

## EFFECTIVE GOVERNANCE CHECKLIST

Please advise current list of governors (expand size of table)	Governor names	Type of governor e.g. Co-opted	Terms of office

Criterion	2016/17 Grading 1 (high) to 4 (low)	2016/17 Comment / source of evidence (as appropriate)	2017/18 Grading 1 (high) to 4 (low)	2017/18 Comment / source of evidence (as appropriate)
1. The governing body carries out an annual audit of the skills of its members				
2. Members of the governing body have the correct skills for the job				
3. Governors understand their roles and responsibilities				
4. The chair provides effective leadership for the governing body				
5. Governors attend training to fill gaps in their knowledge and skills				
6. Succession planning prepares governors well for new roles				
7. The chair and committee chairs are re-elected each year				
8. Governors keep up to date with and discuss national developments in				

respect of governance				
9. The size, composition and committee structure of the governing body is conducive to effective working				
10. Meetings are professionally clerked and run efficiently				
11. Governors receive relevant and timely information to enable effective discussions at meetings				
12. Minutes effectively capture the key points of meetings, particularly the quality of challenge from governors				
13. Every member of the governing body makes a regular contribution				
14. The governing body formally evaluates its performance				
15. Findings from the evaluation inform a governance development plan				
16. The governing body is a driving force in the development of the school's vision and ethos and its long-term aims				
17. Systems are in place for governors to ensure that the school development plan reflects these aims				
18. The governing body's activities and agenda setting are driven by the				

strategic planning cycle				
19. Governors are able to identify ways in which they have contributed actively to school improvement				
20. Governors understand the school's performance data well enough to properly hold school leaders to account				
21. Governors track use of pupil premium and understand its impact on outcomes				
22. Governors understand what the school is doing to monitor progress in a world without levels, and are assured of the effectiveness of new systems				
23. Governors understand and are able to discuss the relative performance of different groups in the school				
24. Governors track use of sports funding and understand its impact on outcomes				
25. Governors ensure that the headteacher's performance management targets address key school priorities				
26. Governors ensure there are robust and effective appraisal systems in place for all staff				
27. Governors know how good the teaching in the school is and what is				

being done to improve it				
28. Governors ensure that there is a broad and balanced curriculum, which promotes fundamental British values				
29. Governors ensure that financial management systems are robust and ensure best value for money				
30. There is an effective Pay Committee that meets annually before 31 October to make pay decisions for teaching staff				
31. Governors know how good pupil behaviour is and what is being done to improve it				
32. Governors fulfil their statutory duties in respect of safeguarding and health and safety				
33. A range of formal and informal systems are in place to obtain the views of pupils, parents and staff				
34. Stakeholder views inform governing body decision making				
35. There is regular reporting to parents and the local community				
36. Relationships within the governing body and between governors and school staff are good and reflect mutual respect				

37. Governors are available to the school and participate regularly in activities beyond meetings				
Local Authority Feedback		2016/17		2017/18