

## Freedom of information request NCC-029867-17

Thank you for your recent Freedom of information request, point's c, d, e, f, & g are not recorded information held by Nottinghamshire County Council.

Within the Freedom of Information Act Section 16 (1) there is a duty to provide the requester with advice and assistance on the request for information, I have therefore provided a response alongside each point raised as follows:

Can you confirm that Nottinghamshire County Council has a role in governance or oversight of schools under its control concerning any of the following duties:

- a. Publications of school governing body meeting minutes, including adherence to statutory regulation

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, state –

Minutes and papers

15.—(1) The clerk to the governing body (or the person appointed to act as clerk for the purpose of the meeting in accordance with regulation 10(3)) must ensure that minutes of the proceedings of a meeting of the governing body are drawn up and signed (subject to the approval of the governing body) by the chair at the next meeting.

(2) Subject to paragraph (3), the governing body must, as soon as reasonably practicable, make available for inspection by any interested person, a copy of— (a) the agenda for every meeting; (b) the signed minutes of every such meeting; and (c) any report or other paper considered at any such meeting.

- a. Publication of the membership of the school governing bodies, including adherence to statutory regulation

Within the school governance (Constitution) (England) Regulations 2012 statutory guidance for governing bodies of maintained schools and local authorities in England August 2017, it states that:

In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form. This should include:

the structure and remit of the governing body and any committees, and the full names of the chair of each;

for each governor who has served at any point over the past 12 months: their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),

relevant business and pecuniary interests (as recorded in the register of interests) including:

governance roles in other educational institutions; any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives);

their attendance record at governing body and committee meetings over the last academic year.

- b. Conduct of elections for parent governor roles according to Nottinghamshire CC guidelines, specifically to provide candidates a timetable of the election

The school governance (Constitution) (England) Regulations 2012, schedule 1 - election and appointment of parent governors states:

2. Where a local authority are the appropriate authority in relation to a school, they may delegate to the head teacher of the school any of their functions under this Schedule.

Nottinghamshire County Council are the appropriate authority and have chosen to delegate this function to head teachers. Head teachers are therefore responsible for managing parent governor elections. NCC provide guidance through its clerking support service for head teachers and the governing body would be responsible for ensuring that the process is completed appropriately.

c. The duty of schools to inform parents of the outcome of parent governor elections

There is no specific information within the regulations as to the timeframe for informing parents of the outcome of a parent election.

d. The duty of schools to respond to requests to identify who are the parent governors at the school

Within The school governance (Constitution) (England) Regulations 2012 - guidance for governing bodies of maintained schools and local authorities in England August 2017, it states that:

In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form. This should include:

the structure and remit of the governing body and any committees, and the full names of the chair of each;

for each governor who has served at any point over the past 12 months: their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),

relevant business and pecuniary interests (as recorded in the register of interests) including:

governance roles in other educational institutions; any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives);

their attendance record at governing body and committee meetings over the last academic year.

e. Publication of information on how to contact school parent governors

Governors are part of a corporate body and as such, should be contacted via the school and not on an individual basis.

f. The responsibility of schools to forward emails from parents to parent governors

Governors are part of a corporate body and as such, should be contacted via the school and not on an individual basis.

g. The role of Chairs of the school governing bodies to respond to concerns

The responsibility for responding to concerns would depend on the delegation of authority within the governing body. Concerns may not always be delegated to the chair to investigate.

If so please can you describe your policy response when a school under its control is found to have failed to meet any of these duties.

The duty to respond to the points raised within this FOI request are bound within governance legislation. It is therefore the responsibility of the governing body to act within these regulations. If a governing body failed to adhere to governance regulations, then it may be in breach of its statutory responsibilities and could be eligible for intervention within the meaning of Part 4 of the Education and Inspection 2006 Act. This may apply if the school meets the coasting definition, the school has failed to comply with a Warning Notice, or the school has been judged inadequate by Ofsted.

Parents are able to raise concerns with individual schools by following the schools complaints policy and procedures. Local authorities do not have a role in investigating school complaints. If a complainant remained unhappy once the complaints procedure was exhausted, then they are able to write to the Secretary of State.

Schools who have academised and are part of a Multi Academy Trust, will work under different regulations from a maintained school, depending on their Scheme of Delegation. Complaints may also be investigated by the Trust Board, again depending on the Scheme of Delegation.

I trust the above information is of assistance to you.

If you are unhappy with the way your request was dealt with and wish to make a complaint, please write to the Team Manager, Complaints and Information, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail [foi@nottscc.gov.uk](mailto:foi@nottscc.gov.uk) quoting the reference above

With kind regards

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