

THE GOVERNING BODY OF ST JOHN THE BAPTIST CE PRIMARY SCHOOL, FINDON

The Governors:

Our governors play an important strategic role by giving direction and focus on the governance of the school. Their role is to govern rather than to manage. This includes:

- Overseeing the school's aims, values and Christian ethos;
- Promoting high standards of education;
- Planning the school's long-term future;
- Ensuring proper financial management of the school;
- Appointing staff, including the headteacher, and holding them to account for the performance of the school;
- Promoting health and safety on the school site and the safeguarding of pupils;
- Communicating openly and effectively with parents, the local church and village community, the local authority and the diocese;
- In a voluntary aided school, also acting as the admissions authority, being a responsible employer and raising funds for building works; and,
- Supporting the school in many different ways.

The full governing body meets five times a year and has committees who discuss issues in greater detail and report back to governing body meetings. There are four main committees that meet at least once a term:

- Finance and Staffing
- Pastoral
- Premises
- Standards and Curriculum

Terms of Reference:

Membership

A total of 12 governors consisting of:

- 2 parent governors,
- 1 LA governor
- 1 staff governor
- 1 headteacher
- 7 foundation governors (4 of the foundation governors should be nominated by the Parochial Church Council for appointment by the Diocesan Board of Education. The Diocesan Board of Education shall appoint two foundation governors. The incumbent of the parish shall be an ex-officio foundation governor)

Quorum

50% of the current membership of the governing body.

Meetings

Five per school year, with additional meetings as necessary.

Terms of reference

1. To uphold the distinctive Christian ethos of St. John the Baptist CE Primary School in all aspects of school life.
2. To agree constitutional matters*, including procedures where the Governing Body has discretion.
3. To recruit new members as vacancies arise and to appoint new governors* where appropriate.
4. To suspend a governor*
5. To hold at least 5 Governing Body meetings a year*
6. To appoint or remove the Chair and Vice chair*
7. To appoint or remove the Clerk to the Governing Body*
8. To establish the committees of the Governing Body and their terms of reference*
9. To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
10. To review the delegation arrangements annually*
11. 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*
12. To approve the school's budget for the financial year.
13. To keep and maintain all statutory policies and their practice under review and to make revisions where appropriate.
14. To ensure the schools arrangements for safeguarding pupils meets statutory requirements.
15. To keep under review the strategies for engaging with parents to the benefit of pupils.
16. Working closely with the headteacher, the Governing Body will ensure that all staff model professional standards in their work and demonstrate high levels of respect and courtesy for pupils and others.
17. Working closely with the Headteacher and the staff, the Governing Body will ensure there is a relentless focus on improving teaching and learning in the school and that focused professional development is provided for all staff.
18. To review these terms of reference annually*

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

Vacancies: At the end of the last school year (July 2017), there were three vacancies on our governing body – 3 Foundation governors (1 Diocesan, 2 Parochial Church Council nominated and appointed by the Diocese).

| Full name of governor | Governor category | Date of original appointment or election | Source of appointment | Term of office/role in the governing body | Attendance at governing body meetings in 2016/17 | Committee Membership | Attendance at committee meetings in 2016/17 | Declaration on register of business and pecuniary interest | Remarks |
|-----------------------|-------------------------|--|--------------------------|---|--|---------------------------|---|--|--------------------|
| Mr Richard Berrett | Foundation | January 2018 | | 4 years | | Pastoral | | | |
| Rev Helena Buque | Foundation | March 2015 | Ex-officio | N/A | 5/5 | Curriculum Pastoral | 3/6 | None recorded | |
| Mr John Fullbrook | Parent/Associate member | Sept 2013 /May 2017 | Parent election/GovB | 4 years /1 year | 4/5 | Finance Premises | 7/7 | None recorded | |
| Mrs Hannah Lorne | Staff | Sept 2015 | Staff election | 4 years | 4/5 | Curriculum | 2/3 | None recorded | |
| Mrs Anne Prior | Local authority | January 1981 | Local authority | 4 years Chair of Pastoral | 4/5 | Finance Pastoral Premises | 6/10 | Governor of Angmering School | |
| Mr John Roche | Foundation | Sept 1995 | Parochial Church Council | 4 years Chair | 4/5 | All Committees | 10/13 | None recorded | |
| Mr Adam Rockcliffe | Parent | April 2017 | Parent election | 4 years | 2/2 | Standards & Curriculum | N/A | None recorded | |
| Mr Mark Scott | Foundation | November 2015 | Diocese | 4 years Vice chair | 3/5 | Finance (Chair) Premises | 3/7 | None recorded | Vice chair 2017/18 |
| Mrs Jill van Zanten | Foundation | October 2014 | Parochial Church Council | 4 years | 4/5 | Pastoral | 1/3 | None recorded | |
| Mr Richard Yelland | Headteacher | September 2001 | N/A | N/A | 5/5 | All Committees | 13/13 | None recorded | |