

Roles and Responsibilities for Governors 2016-17

(Updated 20th September 2016)

Area	Named Governor	Named member of staff	Additional Staff Contact	Responsibilities
School Development Plan Including RAP Reviews	Chair and Vice Chair	Senior Leadership Team		Review and Evaluate effectiveness of RAPs and SDP Self Evaluation-Focus on Leadership and Management
Priority One Improve the competency and confidence of all children to understand a range of vocabulary and to write in a legible, joined handwriting style.	Clare Spiller Linda Armitage	Sarah Badham (Infants)	Jenny Chandler (Juniors)	SEF-Quality of Teaching, Learning and Assessment Outcomes for Pupils
Priority Two Develop further an approach to the teaching of maths throughout the school that deepens understanding and promotes children's' ability to reason effectively.	Gill Saunders	Rob Evans (Juniors)	Caroline McCormack (Jnr) Alice Waters (Inf)	SEF-Quality of Teaching, Learning and Assessment Outcomes for Pupils
Priority Three Promote STEM throughout the school	Terry Davis	Liz Holding (Jnr)	Beccy Dodwell (Inf)	SEF-Outcomes for Pupils
Priority Four Ensure the curriculum promotes the concept of Global Citizenship through a broad SMSC provision.	Sheila Johnson	Fiona Hubbard	Kirsty Workman	SEF-Personal Development, Behaviour and Welfare
Safeguarding	Clare Spiller Sheila Johnson	Gary Tucker	Sarah Badham	Safeguarding Audit (Autumn Term) Monitor and manage 'Blue Files' Respond to Safeguarding concerns
Special Educational Needs	Sheila Johnson	Anona Greening	Liz Holding	SEN Report to Governors 3 times a year Maintain overview of My Plans Map provision throughout the school
Nurturing and Emotional Support Team (NEST)	Sheila Johnson	Anona Greening	Kathryn Baxter Liz Holding	Pupil Premium Grant Report Map provision for PP children Monitor and Evaluate RAPs based on SDP
Sports Premium	Andrew Hiscock	Beckie Grosvenor	Gary Tucker	Sports Premium Grant Report (Summer Term)
English	Clare Spiller	Sarah Badham	Zoe Meredith-Smyth	Overview of standards

	Linda Armitage			Curriculum and Assessment Ensure Subject Leader Folders are up to date Ensure Breadth and Depth in Curriculum
Early Years	Andrew Hiscock	Sarah Badham		
Maths	Gill Saunders	Rob Evans	Caroline McCormack	
Reception	Andrew Hiscock	Gi Pearman		
Year 1	Clare Spiller	Sarah Badham		
Year 2	Simon Storrie Sheila Johnson	Richard Hoyle		
Year 3	Terry Davis	Sam Perkins		
Year 4	Mark Darwin	Caroline McCormack		
Year 5	Linda Armitage	Nathalie Howard		
Year 6	Gill Saunders	Rob Evans		
Marketing		Rosie Williams School Business Manager		Website Promotional Material Prospectus
Premises and Finance	Mark Darwin,	Rosie Williams Gary Tucker	TBC	
Personnel	Linda Armitage	Gary Tucker	Terry Davis	
Curriculum and Standards	Gill Saunders	Sarah Badham	Andrew Hiscock	

