold and exemplify effective governance					

	BP	FC	PC	NC	Evidence that the governing body takes clear decisions and manages risk
<b>Criterion 4d The governing body takes informed, transparent decisions and manages risk</b>					
i) The governing body uses good quality, advice and support and is rigorous and transparent about how decisions are taken					
ii) The governing body uses good quality information, advice and support					
iii) The governing body ensures that the school employs effective risk management systems and reviews their operation					

	BP	FC	PC	NC	Evidence that the governing body develops its own capacity
<b>Sub criterion 4e: The governing body develops its capacity and capability to be effective</b>					
i) The governing body ensures that appointed and elected governors have the skills , knowledge and experience they need to perform well including the capability of people with specific responsibilities and evaluating group performance					
ii) Developing the capability of people with specific responsibilities and evaluating group performance					

	BP	FC	PC	NC	Evidence that the governing body is accountable to its community
<b>Sub criterion 4f The governing body engages children, parents and the community and makes accountability real</b>					
i) The governing body takes an active and planned approach to dialogue with, and accountability to, the community.					
ii) The governing body takes an active and planned approach to engaging effectively with children, parents and staff					