



# Northern Counties School Governing Board Handbook

## All Governors will receive the following:

- Welcome letter
- Governing Board Handbook
- Scheme of Delegation
- Safeguarding Training Links
- Central Services Induction

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## 1. Introduction the purpose of governance

Strategic leadership  
Accountability  
People  
Structures  
Compliance  
Evaluation

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## 2. Roles and Responsibilities (Terms of Reference)

### a. Board of Trustees:







e. Headteacher

3. Attendance and Apologies



5. How governors are involved in monitoring









Respect confidentiality

Declare conflicts of interest and be transparent

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## Model Visit Note Template

Northern Counties School - Governor Visit Note Form	
Name	Date
Purpose of Visit	
School Improvement Plan link (if applicable)	
Governor Comments relating to the meeting	
Key Issues emerging from the discussion    impact of policy, action, resources needed?	
Any Suggested Actions? (indicate who is responsible for the action)	
Date report taken to Governing Board meeting	
Governing Board Feedback / Comments	