School Visits

Area	Named Governor	Named member of staff	Autumn Term Date of Visit	Spring term Date of Visit	Summer Term Date of Visit
School Development Plan Including RAP Reviews	Chair and Vice Chair	Senior Leadership Team	23/11/16 3.30pm with SLT	20/02/17 3.30pm with SLT	03/05/17 3.30pm with SLT
Priority One Improve the competency and confidence of all children to understand a range of vocabulary and to write in a legible, joined handwriting style.	Clare Spiller Linda Armitage	Sarah Badham	Pupil Progress Meeting 24 th (all day KS2) and 25 th (am KS1) November 8 th /9 th November 2016 (LA)	Pupil Progress Meeting-30 th and 31 st January 2017 w/b 23/01/17 (LA) 21/03/17 (CS)	Pupil Progress Meeting-29 th and 30 th June 2017 w/b 15/05/17 (LA) 02/05/17 (CS)
Priority Two Develop further an approach to the teaching of maths throughout the school that deepens understanding and promotes children's' ability to reason effectively.	Gill Saunders	Rob Evans	Pupil Progress Meeting 24 th and 25 th November	Pupil Progress Meeting-30 th and 31 st January 2017	Pupil Progress Meeting-29 th and 30 th June 2017
Priority Three Promote STEM throughout the school	Mark Darwin Terry Davies	Liz Holding	w/b 7 th or 14 th November 2016		
Priority Four Ensure the curriculum promotes the concept of Global Citizenship through a broad SMSC provision.	Sheila Johnson Andrew Hiscock	Fiona Hubbard	24/11/16 (AH)	23/01/17 (AH)	15/05/17 (AH)
Safeguarding	Clare Spiller	Gary Tucker	9 th November	w/b 9 th January	2 nd May 2017
Special Educational Needs	Sheila Johnson	Anona Greening			
Nurturing and Emotional Support Team (NEST)	Sheila Johnson	Anona Greening			
Sports Premium	Andrew Hiscock	Beckie Grosvenor			
English	Clare Spiller Linda Armitage	Sarah Badham	8 th /9 th November 2016 (LA)	w/b 23/01/17 (LA) 21/03/17 (CS)	w/b 15/05/17 (LA) 02/05/17 (CS)
Early Years	Andrew Hiscock	Sarah Badham	24/11/16 (AH)		
Maths	Gill Saunders	Rob Evans			

Reception	Andrew Hiscock	Gi Pearman	24/11/16 (AH)		
Year 1	Clare Spiller	Sarah Badham	30/11/16	21/03/17 (CS)	02/05/17 (CS)
Year 2	Simon Storrie	Richard Hoyle			
Year 3	Terry Davis	Sam Perkins	w/b 7 th or 14 th November 2016		
Year 4	Mark Darwin	Caroline McCormack			
Year 5	Linda Armitage	Nathalie Howard	8 th /9 th November 2016 (LA)	w/b 23/01/17 (LA)	w/b 15/05/17 (LA)
Year 6	Gill Saunders	Rob Evans			
Marketing		Rosie Williams School Business Manager			

Governance Calendar

	Autumn Term			Spring Term			Summer Term		
	October	November	December	January	February	March	May	June	July
SBM		Yes		Report	Yes	Yes	Report	Yes	
	SDP/SEF	Admissions Safeguarding	HT Report SEF- Leadership and Management	SDP/SEF Priority Presentations from Staff	Link Governor Reports Safeguarding	HT Report Admissions Policy	Prospectus Aims and Values- Review SDP/SEF	SDP/SEF Draft Governance Statement Safeguarding	HT Report Draft SDP
Premises and Finance	Update from new Build and priorities for 2016-17	Review Budget	Health and Safety Site Security Pre-School Building Project	Review of Woodpeckers	Budget Pre-School Building Project	Approve Budget Health and Safety Update	Review of Woodpeckers	Review of expenditure on Educational Resources	Pre-School Building Project
Personnel	Update	Quality of Teaching CPD/Appraisal	Governor Training	Personnel Policies	Quality of Teaching CPD/Appraisal		Governor Training	Quality of Teaching 2017-18 Staffing Structure	CPD/Appraisal
Curriculum and Standards	Inclusion	Personal Development, Behaviour and Welfare RAISEONLINE/FFT Pupil Premium Grant	Pupil Progress Review Curriculum Maps		Validated Raiseonline/FFT	Inclusion	Pupil Premium Review Curriculum Maps	Personal Development, Behaviour and Welfare	Pupil Progress and Attainment