

Governor Roles and Responsibilities

This sets out the responsibility attached to each lead role and the time commitment required.

Training will be provided if needed, but Governors should try to choose a role that they have some interest or expertise in to make it easier for you to feel confident.

The meetings are to be arranged at a time to suit both the member of staff and the governor. They could be in school, on the phone or remotely using Zoom. This flexibility should make meetings easier for governors who also work or have busy lives.

If you do not feel able to commit to being lead governor, or feel you need to develop your expertise, you could be a 'shadow lead' and attend meetings with another governor.

Lead governor with responsibility for special educational needs and inclusion

Peter Davies

To meet with Paula Hassan (SENCo) each term (3 times a year) to discuss the following:

- Number of children on the SEN register
- Any new EHCPs or funding applications
- In school provision - The Meadow, TA support etc
- External services for inclusion – Place 2 Be, Future Steps, Speech and Language

To complete a Governor Feedback Form after each visit

Lead governor with responsibility for early years foundation stage

Jeanette Dodd

To meet with Karen Anderson (Assistant Head) each term (3 times a year) to discuss the following:

- Implementation of the EYFS curriculum
- Nursery and Sparkles numbers and admissions
- Progress of children
- Quality of provision
- Any issues relating to the building, resources etc

To complete a Governor Feedback Form after each visit

Lead governor with responsibility for safeguarding

Dorothy McNaughton

To meet with Debbie Anderson (Designated Safeguarding Lead) each term (3 times a year) to discuss the following:

- The Single Central Record
- Number of open safeguarding cases (CP, CiN, EHA, LAC)
- Any new safeguarding referrals
- Any concerns relating to bullying, online safety, vulnerable children

To complete a Governor Feedback Form after each visit

To support with completing the Annual Safeguarding Report in November every year

Lead governor with responsibility for statutory grants**Gill Slimings**

To meet with Debbie Anderson (Deputy Head) and Julie Claydon (Assistant Head) each term (3 times a year) to discuss the following:

- Pupil Premium funding – progress of children
- Catch-up / Tuition funding – progress of children
- Any other statutory grants

To complete a Governor Feedback Form after each visit

To support with completing the Pupil Premium Statement each term

To support with monitoring the Catch up / Recovery Grant Spend each term

Lead governor with responsibility for health and safety**Elaine Brown**

To meet with Rachael Watson (Health and Safety Officer) each term (3 times a year) to discuss the following:

- Any health and safety incidents or concerns
- Checks carried out by site supervisors
- Actions needed from health and safety inspection in January

To complete a Governor Feedback Form after each visit

Lead governor with responsibility for finance**Gill Slimings**

To meet with Caroline Reed (Headteacher) each term (3 times a year) to discuss the following:

- Any large variances to the planned budget
- Any planned expenditure that was not in the planned budget
- Any new statutory grants or new income that was not in the planned budget
- Any finance concerns

To complete a Governor Feedback Form after each visit

Steering Groups

The role of the steering group is to monitor the Securing Improvement Plan.

Each steering group will meet termly (3 times a year) and will comprise a member of the senior leadership team and 2 governors. The SLT member will produce the evidence and explain what actions have been taken. Governors are encouraged to question. They will then review the securing improvement plan together and it will be updated by the SLT member.

The securing improvement plan is split into the following sections.

The meetings are to be arranged at a time to suit both the member of staff and the governors. They could be in school or remotely using Zoom. Meeting in school will be easier when viewing evidence such as children's books, but this doesn't have to be every meeting. This flexibility should make meetings easier for governors who also work or have busy lives.

Leadership

Gill Slimings and Craig McCorrisken-Coomer

This will be the chair and vice chair meeting with the headteacher

The focus will be:

- Staffing structure, recruitment and leadership roles
- Behaviour and wellbeing (staff and children)
- Policies
- Resources including the building
- Parent and pupil voice

Quality of Education

Sarah Charlton and Jeanette Dodd

This will be led by Debbie Anderson (Deputy Head). We will need 2 governors.

The focus will be:

- Quality of teaching
- The curriculum
- Provision for inclusion

Pupil Outcomes

Ruth Walton and Craig McCorrisken-Coomer

This will be led by Karen Anderson and Julie Claydon (Assistant Heads). We will need 2 governors.

The focus will be:

- Progress and attainment of children in all year groups
- Phonics outcomes
- End of Year 2 and Year 6 predictions
- National comparisons