

NORTH LONDON GRAMMAR SCHOOL

GOVERNANCE POLICY

Structure and Mission of Governance

We are rated as a good school with some outstanding features in our previous Ofsted inspection and yearning to achieve outstanding status in all areas. We are a committed employer and endeavour to ensure that we comply with all the expectations and requirements that legislation and the best practice demand. We also work with a range of local, national and international organisations to ensure our school continues to thrive and deliver best practice in all areas.

The school is governed by the Governing Body who is appointed and supported by the GB of Trustees. The leadership and management of the school is delegated by the Governing Body to the Head, Hakan Gokce. North London Grammar School (will be referred as NLGS) is owned and established by Wisdom School Ltd, a limited company and a registered charity. It is routinely inspected by Ofsted. The Governing Body may form committees to deal with different demands of daily running of the school. Any decision made by the governing body which requires financial commitment is subject to the approval by the GB of trustees.

The trustees have duties under company law and charity law. In reality the trustees will be responsible only for fundamental decisions such as changing the constitution of Wisdom School Ltd, financial and legal matters.

The trustees must comply with the following duties:

- compliance – they must ensure that the charity’s resources are used for the charitable purpose and that the charity complies with the law and its governing document i.e. the articles of association.
- care – they should take reasonable care in their work. In practice it simply means ensuring that the academy trust is managed efficiently and effectively. It also means considering the need for professional advice on matters where there may be material risk to the charity.
- prudence – they must act responsibly, making sure that the company assets are protected and used for the benefit of the charity. The trustees must make sure that the company is solvent and keeps appropriate financial records. More information on the role of a charity trustee is available on the Charity Commission’s website (CC3).

Trustees should also be aware of their statutory duties as company directors, which are set out in sections 170 to 177 of the Companies Act 2006. In practical terms, all trustees need to be familiar with their company’s articles of association as well as their statutory duties under the Companies Act which comprise the duties to:

- act within their powers;
- promote the success of the company;

- exercise independent judgment;
- exercise reasonable care, skill and diligence;
- avoid conflicts of interest;
- not to accept benefits from third parties; and
- declare any interest in proposed transactions or arrangements

Trustees and the head of school are also a member (governor) of the Governing Body. One of the trustees acts as the chair of the governing body. Other members of the Governing Body are either elected or appointed by trustees from community, staff and parents for two years. The term of service can be extended by GB. They are expected to come from range of industries, sectors and background with required expertise and skill set for the job. All members of the Governing Body are equal and ask themselves the same question – “what is in the best interests of the NLGS?”

The governing body which is the key strategic decision making body in NLGS. It is their job to set the school’s strategic framework and ensure that it meets all of its statutory duties. This includes ensuring the school has a long-term strategic vision – including for the type of school that will offer them most opportunities. In the light of this vision, the governing body should agree the strategic priorities, aims and objectives for the school and sign off the policies, plans and targets for how to achieve them. They should check on progress and review regularly their strategic framework for the school in the light of that progress. The Governing Body acts as a ‘critical friend to the head teacher’. They support the head teacher as well as keeping him/her accountable.

The relationship between governing body, particularly the chair of governors, and the headteacher is crucial to effective governance. They should work in close partnership, but retain sufficient distance to allow the headteacher to run the school and the governing body to hold them to account effectively for doing so.

Headteachers are responsible for the internal organisation, management and control of the school. It is their job to implement the strategic framework established by the governing body. The governing body should not be involved in the detail of the day-to-day management of the school. The governing body delegates powers to allow the headteacher to perform his or her management duties.

The headteacher must report to the governing body regularly on how those powers have been carried out. The headteacher should give the governing body information on the performance of the school and other reports that the governing body may need to carry out its functions. The governing body should offer the headteacher challenge and constructive advice.

The government values every person who volunteers to help improve their school by being a governor. How well a governing body does its job has a real impact on the success of a school. So although they are made up of volunteers, governing bodies cannot afford to be amateur and must be held to account for their effectiveness.

