



# Annual Governance Statement for the Governing Body of Ashleigh Primary School and Nursery July 2016

“We are all stars: Ashleigh makes us shine”

In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of Ashleigh Primary School and Nursery Governing Body are:

1. **Ensuring clarity of vision, ethos and strategic direction;**
2. **Holding the headteacher to account for the educational performance of the school and its pupils;**
3. **Overseeing the financial performance of the school and making sure its money is well spent.**

## **Governance arrangements**

The Governing Body of Ashleigh Primary School and Nursery was re-constituted in 2014 and is now made up of two staff governors (including the Headteacher), two elected Parent Governors, one Local Authority Governor and eight Co-opted governors (13 governors in total). Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school. In 2016 we recruited four new co-opted governors and a new staff governor was elected by school staff. On our Governing Body four of the Co-opted governors are parents, one is a member of staff and the remaining three are members of the local community. We have one Associate Governor who advises the governing body, but does not have voting rights. Governors are required to adhere to a Code of Conduct and, to ensure transparency, declare any business interests. A list of governors and their business interests are shown on page 6.

The full Governing Body meets once each half-term and conducts all business of the governing body. We do not have committees but instead use working groups if an issue needs to be reviewed in detail. Working groups report to the Governing Body and only have authority to make decisions if agreed in advance by the Governing Body (this excludes any statutory decisions which can only be decided by the full Governing Body). We have committees that meet if required to consider pupil discipline and staffing matters. The Terms of Reference for the Governing Body and these committees are available on the page 8.

Individual governors take responsibility for monitoring and evaluating the performance of the school to ensure that we meet statutory requirements (such as Safeguarding and provision for pupils with Special Educational Needs) and that we deliver against the areas we ourselves identify in our school development and improvement plan. Governors are required to complete monitoring reports which are circulated to the Governing Body for consideration and action as required. See page 5 for a list of monitoring roles.

<p><b>Attendance record of governors</b></p>	<p>Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made). See page 7 for details of individual governors’ attendance at meetings.</p>
<p><b>The work that we have done in the governing body</b></p>	<p>The Governing Body has had a particularly busy year, focusing on school improvement, an impending Ofsted inspection and the next stage of developments to enable us to become an all-through Primary School.</p> <p>In terms of <b>school improvement</b> the Governing Body has used its aims and values for the school (developed following consultation with parents and pupils), along with a review of pupil attainment and achievement data, to identify priority areas for our school development and improvement plan. These priorities ensure that we continue to provide excellent learning opportunities for our children to enable each of them to “shine”. This has achieved the following:</p> <ul style="list-style-type: none"> <li>• Children now receive clearer feedback on their work and their next steps for learning following the development of a consistent approach to marking and feedback.</li> <li>• The Governing Body is focused on the progress of “vulnerable groups” of children and how the Pupil Premium Grant is being spent by the school. We monitor and review the impact this has on their outcomes. We have provided funding for an Inclusion Manager and a Targeted Teacher who works with small groups of children. The Governing Body regularly reviews data which shows that these pupils are making good progress.</li> <li>• Boys’ writing achievement has improved as a result of literacy being further embedded across the curriculum and the Governing Body allocating funding to support creative writing activities.</li> <li>• Pupils can make greater use of outdoor learning after the Governing Body provided funding to develop the Forest School and Ashleigh Farm.</li> <li>• The Governing Body has ensured that the school has the capacity it needs to continue to grow by developing the leadership potential within the school. A Deputy Head was appointed in April 2015 and senior members of staff have responsibility for leading phases of education and sharing these practices across the school. The Governing Body have developed a staffing structure that will see the school become a full Primary in 2018.</li> <li>• The Governing Body have overseen the embedding of a new national curriculum and the assessment of the curriculum. This has included the introduction of Key Stage 2 curriculum for the first time due to our transition to a Primary School. As a result of Governors investing in iPads, children in Year 3 are now able to experience a wider IT curriculum and use IT to improve learning across the curriculum.</li> <li>• After reviewing attainment data the Governing Body identified Phonics as an area that we wanted to improve so we increased funding for decodable readers (phonic books). The number of pupils achieving the required level in Phonics at the end of Year 1 has increased from 72% last year, to 82% in 2016.</li> </ul>

In September 2016 Ashleigh became a **Primary School** (previously Infant School). In preparation for this the Governing Body agreed a three year budget plan and a staffing structure. In the Summer term of 2016 this was updated for 2016/17 and we are pleased to report that the school is in a healthy position financially.

