



# EFFECTIVE GOVERNANCE CHECKLIST

## Governor names

Mr. M Meyer (Chair)  
Mrs J Benjamin  
Mr. A Bloom  
Mr. S Blumgart  
Mr. M Cohen  
Mr. J Dewinter  
Mr. J Feinmesser  
Mr. Y Halberstadt  
Mr. M Klajman  
Mrs A Levey  
Mr. B Shooter  
Mrs. M Zeltser

Mr. A. McClusky

Mrs. R Nevies  
Mr G. Swabel

Mr. J. Cohen  
Mr. A Kalley  
Dr. L Finkelstein

## Type of governor e.g. Co-opted

Foundation Governors

Executive Headteacher

Parent Governors

Staff Governors

Criterion	Grading 1 (high) to 4 (low)	Comment / source of evidence (as appropriate)	Action for Development Plan (where appropriate)
1. The governing body carries out an annual audit of the skills of its members	1	<p>The website is updated on an annual basis with information about governance e.g. the structure of the governing body, trustees and members and biographies of each person within these groups.</p> <p>See website: <a href="http://www.hasmonean.co.uk/about-us/governing-body/">http://www.hasmonean.co.uk/about-us/governing-body/</a></p> <p>This governance self-evaluation checklist is carried out on an annual basis.</p>	
2. Members of the governing body have the correct skills for the job	1	<p>Hasmonean's governors are a highly educated, very experienced group of professionals, as their biographies on our website demonstrate (see link above).</p>	<p>The school intends to de-amalgamate into two separate SATs within a MAT. Details of the proposed governance structure are being sent to the DfE for its approval.</p>
3. Governors understand their roles and responsibilities	2	<p>All governors undertake safeguarding training</p> <p>More governors need to undertake training appropriate to their roles.</p>	<p>An audit of the governors' training has been undertaken by the Clerk to the Governing Body.</p> <p>The Chair of the Governing Body is arranging for governors to receive appropriate training as and when required.</p>

4. The Chair provides effective leadership for the governing body	1	<p>Since being appointed, the Chair has:</p> <ul style="list-style-type: none"> <li>• Overseen a change to the Members of Hasmonean to ensure the most appropriate people occupy these positions</li> <li>• Overseen the appointment of new governors</li> <li>• Ensured the Executive Headteacher’s Performance Management objectives reflect the aspirations of stakeholders</li> <li>• Ensured policies have been updated to enable the school to be compliant</li> <li>• Put forward fundraising ideas to increase the school’s income</li> </ul>	The Chair of the Governing Body is arranging for governors to receive appropriate training as and when required.
5. Governors attend training to fill gaps in their knowledge and skills	2	<p>An audit of training has been carried out and extra training has been offered to fill gaps.</p> <p>The Clerk to the Governing Body keeps records of training attended by governors.</p>	The Chair of the Governing Body is arranging for governors to receive appropriate training as and when required.
6. Succession planning prepares governors well for new roles	2	<p>The previous Chair of Governors arranged for the new Chair of Governors to be fully inducted before being appointed.</p> <p>This is an area which still requires focus as new governors have just been appointed.</p>	The Chair of the Governing Body has arranged for all new governors to receive key documents from the school e.g. SEF/ SDP/ governing body minutes and for all to receive appropriate training and for all governors to receive appropriate training.
7. The chair and committee chairs are re-elected each year	1	This can be evidenced through minutes of meetings.	
8. Governors keep up to date with and discuss national developments in respect of governance	2	Changes to guidance both within the Academies Financial Handbook and with regard to British Values have been focused on in recent times.	The Chair of the Governing Body is arranging for governors to receive appropriate training as and when required.