Ofsted has published the criteria that inspectors will use to judge the effectiveness of a school's governance. These criteria are consistent with the core functions of all governing bodies set out above. Inspectors will look at the extent to which governing bodies:

- ensure clarity of vision, ethos and strategic direction
- contribute to the school's self-evaluation and understand its strengths and weaknesses, including the impact of their own work
- support and strengthen school leadership, including by developing their own skills
- provide challenge and hold the head teacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety, including by using the data dashGB, other progress data, examination outcomes and test results
- use performance management systems, including the performance management of the head teacher, to improve teaching, leadership and management
- ensure solvency and probity and that the financial resources made available to the school are managed effectively
- operate in such a way that statutory duties are met and priorities are approved
- engage with key stakeholders
- use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics.

Every inspection report will comment on the quality of governance as part of the overall judgement on the quality of the school's leadership and management. These criteria will help to make sure good governance gets the praise it deserves. They will also help inspectors identify when a school's governance is good enough.

If you wish to contact our governors, please e-mail to gb@northlondongrammar.com OR write to The Chair of Governing Body at the school address as published on the school website. Please see the list of trustees and governors below.

Annual General Meeting

AGM is held at the final week of August or first week of September. New appointments are introduced at this meeting. The School Improvement Plan is reviewed and agreed in this meeting based on the analysis of past years results and relevant data and information.

The GB may also elect a vice-chair, secretary and treasurer, organise itself into a committee structure, and adopt a meeting schedule of regular GB and committee meetings for the following 12-month period. If a committee structure is adopted, the GB usually at this time also appoints governors to those committees depending on their areas of interest and skills. The chairs for committees are usually elected at their first meeting of the new term. A treasurer is required to receive and account for all money of the GB and produce, when required by the GB or auditors or other competent authority, papers and money in his or her possession, power or control that belong to the GB.

Regular and Special Meetings

Most GBs adopt a regular meeting schedule. The regular meetings are expected to set at the end of each academic term unless GB agrees on different dates.

The chair, or the secretary of the GB if a majority of the GB members make a written request, may also call special meetings. Special meetings are usually called for the GB to consider time-sensitive matters or weighty matters that require a separate meeting.

Attending GB Meetings

Trustees who are not also GB members are not expected to attend all regular meetings of the GB. Trustees are also expected to attend all meetings of any committee of which they are a member. A trustee or governor may not be absent from three consecutive regular meetings of the GB without the permission of the GB.

Quorum

A meeting of the governing body cannot be convened to make decisions until a quorum is present. A quorum is “a majority of all the members constituting the body.”

A meeting may continue without the members who have declared conflicts of interest as long as there are at least two members remaining.

Agendas

The Chair and secretary may satisfy the requirement for giving governors proper notice of a meeting and provide the order of business for that meeting by distributing one document, commonly referred to as the agenda. The document should indicate that it serves as both official notice of meeting and agenda (or order of business) for the meeting. Agendas for meetings that are open to the public are usually posted on the school’s website.

Minutes

The minutes are the official record of the Governing Body meetings. They include:

- when and where the meeting took place;
- who was present;
- all matters considered at the meeting;

- all decisions made including the steps taken to reach those decisions; this establishes that the appropriate rules of order were followed.

The votes of individual members are not in the minutes unless a recorded vote has been requested. The final vote on any matter debated in a closed session is also conducted in public; however, the wording and substance of the matter may not be disclosed.

The secretary is responsible for keeping a full and accurate record of the proceedings of every meeting of the GB and for ensuring that the minutes, when confirmed, are signed by the chair of the meeting.

Any report or background information considered by the GB at the meeting should be available with the minutes. Some GBs find it helpful and a matter of good public relations to produce a summary of GB decisions soon after the meeting to distribute to trustees and governors.

Chair and Vice-Chair

The chair and vice-chair (if a GB chooses) are appointed for one-year terms. The Act does not indicate the number of years or terms that the same person may continue as chair. Individual GBs may have rules of procedure or a policy or by law regarding the number of years or terms that a chair or vice-chair may serve.