Governors are working closely with the County Council, Norfolk Property Services and our local Councillor Joe Mooney to progress plans for our new school building. Governors are pleased to have negotiated use of the playing field adjacent to the school which will be used for sports pitches (part will be sectioned off for continued public use). Governors have also decided to pay to have additional playground installed to ensure that there is adequate play space. The planning application has been submitted and is awaiting approval.

### **Other duties of the Governing Body**

The Governing Body looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. Our Health and Safety Governor carries out termly checks of the premises with the school's site manager.

Governors also closely monitor safeguarding and we have a Nominated Governor for Safeguarding who gives a termly report to the governors about any safeguarding matters. In February 2016, Governors commissioned an external review of our safeguarding practices and these were found to be good.

One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies, including Behaviour Management and Safeguarding. We also reviewed our Attendance Policy as a result of legislation changes that no longer allow schools to authorise term time holidays. The Governing Body recognises the problem that this may cause for some parents, but we are very pleased that attendance figures at the school have improved considerably.

Every Autumn term the Governing Body reviews its effectiveness and the skill set of the Governors to identify areas where governance is strong and where improvement may be required. Governors have full access to training courses offered by Educator Solutions and the governing body regularly shares and reviews its learning to ensure that we are providing the best leadership and governance that we can.

The Governing Body agrees a timetable of monitoring and evaluation, linked to the improvement priorities in the school improvement and development plan. All governors regularly visit the school as part of "deep dive days" to review progress in delivering improvements.

In addition, the Governing Body uses external reviews to provide independent assessment of provision within the school. We are pleased that the improvements we have been making were recognised in a recent assessment by the Educational Challenge Partner who

	<p>stated “The school was judged good in 2011 and in my judgement has now moved to outstanding”. We now await our next inspection by Ofsted where we hope this rating will be confirmed.</p> <p>Minutes of Governing Body and Committee meetings are public documents and are available to view on the Governor noticeboard in the school reception office.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body has discussed the issue of becoming an Academy and have decided that at present our priority area of focus should be the on-going growth of the school into a full Primary along with ways in which we can improve our Nursery offering (e.g. to include full day sessions). We will continue to keep this under review.</p> <p>The Governing Body is looking forward to the construction of our new building to accommodate Years 3 to 6 and we continue to work with the County Council and Norfolk Property Services to make this happen. The aim is to have this ready for September 2017 to be used by our Year 5's. We are also looking at providing additional playground space and creating a new Early Years outdoor area in the courtyard playground. We will also continue to recruit teachers, new staff and purchase new resources for our new Key Stage 2 year groups. We are consulting on changing our nursery provision from maintained to a private voluntary initiative which will allow us to better meet the needs of children and parents in providing Early Years education/childcare.</p> <p>Governors have agreed new priorities in our school improvement and development plan for 2016/17 (available from the school website) and funding has been aligned to this. There is a focus on supporting the emotional health and well-being of children to benefit their learning along with continuing improvements to writing, maths and systems of assessment, moderation and reporting.</p> <p>The Governing Body are preparing for our next Ofsted inspection with a view to evidencing the strengths of our school. Ashleigh was last inspected by Ofsted in 2011 when we were judged to be good. We believe that the school is now outstanding.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors; their attendance at meetings and more information about what we do, on the Governors’ page of the school website.</p>

## Ashleigh Primary School and Nursery Governing Body

<b>Governor Name</b>	<b>Category of Governor</b>	<b>Key Responsibilities/ Monitoring roles</b>	<b>Term of Office Expires</b>
Sam Nixon	Headteacher		N/A
Louise Carolan	Staff Governor		07-12-19
Tara Riddle	LA Governor	Vulnerable Groups (LAC, SEND, EAL, G&T) Equalities Policies	26-06-20
Jo Satterley	Parent Governor	Safeguarding	08-10-17
Claire Dixon	Parent Governor	Chair of Governors	04-02-17
Kate Wood	Co-opted Governor	Vice Chair Personnel and HR Curriculum –Literacy Cluster Governor	02-06-19
Shaun Newby	Co-opted Governor	Resources (incl Property)	02-06-19
Sarah Williamson	Co-opted Governor	Health and Safety Website	02-06-19
Danni Lacey	Co-opted Governor		10-11-19
Rob Roe	Co-opted Governor		01-02-20
Martin Taylor	Co-opted Governor	Curriculum- Maths	05-02-20
Lisa Bramford	Co-opted Governor		07-02-20
Sarah Witcomb	Co-opted Governor	Vulnerable Groups (LAC, SEND, EAL, G&T) Equalities	01-02-20
Beth Brais	Associate Governor		02-06-19

