

# What do governors do?

Manage the annual budget and make financial decisions within the school financial value standards (SFVS) to ensure that resources are well spent.

Set the admissions policy and make admissions decision in line with the vision of the school

As a church school ensure the Christian Vision permeates the whole of school life

Think strategically to help value standards

Ensure all policies are fit for purpose and in line with the vision of the school

Monitor and evaluate

Work together with all staff, pupils, parents and the community as a team to ensure each pupil achieves to the best of their ability

Act as a "critical friend" - supporting and challenging the head teacher and staff

Ensure school buildings are fit for providing education for all pupils

Ensure excellent standards of health and safety

Oversee recruitment of senior leaders and teachers to ensure high academic standards

## Meet Our Governors

The Governing Body at Speen C of E School is formed from many different areas of the community. It is made up of Foundation Governors, an Ex-officio Governor, Parent Governors, a Governor nominated by the Local Education Authority, Staff Governors and the Head teacher. All governors are elected for a four-year term of office.

Governors play a very valuable and important role in the support of our school. They meet regularly together and work closely with the Head teacher and the school staff. The responsibility for the actions and decisions of the governing body lies with the whole governing body not with individual members. Individual governors are appointed or elected by specified bodies or groups, as listed below, but they are not delegates and are free to vote according to their own wishes.

Foundation governors are appointed by the church to ensure that the religious character of the school is preserved and developed. Other parents at the school elect parent governors. They don't have to stand down if their child leaves the school before the end of their term of office, though they may choose to do so. Parents, including carers, of pupils at the school are eligible to stand for election as parent governors whenever such a vacancy arises. Both teaching and support staff paid to work at the school are eligible to stand for election as a staff governor. The head teacher is a staff governor by virtue of their office; the head teacher may choose not to be a governor but will retain the right to attend all governor meetings.

The clerk to the Board of Governors is Rachel Lawson

**None of the governors have any business or pecuniary interests relating to their duties as a governor nor do they act as a governor at any other educational establishment, with the exception of Reverend Canon Anthony Bundock who serves on the board of governors at St Johns C of E School, Lacey Green.**

Agendas and minutes of all governor meetings are available for inspection in the school office.

SPEEN C OF E COMMITTEE GRID 2019/2020					
Governors	Category of Governor	Appointed by	Positions on Governing Board	Dates of Appointment	Expiry of Terms of office
Eamonn Barrett	Local Authority	Bucks County Council	Chairman & Safeguarding Governor	11 June 2019	10 June 2023
Julie Cooper	Foundation Governor	Parochial Church Council	Vice Chair & PHSE governor	7 March 2013	6 March 2021
Jacquie Coles	Executive Head teacher	By Virtue of Office	Executive Head Teacher	01 September 2018	
Helen Lidington	Staff Governor	Staff	Staff Governor	November 2017	November 2021
Paul Oborn	Foundation Governor	Parochial Church Council		April 2019	April 2023
Helen Davies	Parent Governor	Parents	Early Years Governor, Maths Governor	01 February 2018	01 February 2022
Jessica Walsh	Parent Governor	Parents		01 October 2019	01 October 2023
Katherine Matthews	Foundation Governor	Parochial Church Council	Literacy Governor, Vice Chair	22 April 2017	21 April 2021
Rev. Canon Anthony Bundock	Ex-Officio	By virtue of position	SEND Governor		
Alastair Blundell	Foundation Governor	Parochial Church Council	SIAMS Governor	01 November 2019	1 November 2023
Susan Seward	Foundation Governor	Oxford Diocese	Equality and Diversity Governor	01 October 2019	01 October 2023

The table below sets out the number of Full Governing Body and committee meetings attended by each Governor, during the academic year 2018/19, with the number of such meetings they were eligible to attend in brackets. \* Denotes that the Governor is not a member of that committee

