

Role Structure within Governing Body

No	Role	2020/21	2021/22	Responsibilities	Reports to
1	Chair	Lucy Peatfield	Nicky Downes	<p>To give a clear lead in organising the governing board's work inc. planning an annual programme of work, with a timetable for action and for reports to ensure the governing body meets its statutory requirements.</p> <p>To help the governing board work as a team – by recognising and using people's strengths, delegating effectively, clarifying objectives and using the whole governing body by creating committees and small groups to develop new ideas, work out plans of action and to cover contentious or difficult areas of planning.</p> <p>To define, with the governing board, a clear understanding of the roles of the chair, vice chair, the other governors and the professionals within the school.</p> <p>To build effective partnerships between governing board, head teacher and school leadership team.</p> <p>To lead the governing board in working towards positive outcomes for the school in relation to students outcomes, relationships with all stakeholders and with regard to lines of accountability (e.g. the LA and Ofsted).</p> <p>To help governors review their work and their effectiveness as a governing board.</p> <p style="color: red;">To lead a process of active succession planning to ensure the board continues to have the people and leadership it needs to remain effective.</p> <p>To stand clearly as an advocate for the school in all relationships with stakeholders and the wider community.</p> <p>To meet with LA and Ofsted inspectors to represent the work of the school and governing board.</p> <p>To ensure governing board meetings are run effectively – that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute, and that decisions are taken when necessary</p> <p>To ensure that meetings of the full governing board are minuted and to approve draft minutes.</p>	Governing Board
2	Vice Chair	Gordon Stubberfield	Gordon Stubberfield	<p>To deputise for Chair as required.</p> <p>To work with the Chair in planning and reviewing work of the governing board.</p> <p>To act as a mentor to new governors.</p>	Governing Board

3	Chair of Teaching and Learning Committee	Lucy Peatfield	Lucy Peatfield	<p>To ensure Teaching and Learning Committee meetings are run effectively – that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute, and that decisions are taken when necessary</p> <p>To ensure that meetings of the teaching and learning Committee are minuted and to approve draft minutes of those groups.</p>	Governing Board
4	Chair of Resources Committee	Nicky Downes	Muir MacKean	<p>To ensure Resources Committee meetings are run effectively – that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute, and that decisions are taken when necessary</p> <p>To ensure that meetings of the Resources Committee are minuted and to approve draft minutes of those groups.</p>	Governing Board
5	Safeguarding lead	Lucy Peatfield	Sarah Roberts	<p>Liaison with designated child protection lead ensuring policies, procedures, training and single central register are up to date.</p> <p>Completing annual safeguarding compliance list.</p> <p>Attending Safeguarding training on regular basis.</p> <p>Liaising with school regarding national changes to safeguarding arrangements.</p>	Governing Board
6	Inclusion and Behaviour	Lucy Peatfield	Katerina Georgiou	<p>To know how policies and procedures relating to inclusion, personal development, behaviour and attitudes work in school and ensure they are compliant with statutory frameworks.</p> <p>To know how pupil premium funding is spent and work with inclusion team in reviewing evidence of impact</p> <p>To be familiar with current statutory guidance relating to looked after children, SEN and pupil premium.</p> <p>To be familiar with inclusion, behaviour and welfare elements of Ofsted framework.</p> <p>To work with school staff in reviewing progress towards inclusion, personal development, behaviour and welfare targets and actions within school development plan.</p> <p>To keep up to date with national developments that relate to inclusion, personal development, behaviour and welfare</p> <p>School Development Plan priority 4: To further reduce the percentage of persistent absence</p> <p>School Development Plan Priority 5: To ensure our pupils are prepared for life in modern Britain by embedding our Learning to Learn skills, British Values and our ‘De Bohun Child</p>	Teaching and Learning Committee
7	Personal Development Lead	Paul Davies	Katerina Georgiou	<p>To take a lead on overseeing personal development aspects of school life including wider school curriculum, preparation for future success and British Values</p>	Teaching and Learning committee

8	Quality of Education Lead	Lucy Peatfield	Lucy Peatfield	<p>To take a lead on the governing board's responsibility in holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff.</p> <p>To work with school in reviewing progress towards teaching and learning actions within the school development plan.</p> <p>To be familiar with teaching and learning elements within Ofsted framework.</p> <p>To keep up to date with national expectations relating to teaching and learning.</p> <p>To have an overview of curriculum within school</p> <p>School Development Plan priority 1 : To enhance pedagogical practice across the school</p> <p>School Development Plan priority 2: To ensure that pupils broaden their vocabulary through planned exposure to it throughout the curriculum</p> <p>School Development Plan priority 3: To introduce the Read, Write, Ink Programme</p> <p>School Development Plan priority 7: To enhance opportunities for writing and reinforcing vocabulary across the provision</p>	Teaching and Learning committee
9	Finance lead	Chris Skilbeck	Bavesh Patel	<p>To take a lead on the governing body's responsibility in overseeing the financial performance of the school and making sure its money is well spent. It is suggested that monthly meetings should take place between HT and Finance lead to secure this.</p> <p>To work with School Business Manager / Head teacher to complete the SFVS.</p>	Resources Committee
10	Leadership, management performance and employment lead	Nicky Downes	Nicky Downes	<p>To know how the leadership and management of the school operates.</p> <p>To work with school staff in reviewing progress toward leadership and management elements of school development plan.</p> <p>To work with school leadership on the performance management of staff, and to take a lead on governor involvement with any staff grievances.</p> <p>To be familiar with leadership and management, performance and employment elements of Ofsted frameworks</p> <p>To keep up to date with national developments in leadership and management, performance and employment, including governance.</p> <p>School Development Plan priority 6: To ensure that leaders demonstrate how support has enhanced pedagogy and vocabulary across the school</p>	Governing Board

1 1	Premises and health and safety lead	Muir MacKean	Muir MacKean	<p>To know policies and procedures relating to health and safety</p> <p>To ensure health and safety policies are compliant with legislation.</p> <p>To work with Designated Health and Safety lead on planning governor health and safety monitoring schedule, reporting of health and safety monitoring and following up of action plans arising from health and safety walks.</p> <p>To be familiar with premises plan and work with school staff in reviewing progress towards actions.</p>	Resources Committee
1 2	Training and development for governors lead	Sian Edwards	Gordon Stubberfield	<p>To develop skills audit and ensure that it is kept up to date.</p> <p>To work with governors to identify training needs and appropriate training opportunities both locally and nationally.</p> <p>To maintain record of training attended and outcomes.</p> <p>To lead on recruitment to governing body using information from skills audit.</p> <p>To oversee induction arrangements for new governors.</p> <p>To work with chair of governors on succession planning.</p>	Governing Board
1 3	Pupil link person	Paul Davies	Matt De Bono	To ensure that the pupil voice is heard by governors.	Governing Board
1 4	Parental link person	Paul Davies	Matt De Bono	<p>To ensure that the parent voice is heard by governors. See section 2.4 Governance Handbook https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</p> <p>To work with school staff on communication and engagement with parents</p>	Governing Board
1 5	Staff link person	Sian Williams	Zahiraah Ali	To ensure that the staff voice is heard by governors	Governing Board