



Charlton Park Academy and Rainbow House Governors Induction Pack 2020/21



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1. Introduction

The Governing Body wish to thank you for volunteering to become a governor at Charlton Park Academy. We all appreciate the time and expertise you will give our academy and we hope you will find being a governor at our friendly and inclusive academy a rewarding and positive experience.

In order to support you we have devised this induction pack with key information, useful websites, and support and hopefully it answers most of your queries.

2. What is Charlton Park Academy?

Charlton Park Academy is a Special Standalone Academy for students with complex, low incidence special educational needs. We are a well-established and very experienced local provider of quality specialised education provision and cater for young people with complex conditions.

We originated as part of the Open-Air Academy movement in the early 1900's, designed to support young people with medical difficulties whilst growing up in London.

We have taken an important part in the successful development of many young people, families and staff over the years. We continuously aim for higher standards of education and care for our young people. We aim to improve our support for families, in this era of austerity; as well as working together with our extended community so we can achieve greater outcomes.

3. Our Vision

All learners experience an exemplary education.

Academy Mission Statement and Aims

Our Mission: To provide outstanding educational opportunities and outcomes.

Academy Aims: To enable all students to become:

- Successful and happy learners
- Confident, resilient individuals
- Responsible, friendly citizens

4. Ethos

- Where individuals and teamwork are valued, and personal endeavour and responsibility are encouraged.
- High expectations of aspirational professional standards and leadership for all staff.
- Effective pastoral support for students and staff, including effective support for all families and effective liaison with outside agencies.
- Good standards of self-managing behaviour developed and supported by policies and practice which promote self-discipline and responsible attitudes.
- Strong sense of community with strong links between the academy, all providers and the wider public community.
- A well-maintained learning environment fully compliant with Health and Safety legislation, with grounds, building, equipment and learning resources conducive to effective learning.

5. Academy Improvement Target Areas

To become an outstanding academy by:

- Consistently supporting, making teaching exciting & fun leading to good and outstanding and useful learning.
- Celebrating, recognising, reinforcing achievements.
- Enriching curriculum, developing life skills and preparing realistically for adult life.
- Enhancing stronger, local productive partnerships for the benefit of students, parents, carers and wider public benefit.
- Effective leadership, supportive management and good value for money.

6. What support will Charlton Park Academy provide to our Governors?

Initially you will be invited into academy for a tour of the academy and meet the Principal and Chair of the Governing Body. If you still wish to join, and can commit to the duties, you will need to complete the DBS process (the academy will advise).

You will be invited to meet the remainder of the Governing body at the next available Full Governing Body meeting (FGB). If you are not a staff or parent governor, you will then need to be voted onto the FGB.

Charlton Park Academy will assign you an experienced governor who will mentor you during your first year of being a governor. Normally the mentor will be a member of the committee you wish to join. Depending on your area of interest or skills you will either be asked to join a specific committee.

Charlton Park Academy subscribes to The Key and the National Governors Association (NGA) and as a member of the governing body you will be able to subscribe.

Charlton also subscribes the Royal Borough of Greenwich Governor services which offers regular courses and training for all governors. Governors are expected to feed back about any training and share good practice at the FGB meetings.

As part of the extended Charlton community, the academy welcomes all governors to musical and sporting events where parents are invited.

7. Key Responsibilities

Academy Governors have three key duties i.e.

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the academy.
- Agreeing the academy improvement strategy with priorities and targets.
- Meeting statutory duties.

Ensuring accountability, by:

- Appointing the Principal.
- Monitoring the educational performance of the academy and progress towards targets.
- Performance managing the Principal and thus holding senior leaders to account.
- Engaging with stakeholders.
- Contributing to academy self-evaluation.

Ensuring financial performance by:

- Setting the budget and five-year forecast.
- Monitoring spending against the budget.
- Ensuring money is well spent and value for money is obtained.
- Ensuring risks to the organisation are managed.

8. How the Governing Body Works

The key document for establishing the strategic direction and ensuring accountability is the Academy Development Plan. This is a document often covering say a four-year period with regular targets and deadlines across all aspects of the academy. It is usually an agenda item for each full governing body meeting. Governors will also be expected to contribute to the academy self-evaluation and training.

The Resources committee meet termly to review the annual forecast up to the end of the financial year i.e. 31st August and budget to actual. The academy is required to submit periodic financial monitoring reports to the EFA i.e. as at 31st March for the financial year in question, and the prior year for comparison. In July the academy prepares and further forecast for the year to August plus the budget for the following year. As an academy they will need to produce a set of audited accounts which is presented to governors in December.

Governors are expected to have a strategic overview of the academy and not get involved in operational matters. Sometimes there is a very fine line between the two but as you become a more experienced the differences will be easier to spot.

There are two main sub committees which meet half-termly:

- The Resources Committee reviews the budget monitoring, finance, income generation, treasury, staffing and pay related matters, contracts, premises and resourcing the academy.
- The Standard Committee looks at the pupil experience i.e. attainment, safeguarding, health and safety, Special educational needs, monitoring the academy development plans communication with parents and other local bodies.

The Full Governing Body (FGB) meets twice in the Autumn term and at least once in the Spring and summer terms. The minutes of the termly Resources and Standard committees will be presented to the FGB later that term. The Full Governing Body will also look at the Risk Register.

For each committee meeting there is a Clerk to Governors present whose role is to take the minutes and provide advice on governance protocol and collate any forms or documents the committees require.

If you cannot attend a committee meeting you are required to notify the clerk as soon as possible before the meeting. Papers for each committee should be sent out at least a week in advance (including the minutes of the previous meeting) so governors have time to read and digest the information. Any question you may have on the papers can be sent via the clerk to the academy and chair of the committee in advance, so the academy has the chance to answer them at the meeting. Normally the papers are also shown on a large screen in the meeting room.

Any request for any other business (AOB) not shown on the agenda must be discussed with the Chair of the committee in advance. The inclusion of any AOB is at the respective Chair's discretion.

Sub-committee meetings normally last between 2-2 ½ hours. Full Governing Body meetings may last longer.

Governors will be expected to undergo Safeguarding training and sign to say they completed it.

9. Key Documents to Review

- Latest statutory accounts
- Academy Development Plan
- Governors Code of Conduct
- Timetable of meetings for the current year
- Sample minutes of FGB, Resources and Standards committee
- Academies Handbook
- Governance Handbook
- Latest OFSTED Report
- Couple of newsletters
- Academy Evaluation Report
- Governor self-evaluation report
- Link for RBG governor services for training
- Latest education performance data
- Recent 5-year financial forecast and commentary
- Recent premises improvement plan for up to 5 years.
- Contact details of the Clerk: Gianni Silvestri –
gsilvestri@charltonparkacademy.co.uk
- Charlton Park Academy Safeguarding Policy
- Governor's Report

10. Forms to Complete

Governor Eligibility Declaration

Pecuniary Interest Form

Individual Skills Audit

Governor's Visit Policy and Form

Volunteer Application Form

DBS form – all governors must have an up to date DBS. You will need to produce a number of documents including ID and log onto the DBS website. You will need to inform the academy when you have done this, so the academy can then complete the process.

11. Useful websites to visit and subscribe to:

<https://parentview.ofsted.gov.uk> – gives the parents view of the academy.

<https://www.ofsted.gov.uk>

<https://www.compare-academy-performance.service.gov.uk/academy/138547>

<https://schoolleaders.thekeysupport.com/> - The Key for academy governors – CPA subscribes.

<https://www.nga.org.uk/Home.aspx> - CPA subscribes.

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales> - Details of the Prevent Strategy.