## Register of Business Interests for School Governors

The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

<b>Name of Governor</b>	<b>Name of Organisation</b>	<b>Nature of Interest</b>	<b>Date from which involved</b>	<b>Date of signature</b>	<b>Date interest ceased</b>
Sam Nixon	Great Ellingham Primary School	School Governor, Federated Governing Body of Great Ellingham Primary and Rocklands Primary	March 2016	31-03-16	
Louise Carolan		None		08-12-15	
Tara Riddle		None		05-10-15	
Jo Satterley		None		05-10-15	
Claire Dixon		None		05-10-15	
Kate Wood		Relative of Beth Brais		05-10-15	
Shaun Newby		None		05-10-15	
Sarah Williamson		None		05-10-15	
Danni Lacey		None		05-10-15	
Rob Roe		None		29-02-16	
Martin Taylor	Ashleigh Primary School and Nursery	Partner Marjorie Maillard, school employee		07-07-16	
Lisa Bramford		None		24-02-16	
Sarah Witcomb	Norfolk and Norwich Festival	Offering arts workshops and performances to schools	Sept 2010	24-04-16	
Beth Brais		Relative of Kate Wood		05-10-15	

**Ashleigh Primary School and Nursery  
Governors' Attendance Record for 2015-2016**

<b>Governor Name</b>	<b>Attendance</b>	<b>Out of a possible</b>	<b>Attendance rate</b>
Sam Nixon	7	7	100%
Louise Carolan	4	5	80%
Tara Riddle	6	7	86%
Jo Satterley	7	7	100%
Claire Dixon	7	7	100%
Kate Wood	6	7	86%
Shaun Newby	5	7	71%
Sarah Williamson	7	7	100%
Danni Lacey	5	7	71%
Rob Roe	3	3	100%
Martin Taylor	3	3	100%
Lisa Bramford	2	3	66%
Sarah Witcomb	2	3	66%
Beth Brais	5	7	71%

# **Ashleigh Primary School and Nursery**

## **Governing Body Structure and Terms of Reference**



**These Terms of Reference for Governance are adopted by Ashleigh Primary School and Nursery.  
The functions of the committees will be carried out by the Full Governing Body.**

**Date Established: 8 December 2015**

Updated January 2016 with new governors

**Date to Review: September 2016**

## **Roles within the Governing Body**

### **The Role of the Chair Of the Governing Body**

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Norfolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

*Disqualification - Headteacher, Staff Governors, Pupils, Staff Members*

### **The Role of the Clerk to the Governing Body**

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

*Disqualification – Governors, Associate Members, the Headteacher*

## The Governing Body

*The Governing Body takes a strategic role, acts as a critical friend to the School and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities. **At our school the full governing body carries out the duties which would otherwise be delegated to committees.***

### Terms of reference:

- **To agree constitutional matters\***, including procedures where the Governing Body has discretion
  - To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
  - **To hold at least three Governing Body meetings a year\***
  - **To appoint or remove the Chair and Vice Chair\***
  - **To appoint or remove a Clerk to the Governing Body\***
  - **To establish the committees of the Governing Body and their terms of reference\***
  - To appoint the Chair of any committee (*if not delegated to the committee itself*)
  - **To appoint or remove a Clerk to each committee\***
  - **To suspend a governor\***
  - **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
  - **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\***
  - To approve the first formal budget plan of the financial year
  - To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To meet soon after the LA's termly briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
  - To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
  - To monitor the progress of work being undertaken by committees and individuals
  - To establish and keep under review Critical Incident policy and procedures
  - To consider recommendations made by committees with regard to the working of the Governing Body
  - To establish and keep under review a protocol for the Governing Body
  - To establish and keep under review arrangements for Governors' visits to school
  - To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
  - To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
  - To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
  - To undertake tasks delegated to them by the Governing Body
    - **To review the delegation arrangements annually\***

