

# School Governance Internal Check List



The following is highly likely to be checked by an Ofsted Inspector before and during their inspection

	Please tick	Date Checked
<b>School Website – Governors Information (Statutory duty)</b>		
List of names of all current governors on website		
Details noted of type of governor e.g. Chair, Link Governor, Parent Governor etc.		
Term of office (years and end date)		
Name of governor and the committee(s) they serve are listed on the website		
Governor attendance at full governing body meetings is recorded		
Governors Register of Business, Pecuniary and Personal interests listed		
Details of training undertaken by governors (this is good practice)		
If you hold the Governor Mark Award, have you shown that you have been awarded this on your school website?		
Have you added the 'Governor Mark' logo to your website? (this is good practice)		
<b>School Website – SEND (Statutory duty)</b>		
School SEND Local Offer is listed on your school website		
<b>School Website Use of Funding Reports (Statutory duty)</b>		
Report on school website on the use and outcomes of Pupil Premium funding		
Report on school website on the use and outcomes of Sports Premium funding		
<b>Edubase</b>		
New requirements on schools from September 2016 in the maintained sector to provide governors' details on Edubase Link to <a href="https://www.gov.uk/government/news/national-database-of-governors">Edubase</a> <a href="https://www.gov.uk/government/news/national-database-of-governors">https://www.gov.uk/government/news/national-database-of-governors</a>		
<b>Governor Vacancies Advertised</b>		
As well as advertising your governor vacancies in your school newsletter and school website.  Governors can register an interest to become a Local Authority/Co-opted Governor here: <a href="http://www.oldham.gov.uk/info/200333/school_governors/303/become_a_school_governor">http://www.oldham.gov.uk/info/200333/school_governors/303/become_a_school_governor</a>  You can advertise the skills you are looking for from a new governor here: <a href="http://www.inspiringthefuture.org">www.inspiringthefuture.org</a>		

## Other Information

	Please tick	Date Checked
<b>DBS (Disclosure and Barring)</b>		
All existing governors must have a school DBS check by September 2016 - New governors to complete DBS form as soon as they are appointed		
<b>Governor Training</b>		
Governors training certificates and training records are kept on file at your school		
Details of additional governor training to be recorded in governing body minutes		
All governors have completed the online Prevent Duty and provided the school with a copy certificate. Link <a href="http://course.ncalt.com/Channel_General_Awareness">http://course.ncalt.com/Channel_General_Awareness</a>		
Governors have attended safeguarding training		
<b>Minutes of Full Governing Body and Committee Meetings</b>		
All full governing body meetings minutes show clearly highlighted: <b>Governor Support/Challenge</b>		
All committee meetings minutes show clearly highlighted: <b>Governor Support/Challenge</b>		
<b>Terms of reference reviewed for governing body &amp; committee meetings</b>		
All governing body meetings terms of reference reviewed annually		
All Committee meetings terms of reference reviewed annually		
<b>Governor skills audits:</b>		
All governors have completed an annual skills audit and this is collated and held by the Chair <a href="http://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Skills-Audit.aspx">http://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Skills-Audit.aspx</a>		
<b>Finance Skills (SFVS)</b>		
All governors have completed a financial skills matrix for the Schools Financial Value Standard. (SFVS - Standard Assessment Form - March 2016) <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/511575/SFVS_support_notes_2016-17_FINAL.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/511575/SFVS_support_notes_2016-17_FINAL.pdf</a>		

<b>Review date:</b>		<b>Reviewed by (Name):</b>	
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**NB.** This list is not exhaustive.

Produced by Oldham Governor Support Service - August 2016