Governors	FGB	Finance	Curriculum	Pastoral	Premises & H/S	Comms/ Marketing	Performance Management	Admissions	General Purposes
Eamonn Barrett	3 (3)	3 (3)	*	*	*	*	*	*	2 (2)
Julie Cooper	3 (3)	*	3(3)	3(3)	*	1(1)	1(1)	*	2 (2)
Jacquie Coles	3 (3)	3 (3)	3(3)	3(3)	2 (2)	1(1)	*	1 (1)	2 (2)
Paul Oborn	1(1)								
Susan Seward	3 (3)	*	*	*	2(2)	*	*	*	2(2)
Katherine Matthews	3 (3)	*	3(3)	3(3)	*	1(1)	1(1)	1(1)	2(2)
Rev. Canon Anthony Bundock	3(3)	*	*	3(3)	*	*	*	*	2(2)
Alastair Blundell	3(3)	3 (3)	*	*	2(2)	*	*	*	2(2)
Helen Davies	3(3)	*	2(3)	*	*	1(1)	*	*	2(2)
Helen Lidington	3(3)	*	3(3)	*	*	*	*	*	2(2)

### School leadership and Management responsibilities:

The head teacher is accountable to the Governing body and is responsible for the: -

- Day to day running of the school.
- Implementation of School policies.
- Implementation of the school curriculum.

The three core functions of the Governing Body are to:

- Ensure clarity of vision, ethos and strategic direction;
- Hold the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Oversee the financial performance of the school and making sure its money is well spent.

### **Strategic**

The governing body sets out the aims and overall objectives of the school, looking at how it should best develop. This is achieved through the agreement of the annual school development plan, which sets out the school's priorities for the year, school policies and various targets. These are monitored and reviewed on a regular basis against the stated aims and objectives.

### **Critical Friend**

The governing body works with the head teacher so that a clear understanding of the challenges faced in managing the school is used in setting the schools aims and objectives. The governing body shall sensitively question and challenge in a positive manner, and it is the governing body's intent that these challenges will be accepted as a positive input into school management. The governing body sets out to achieve a trusting and mutually respectful relationship between the governing body and the school leadership team.

### **Accountability**

The school has many stakeholders – the primary ones being the pupils. The governing body shall adopt a professional attitude and ensure that its' competence and efforts are used collectively to deliver benefit to the school's pupils and other stakeholders. The governing body is accountable and answerable to the pupils' parents/carers, the Local Authority, the Diocese of Oxford and the wider community for the way the school is run.

The governing body has numerous statutory responsibilities including being responsible for the conduct of the school. There are various school policies and processes that support the specific responsibilities of the governing body within Speen School. The governing body sets the school's policies and targets, and regularly monitors and evaluates how the school meets its objectives and targets within the School development plan.

### **Committees**

To enable to governing body to fulfil its responsibilities a number of committees have been established that cover all aspects of school governance. The committee structure ensures that the Full Governing Body (FGB) is made aware of the main issues from each area of the school and is informed in order to make key decisions and policy revisions as a whole when required. The principal committees and the members for **2019/20** are:

#### **General Purposes Committee**

Comprising all governors, we meet termly to discuss anything that we feel is of current importance and requires the input of all governors.

### **Curriculum Committee**

Katherine Matthews, Julie Cooper, Jacquie Coles, Helen Lidington, Helen Davies

The Curriculum Committee monitors the impact of each subject area including RE and looks at the data available on the progress of pupils and raises challenges as appropriate. The committee ensures that the needs of all pupils and different inclusion groups are being addressed. The utilisation of the schools pupil premium allocation is reviewed by the Curriculum Committee to ensure that it supports any pupil or groups of pupils that are considered to have the most need. The committee also considers completed and planned staff CPD, and the use of ICT and other resources. A main focus of the committee is the planned actions during the next term and beyond. On an annual basis, the committee also reviews and updates, where necessary, any of the school policies which are of a curriculum nature.