9. The size, composition and committee structure of the governing body is conducive to effective working	1	Minutes of meetings demonstrate that the Articles of Association have been changed to ensure a greater number of governors can be appointed to ensure that the governing body has the greatest possible range of skills and experience. New governors have now been appointed.	The school intends to de-amalgamate into two separate SATs within a MAT. Details of the proposed governance structure are being sent to the DfE for its approval.
10. Meetings are professionally clerked and run efficiently	1	This can be evidenced through minutes of meetings.	
11. Governors receive relevant and timely information to enable effective discussions at meetings	1	Emails trails demonstrate that papers are submitted in advance of meetings and the papers themselves contain detailed information on relevant topics. In the past reports were occasionally submitted too close to deadlines during very busy periods but this is an area which has improved over the last two years.	
12. Minutes effectively capture the key points of meetings, particularly the quality of challenge from governors	2	Minutes do effectively capture the key points of meetings; governors were also been asked by the previous Chair (during the last academic year) to offer an increased level of challenge in meetings. Minutes of meetings over the last year demonstrate that the level of challenge has been increased.	Governors will need to be reminded by the Chair to continue to offer increased challenge.
13. Every member of the governing body makes a regular contribution	2	The majority of governors are actively involved in one area or another, as our School Development Plan and Committee Structure demonstrate, depending on their work commitments.	
14. The governing body formally evaluates its performance	1	The governing body is committed to undertaking this self-evaluation on an annual basis.	
15. Findings from the evaluation inform a governance development plan	1	Action points from this evaluation are taken seriously, as the progress made from one evaluation to the next demonstrates.	This document acts as 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	1	Minutes of Governing Body Committee meetings, the Executive Headteacher's Performance Management Objectives and the Executive Headteacher's termly report to the Full Governing body reflect stakeholders' aspirations for the school (as can be seen in each of these documents).	
17. Systems are in place for governors to ensure that the school development plan reflects these aims	1	The School Development Plan is shared with governors and individual governors are assigned to oversee separate aspects of the development plan.	
18. The governing body's activities and agenda setting are driven by the strategic planning cycle	1	Governors are assigned to various aspects of the school's planning and self-evaluation. Meetings are scheduled for governors to meet with the key staff responsible for the specific areas.  What should be included in different committee reports has been reviewed to ensure that the most important matters are given the greatest priority (as evidenced in minutes of meetings).	Every SLT/ Governor meeting needs to take place in a timely fashion to review progress on the school development plan and other areas e.g. exam performance.
19. Governors are able to identify ways in which they have contributed actively to school improvement	2	The majority of governors actively contribute to meetings, and many have regular extra roles and responsibilities, as demonstrated in minutes of meetings.  Notes and action points from Governor's meetings with Senior Leaders and from Learning Walks are kept by the Clerk to the Governing Body and shared at Governing Body meetings.	Governors are taking a more active role in, for example, improving the progress of students in the sixth form and assessing where cost efficiencies can be made.
20. Governors understand the school's performance data well enough to properly hold school leaders to account	1	Minutes of Standards Committee meetings show that very in-depth reporting takes place with regard to all aspects of school performance. They also demonstrate that the areas for development arising out of data analysis form a key part of the school development plan and SEF. Specific governors are linked to specific members of SLT to discuss these areas in further detail. Notes and action points from these meetings are shared with the governing body.	

21. Governors track use of pupil premium and understand its impact on outcomes	1	A specific governor has responsibility for this area and the area is reported on at Standards Committee meetings in depth, as demonstrated by minutes of meetings.	
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	2	<p>Head of Boys' School Debbie Lebrecht has reported on this area at Standards Committee meetings. Minutes of meetings demonstrate this. However, our systems have developed since they were last reported on and will need to be explained again.</p> <p>Assistant Head – Data and Curriculum Miriam Langdon reported on how the school monitors progress in a 'world without levels' at a Standards Committee meeting.</p>	
23. Governors understand and are able to discuss the relative performance of different groups in the school	1	This has been reported on at length at governing body meetings, as minutes and papers of meetings demonstrate. SLT members have also met with a governor to discuss data analysis in detail.	
24. Governors track use of sports funding and understand its impact on outcomes		N/A	
25. Governors ensure that the headteacher's performance management targets address key school priorities	1	Minutes of Governing Body Meetings, the Executive Headteacher's Performance Management Objectives and the Executive Headteacher's termly report reflect stakeholders' aspirations for the school (as can be seen in each of these documents).	
26. Governors ensure there are robust and effective appraisal	2	The Pay Committee has been appointed to ensure the procedures outlined in the newly updated Pay Policy are rigorously followed.	The Pay Committee needs to continue to ensure procedures are rigorously followed.