**\*these matters cannot be delegated to either a committee or an individual**

<b>Members</b>	<b>Category</b>	<b>Date of End of Office</b>
Claire Dixon	Parent	04.02.17
Joanna Satterley	Parent	08.10.17
Tara Riddle	LA	26-06-20
Kate Wood	Co-opted	24.04.19
Danni Lacey	Co-opted	19.10.19
Shaun Newby	Co-opted	24.04.19
Sarah Williamson	Co-opted	24.04.19
Rob Roe	Co-opted	01-02-20
Martin Taylor	Co-opted	05-02-20
Lisa Bramford	Co-opted	07-02-20
Sarah Witcom	Co-opted	01-02-20
Sam Nixon	Staff (Head)	On-going
Louise Carolan	Staff	08.12.19
Mrs Beth Brais	Associate	29-04-19

**Membership** – *As per the Instrument of Government*

**Disqualification** – *as per Schedule 4 of the School Governance (Constitution) (England) Regulations 2012.*

**Chair of Governors: Claire Dixon**

**Vice Chair of Governors: Kate wood**

**Clerk to the Governing Body: Jo Bolver**

**Quorum** One half of the number of Governors in post, minimum of three governors.

**These Terms of Reference Agreed: 8 December 2015** and updated with new governors January 2016. Updated with new clerk April 2016.

## Finance Committee

This function is carried out by the Full Governing Body.

### Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

### Additional terms:

- Review the costs that included in the School Development plan (up to 3 years) and ensure they are included in the 3 year budget plan. Ensure completion of Statement of Internal Controls (SIC) and implement any resulting action plan.
- Ensure preparation is made for Financial Management Standards in Schools visit.

**Disqualification** –*Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school*

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## Personnel Committee

This function is carried out by the Full Governing Body.

### Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff\*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

**Disqualification** –*Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school*

## Curriculum Committee

This function is carried out by the Full Governing Body.

### Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

## **Head Teacher's Performance Review**

This function is carried out by the Chair of Governors and one or two other governors nominated by the full governing body.

### **Terms of reference:**

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

### **Membership – 2 or 3**

**Disqualification** –*The Headteacher and Staff Governors*

## **Premises Committee**

This function is carried out by the Full Governing body.

### **Terms of reference:**

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

## Hearings Committee

### Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the headteacher)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (unless delegated to the Headteacher)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.

*\*cannot be delegated to an individual*

**Membership** – *not less than 3 members of the Governing Body (NB. The number appointed to this committee directly affects the number required for an Appeal Committee)*

**Disqualification** – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

### Members

### Date Appointed to Committee

Governors will be appointed as need arises and selected appropriate to the issue.

### Chair of Committee

### Clerk to the Committee

### Quorum (see membership)

3

### Committee Established

### Terms of Reference Agreed

### Terms of Reference Reviewed

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## Appeals Committee

### Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*

\*cannot be delegated to an individual

**Membership** – *no fewer members than the Hearings Committee*

**Disqualification** – *The Headteacher and any members of the Hearings Committee*

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

### Members

### Date Appointed to Committee

Governors will be appointed as need arises and selected appropriate to the issue.

### Chair of Committee

### Clerk to the Committee

### Quorum (see membership)

3

### Committee Established

### Terms of Reference Agreed

### Terms of Reference Reviewed

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## Pupil Discipline Committee

### Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant

**Membership** – 3 or 5 NB. *The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.*

**Disqualification** – *The Headteacher and any Governor with prior knowledge of the pupil or the incident.*

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

### Members

### Date Appointed to Committee

Governors will be appointed as need arises and selected appropriate to the issue.

### Chair of Committee

### Clerk to the Committee

### Quorum (see membership)

3

### Committee Established

### Terms of Reference Agreed

### Terms of Reference Reviewed

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## Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

**Disqualification** – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

### Area of Responsibility

### Governor

### Staff Liaison

Please see areas of responsibility on next page.

Governor Name	Key Responsibilities/ Monitoring roles
Sam Nixon	
Louise Carolan	
Tara Riddle	Vulnerable Groups (LAC, SEND, EAL, G&T), Equalities, Policies
Jo Satterley	Safeguarding
Claire Dixon	Chair of Governors
Kate Wood	Vice Chair Personnel and HR, Curriculum –Literacy, Cluster Governor
Shaun Newby	Resources (incl Property)
Sarah Williamson	Health and Safety, Website
Danni Lacey	
Rob Roe	
Martin Taylor	Curriculum- Maths
Lisa Bramford	
Sarah Witcomb	Vulnerable Groups (LAC, SEND, EAL, G&T) Equalities
Beth Brais	

**Terms of Reference Agreed**

**Terms of Reference Reviewed** \_\_\_\_\_