Responsibilities The Education Act sets out the following responsibilities of the chair:

- preside over meetings of the GB
- conduct the meetings in accordance with the procedures and practices for the conduct of GB meetings
- establish agendas for GB meetings, in consultation with the headteacher or the supervisory officer acting as the headteacher
- ensure that members of the GB have the information needed for informed discussion of the agenda items
- act as spokesperson to the public on behalf of the GB, unless otherwise determined by the GB
- provide leadership to the GB in maintaining the GB's mission and vision
- assume such other responsibilities as may be specified by the GB
- allow open debate;
- provide opportunities for and encourage all members to speak;
- manage conflict;
- ensure that issues are separated from individuals;
- lead the GB as a team; and
- help the GB reach its decisions.

Advisory committees

Advisory individuals or committees may be established on either a short- or long-term basis, provide input into policy development or other areas where the GB would benefit from the experience and expertise of other participants. Most GBs have a structure for their committees that contributes to efficient and effective GB meetings. Committees can ensure that the GB has the necessary information to make decisions.

Hakan Gokce (Head teacher - Governor)

Hakan has a BSc in Civil Engineering from Istanbul Technical University. However, after graduation he found himself drawn into education and teaching Maths and Physics in Ashqabat, Turkmenistan and Coventry in the UK. Hakan has obtained MSc in Management, Leicester University and MSc in Control Systems in Coventry University. He founded and ran Oxford Vision Education Consultancy, an educational consultancy firm for schools here and abroad in material development, teacher recruitment, student placements into universities and colleges for over 10 years. He organised fullboard summer schools for students from around the globe with over 1000 students per year. Hakan has been a valuable member of the steering committee for Wisdom School Ltd, the founding company for NLGS since its inception. He has been working as the acting head teacher and a great asset during schools relocation from its premises in Tottenham to Hendon as well as the transition of a niche concept. Hakan is working towards obtaining his NPQH in this year. He is married with 3 children.

Ziya Kocabiyik BA,MBA (Trustee - Governor)

Ziya has BA in Psychological Counselling and Guidance and worked as a Psychological Counsellor for 3 years at a secondary school and Gulhane Training and Research Hospital in Turkey. After completing his MBA at Middlesex University, he worked at Home Retail Group for various managerial posts for 6 years. Ziya is the founder and the director of Independent Choice Network which is operating in Education consultancy and recruitment areas. Ziya closely works with both private and public higher education intuitions in the UK.

Rustam Aliyev MSc, (Chair, Trustee - Governor)

Rustam has over 17 years of experience in information technology and telecommunications. He held various roles in global tech companies such as Microsoft (Skype), DataStax, TeliaSonera and Muzicall (RealNetworks) with expertise in cloud, distributed systems, big data solutions and mobile telecoms. Most recently, Rustam co-founded London based property technology startup - OneDome, where he is responsible for technology. Rustam has a Master's in Engineering and Management of Information Systems from the KTH Royal Institute of Technology and a BSc in Computer Science from the Azerbaijan State Oil Academy.

Omar Salahuddin (Staff Governor)**Committees****Curriculum, Attainment and Wellbeing of students****Ziya Kocabiyik****Daniel Raja****Anil Randeria**

Omar Salahuddin

Fundraising, Marketing, Resources and Building Development

Rustam Aliyev

Hakan Gokce

Deepak Dhrona

**Issues Beyond the
Governing Body**

Complaints can be taken to the Secretary of State for Education under Education Act 2002 on the grounds that a governing body is acting or proposing to act unreasonably or has failed to discharge its duties under the Act.

In such case, complaints should be written to:

DfE Independent Schools,

Mowden Hall

Staindrop Bridge

Darlington, DL3 9BG

The complainant can contact on OFSTED on 0300 1234 234.
Email:enquiries@ofsted.gov.uk Telephone: 0300 1234 234

**Monitoring and
Review**

The governing body will monitor the complaints procedure, in order to ensure that all complaints are handled properly. The head teacher will log all stage 2 complaints received by the school, and record how they were resolved. These will be reported as part of the head teachers report to the governing body.

The governing body will review this policy in January 2019 to reflect on the impact of latest practice.

**Review Date:
19 January 2019
Next Review Date:
7 January 2019**