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	1	This is reported at Standards Committee meetings, and after each annual learning review. Anonymised reports on the lesson observations for all new staff are also reported on to the governing body.	
28. Governors ensure that there is a broad and balanced curriculum, which promotes fundamental British values	2	<p>The Learning Area Network Inspectors' evaluation of January 2016 stated: <i>Whilst the school's outcomes are impressive this does not seem to be in any way at the cost of a broad and balanced curriculum. There is a determination to provide an outstanding overall educational experience.</i></p> <p>Improving our British Values and SMSC provision has been strengthened as our website demonstrates but it remains an area for development.</p>	British Values remains a priority for development. The work of the two Associate Senior Leaders needs to be continuously monitored by ELT and by the governor responsible for this area.
29. Governors ensure that financial management systems are robust and ensure best value for money	1	<p>Since being appointed, the Chair of the Finance Committee has introduced a raft of new financial policies and has rigorously held the school to account with regard to its financial management, as minutes of fortnightly finance meetings, termly finance committee meetings and monthly finance sub-committee meetings demonstrate.</p> <p>Payroll and contracts are being reviewed to ensure that all information is accurate and up-to-date.</p>	
30. There is an effective Pay Committee that meets annually before 31 October to make	2	Much work has been done by the newly appointed Head of Finance to ensure that staff costs are clearly reported and by Associate Senior Leaders to implement the new pay policy in a timely and effective	This area needs to be reviewed in light of the need to reduce staff costs and lower the fundraising target.

pay decisions for teaching staff		<p>way.</p> <p>Due to the nature of the Jewish calendar, in some years pay decision meetings will take place before December 31<sup>st</sup> rather than Oct 31<sup>st</sup>.</p>	
31. Governors know how good pupil behaviour is and what is being done to improve it	1	This is reported on at Standards Committee meetings, and often at Full Governing Body Meetings, as minutes of meetings demonstrate.	
32. Governors fulfil their statutory duties in respect of safeguarding and health and safety	2	<p>A member of the governing body is assigned to Safeguarding and has regular meetings with the key staff members who have responsibility for this area. This needs constant focus.</p> <p>The Single Central Record (SCR) has been reviewed by ELT, by governors and by Barnet this academic year and was found to have been very effectively completed.</p> <p>Our Health and Safety Policy has been updated and an audit has been carried out.</p>	The governor who has been appointed to take over responsibility for Health and safety now need needs to review the audit and meet regularly with the Head of finance and Premises.
33. A range of formal and informal systems are in place to obtain the views of pupils, parents and staff	2	Two parent governors have arranged to meet with parents on a monthly basis to discuss any concerns or questions they may have. Regular surveys about different areas need to be carried out over the course of each year. All stakeholders have been invited to respond to the school's consultation to de-amalgamate the school into two SATs within a MAT. Parents of children who have left the school are being interviewed about their decisions to have their children educated elsewhere.	A governor has been asked to assist in compiling regular surveys for these three groups.
34. Stakeholder views inform governing body decision making	2	<p>Two governors have responsibility for handling parental concerns.</p> <p>Staff, student and parent questionnaires are sent out to elicit feedback on key areas.</p> <p>Questionnaires are used to inform future planning.</p>	<p>Staff, student and parent questionnaires will continue to be sent out.</p> <p>Questionnaires will continue to be used to inform future planning.</p> <p>Governors are also offering to be present at staff exit interviews.</p>

35. There is regular reporting to parents and the local community	1	<p>E-news is used to report to parents and the local community about a variety of issues on a weekly basis.</p> <p>Hasmonean Highlights is also sent out to inform stakeholders about the school's activities.</p>	
36. Relationships within the governing body and between governors and school staff are good and reflect mutual respect	1	<p>This is palpable at governing body meetings and at other meetings. The Executive Leadership Team feel privileged to have such a highly qualified and experienced governing body working so hard for the school; governors offer challenge but discharge their duties fairly, often devoting many, many hours of their time to the school.</p>	
37. Governors are available to the school and participate regularly in activities beyond meetings	1	<p>In addition to timetabled committee and full governing body meetings, the following meetings also take place:</p> <ul style="list-style-type: none"> <li>• Weekly face-to-face meetings between the Executive Headteacher and the Chair of Governors</li> <li>• Fortnightly finance meetings</li> <li>• Regular fundraising meetings</li> <li>• Regular meetings between ELT/SLT and the governors assigned to their specific areas</li> </ul>	

**COMPLETED AND REVIEWED BY:** Andrew McClusky – Executive Headteacher  
Justin de Winter – Governor  
Ari Bloom – Governor

**DATE:** June 2018  
**NEXT REVIEW:** June 2019