### **Admissions Committee**

Jacquie Coles, Katherine Matthews, Helen Davies

The Admissions Committee sets the schools admission policy for each academic year and ensures that it is adhered to. Members of the admissions committee also address any admission appeals.

### **Finance Committee**

Eamonn Barrett, Jacquie Coles, Alistair Blundell.

One of the statutory responsibilities of Governors is to approve and review, on an ongoing basis, the school's annual budget. Every finance committee meeting therefore includes a review and challenge of the actual spends to date compared to the budget to ensure that the school is being financially responsible. Any non-routine expenditure items are also discussed, which recently has covered new Forest school accreditation for teachers. On an annual basis, the committee also reviews and updates, where necessary, any of the school policies which are of a finance nature.

### **Pastoral**

Julie Cooper, Jacquie Coles, Katherine Matthews, Rev. Anthony Bundock, Paul Oborn

This committee is primarily responsible for the staff and pupil welfare and handles recruitment, monitors performance reviews, attendance and updates various policies when necessary such as Safeguarding, Equality and PSHE. Collective worship is monitored by the Pastoral committee, to ensure it impacts the lives of all within the school community.

### **Premises, Health and Safety**

Alistair Blundell, Jacquie Coles, Paul Oborn, Susan Seward.

The Governing body set up the Premises and Health & Safety committee to proactively manage the ongoing provision of a safe, healthy and supportive environment for the education of the children and the welfare of staff and visitors. As well as assisting the head teacher with risk assessments the Governors are also trained in safeguarding issues so able to provide additional support and perspective ensuring the security of both children and data. The knowledge and skills that the Governors bring from involvement with in commercial life, ensures that the school benefits from appreciation of the latest technologies and the ability to critically assess proposals by the Local Authority's approved suppliers. The school is constrained by the budget provided and the Premises and Health & Safety Committee supports the head teacher with prioritisation of the tasks.

### **Communications and Marketing**

Katherine Matthews, Jacquie Coles, Jessica Walsh, Helen Davies

Principally works to promote Speen Church of England School positively within the local community and to ensure that the head teacher is fully supported in the task of achieving a full pupil roll. We draft promotional material, which reflects the ethos of the school for approval by the full Governing Body. We explore opportunities to promote Speen School and consider opportunities to raise the profile in the local media and promote links with the village community. Responsible for setting up and maintaining a web site for the school, conducting parent, staff and pupil surveys.

### **Curriculum and classroom links**

Governors each have curriculum links and the purpose of link visits is to foster good relationships with the staff and pupils and to fulfill the governing body obligation to monitor and evaluate the effectiveness of the school and its' curriculum. During these visits, which include lunches with the children, we do not, however, make judgments about the quality of teaching or the progress of individual children. Governors have a target to individually visit school a minimum of once per year to meet their curriculum and classroom links and have to prepare written reports on each visit and then provide feedback to the rest of the governing body.

### **Governor Training**

All governors are required to undertake regular training to enable them to exercise their duties effectively. This is a vital part of being a school governor and by doing this we keep up to date with the continual developments that are happening across all areas of education provision. Additionally, each year a whole governor training session is organised on different topics related to governance.

## **SPEEN CHURCH OF ENGLAND SCHOOL GOVERNORS**

**Eamonn Barrett - Chair of Governors, Science and Child Protection Governor**



**Canon Reverend Tony Bundock - Ex-Officio, RE and SEND Governor**



**Julie Cooper – Co-Vice Chair, Foundation Governor and PHSE Governor**



**Jacquie Coles – Executive Head teacher**



**Katherine Matthews – Foundation Governor, Literacy Governor, Co-Vice Chair.**



**Susan Seward - Foundation Governor, Equalities Governor**



**Alistair Blundell – Foundation Governor**



**Helen Davies – Parent Governor, EYFS Governor**



**Paul Oborn – Foundation Governor**



**Helen Lidington – Staff Governor**



**Jessica Walsh – Parent Governor**



