Instrument of Governance

This instrument was made by order of Shropshire Local Authority – 18th November 2024.

Introduction
Our school is called Albrighton Primary School and it is a Local Authority Maintained School.
We are called The Governing Body of Albrighton Primary School.

There are13 members of the Governing Body who are either ex officio, appointed or elected.
All Governors give their time and expertise voluntarily, attending meetings at least 8 times a year and visiting the School periodically.

We have 5 categories of Governor:

1. Headteacher	Ex officio.
2. Staff	1 Governor elected by all members of staff.
3. Local Authority (LA)	1 Governor nominated by the LA but appointed by the Governing Body
4. Parent	4 Governors elected by parents/carers of children at the school.
5. Co-opted	6 Governors appointed by the Governing Body from the local community for their skills and expertise.

Term of Office
Apart from the Headteacher all Governors serve for a period of 4 years. At the end of their term of office Governors stand down and the following applies:

1. Staff	Fresh elections are held. Previous Governors can stand again. Vacancies are advertised on the staff notice board. All staff are entitled to vote.
2. Local Authority	Can be re-appointed by the Governing Body.
3. Parent	Fresh elections are held. Previous Governors can stand again. Vacancies are advertised on the website and in school newsletters. All Parents/carers are entitled to vote.
4. Co-opted	Can be re-appointed by the Governing Body.

Additionally, there are 3 Associate Governors, who contribute to the Governing Board, but who have no voting powers.

Our Remit
The Governors have a wide range of experience and interests in education generally and in Albrighton Primary School in particular. The key roles of Governors are:

1. to ensure our school has a clarity of vision, ethos and strategic direction

2. to hold the Headteacher to account for the educational performance of our school, our staff and all our pupils

3. to oversee the financial performance of our school and to make sure the money is well spent

4. to oversee the maintenance, repairs and future development of the building

5. to ensure the safeguarding of all staff and pupils

In addition, the Governors:

• ensure our school is meeting its legal responsibilities

• make decisions about our school buildings and premises

• set and review our school policies

These roles are carried out within meetings as the Full Governing Body whose terms of reference detail the areas of responsibility; through specific Committee meetings and by regularly visiting the school to take part in a range of activities including a monitoring role of finance, premises and curriculum and standards. The Chair of the Governing Body visits the school regularly to discuss current issues with the Headteacher and other staff and pupils. Other Governors also visit the school during and outside the school day to gain an insight into the education the pupils are experiencing by talking to pupils and staff. These visits are not ad hoc but have a particular focus decided on at committee meetings. The safeguarding governor meets with the Head Teacher at least twice a term.

Additional Information
(to be found on the school's website, with copies available from the School Office)

- Chairman of Governors' Welcome, including a more detailed account of the role of the Governing Body
- Attendance Record of Governors' Meetings
- Specific Roles of Governors