



## Statement of Governance and Management

Reviewed: 31 August 2023 by Headmaster's PA (Clerk), Headmaster, Chair of Governors and Director of Finance

Checked: 27 February 2024 by Compliance Officer

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### History:

Cranford School was founded in 1931 by Miss Winifred Laurence and remained in private ownership until 1980, when it became a charitable trust administered by a Board of Governors. Until 1980, the School was affiliated to The Parents' National Educational Union and followed its set curriculum. Membership has now lapsed and, although PNEU-specific subjects have disappeared from the curriculum, the PNEU-approach to each child as an individual, whole person, and an adherence to Christian principles remain as the bedrock of the School.

### The Governing Body:

The Governing Body is affiliated to AGBIS and, as trustees, they are guardians of the charity's assets with responsibility for legal, regulatory compliance and risk management, financial propriety, strategic direction and maintenance of standards within the School.

The Governing Body comprises a Chair, and up to 12 other members with educational, legal, financial and commercial experience amongst the skills and experience of its current members. Individual Governors have responsibility for Child Protection, SEN, Health and Safety, Charities, Legal, Scholarships and Bursaries, EYFS and the Junior and Senior Schools.

There are three sub-committees: Education, Finance and General Purposes (which includes responsibility for Remuneration and HR) and Bursaries and Scholarships. All Governors and members of the Senior Leadership Team demonstrate sound skills and knowledge appropriate to their role and fulfil their responsibilities effectively so that the Independent School Standards are met consistently. The Governing Body, working closely with the Senior Leadership Team, ensure the active promotion of the well-being of all pupils and monitor and review the School's safeguarding procedures. The definition of 'well-being' in this case is that set out in the 'Children Act' 2004: 'the physical, and mental health and emotional well-being, education, training and recreation, the contribution made by pupils to society and the social and economic well-being of pupils'. Several of our Governors are both current and former parents.

### Meetings:

The Full Governing Body meet at least once every term. In addition, the Finance and General Purposes Committee aim to meet termly prior to the main Full Governors' meeting. The Education Sub-Committee meet once in the Autumn and once in the Summer Term prior to Full Governors' meeting. The Bursaries and Scholarships Sub-Committee meets in the Autumn Term. In addition to these meetings, the Headmaster meets with the Chair of Governors on a regular basis. There is also an annual Governor Safeguarding audit, usually in the Spring Term.

At the start of each main meeting, there is provision for a closed session during which the Headmaster and Director of Finance may be asked to withdraw.

### **Management of the School:**

Strategic planning is carried out by the Headmaster and the Director of Finance who meet weekly. In addition, an annual strategy meeting is held by the Governors who review the 3 – 5 year Strategic Plan for the School, together with the Headmaster and Director of Finance and Director of Operations.

The day-to-day running of the School is carried out by the Senior Leadership Team which comprises the Headmaster, the Director of Finance, the Deputy Head (Junior Academic and Whole School SENCO), Deputy Head (Academic), Deputy Head (Tirps, Calendar and Compliance), Senior Assistant Head and DSL, Assistant Head (Director of Music and Head of Co-Curricular), Assistant Head (Pastoral), Director of Senior School Data, Director of Marketing and Communications, Director of Operations and Director of Admissions. This team meets to discuss matters such as curriculum, staffing and promotional events in the School, including time for forward planning and evaluation, and strategic planning.

The Headmaster schedules regular meetings with relevant members of staff including SLT, SENCo and Marketing and Admissions Team to ensure that the School is compliant with all regulations and to discuss promotional events and pupil numbers.

The Director of Finance, who attends all Governors' Meetings, is responsible for the day-to-day financial administration of the School and the Headmaster's PA holds the position of Clerk to the Governors. The Director of Operations acts as the Health and Safety Officer and fulfils the School's Health and Safety requirements. A weekly meeting is held by the Headteacher, Director of Operations and Facilities Manager to examine weekly maintenance and plan for all outstanding work to ensure that the site is cleaned and well-maintained.