

# **St Margaret Mary's Catholic Infant School Governors Information Pack**



## GENERAL INFORMATION

### The role of governing bodies

#### Governing bodies' core functions

Ofsted have high expectations of governing bodies. They are the strategic leaders of schools and have a vital role to play in making sure every child gets the best possible education. For maintained schools this is reflected in the law, which states that the purpose of maintained school governing bodies is to 'conduct the school with a view to promoting high standards of educational achievement at the school'. In all types of schools, governing bodies should have a strong focus on three core strategic functions:

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

As a governor of voluntary aided school you have additional functions and responsibilities. The Catholic School is a key part of the mission of the Church. The Archdiocese provide information for governors to help make sure that from the outset you understand the special responsibilities governors of catholic schools have. All members of a governing body in a catholic school has the legal responsibility to ensure that the school is conducted according to Christian values and the teachings of the Church. Foundation governors are given specific legal responsibilities which they must fulfil as a condition of their appointment. The full details can be found in the CES booklet '*Governing a Catholic School*'. Briefly these are:

- a. **Ensuring the religious character of the school is preserved;**
- b. **That the school is conducted in accordance with its trust deed;** and
- c. **That the religious education curriculum is in accordance with the bishop's policy for his diocese, based on the Bishops' Conference Curriculum Directory.**

## **Setting strategic direction**

Governing bodies are the key strategic decision making body in every school. It is their job to set the school's strategic framework and ensure that it meets all of its statutory duties. In the light of this vision, the governing body should agree the strategic priorities, aims and objectives for the school and sign off the policies, plans and targets for how to achieve them. They should check on progress and review regularly their strategic framework for the school in the light of that progress. Foundation governors, such as those appointed by a church or diocese, have a specific role in preserving and developing the ethos of the school, including any religious character.

## **Holding the headteacher to account**

One of the most significant decisions a governing body makes is the selection and appointment of a headteacher. For most governors, such a decision may be a rare event, perhaps taken only once during their term of office. It is therefore essential that governing bodies identify the true strengths and weaknesses of each candidate and seek advice and support as necessary to ensure they make the best possible decision. Having appointed a headteacher, governing bodies should support and strengthen their leadership in the day-to-day running of the school, including the performance management of teachers. Governing bodies should play a strategic role, focusing on holding the headteacher to account and avoiding being drawn into direct involvement in operational matters.

## **Data analysis**

There is a large volume of data available. While we have our Curriculum and Standards Committee established to look in detail at performance data, and the Admissions Committee to look at attendance data, all governors should be able to engage with discussions about the performance of the school.

It is the headteachers' job to give governing bodies all the information they need to do their job well. This means they should help governing bodies access the data published by the Department for Education and Ofsted. They should also provide regular information gathered by the Leadership Team to enable the governing body to monitor different aspects of life in the school throughout the year.

This might include data on:

- pupil learning and progress;
- pupil applications, admissions, attendance and exclusions;
- staff absence, recruitment and performance;
- the quality of teaching.

## **Overseeing financial performance**

Governing bodies are responsible for making sure their school's money is well spent.

The Finance and Staffing Committee monitors the budget and spending, compares spending to similar schools and ensures that the school gets good value from the finances available. They also monitor the impact of additional funding such as the Pupil Premium and School Sports Funding.

## **Inspection**

Ofsted has published the criteria that inspectors will use to judge the effectiveness of a school's governance. These criteria are consistent with the core functions of all governing bodies. Inspectors will look at the extent to which governing bodies:

- ensure clarity of vision, ethos and strategic direction
- contribute to the school's self-evaluation and understand its strengths and weaknesses, including the impact of their own work
- support and strengthen school leadership, including by developing their own skills
- provide challenge and hold the headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety, including by using the data dashboard, other progress data, examination outcomes and test results
- use performance management systems, including the performance management of the headteacher, to improve teaching, leadership and management
- ensure solvency and probity and that the financial resources made available to the school are managed effectively
- operate in such a way that statutory duties are met and priorities are approved
- engage with key stakeholders
- use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics.

## **Full Governor Meetings**

The Full Governing Body meets once a term during the normal course of events but there may be times when this number will increase to attend to items of concern which may arise during the school year i.e. preparation for Ofsted, R.E. Inspection or Staff Appointments. Our governors are extremely supportive and dedicated to the welfare of our children, staff and parents.

The following items have been designated as requiring full governor approval:

- Setting the school budget
- Setting of school admission numbers
- Setting an Admissions Policy
- The appointment/ removal of Chair and/or Vice Chair
- The appointment/ removal of the Clerk
- The approval of any spending over £5,000

The full Governing Body also accepts the business carried out at Committee level.

### **Committee Meetings**

The main business of the school is carried out at committee level. At the last meeting in the summer term governors agree to swerve on one or more committees during the next academic year. We encourage all new governors to state their strengths and interests so that their expertise can be used to the full. Our present Committee Structure is as follows:

- **Curriculum and Standards Committee**
- **Finance and Staffing**
- **Premises and Health & Safety**
- **Admissions**

These are standard committees which generally meet once a term but may be called on to meet more regularly if the need arises. Other committees which meet when necessary are:

- Headteacher Performance Management [once a year]
- Discipline and Grievance
- Appeals
- Pupil Discipline
- Staff Appointments

There are no restrictions on the number of governors appointed to any committee but it requires a minimum of 3 governors at any one meeting for the committee to carry out the business of the school. It is also advisable that the number of governors is spread evenly over the committees.

Full Governing Body and Committee Meetings are fixed for the full academic year at the end of the present year. The timings of the meetings is agreed at the Full Governing Body Meeting and is in line with governor's availability.

Agenda's are circulated prior to the meeting, listing items to be discussed. All relevant papers are also distributed. Meetings are held in the school.

Additional papers may be emailed to you from time to time. Sometimes these are for reference only. If you would like a hard copy of any emailed document please contact the Clerk to the Governors and this can be arranged.

### **Governing Body Constitution**

St Margaret Mary's Catholic Infant School has adopted a constitution of 14 governors from the following areas:

- 9 Foundation Governors [of which 3 should be parents where possible]
- 3 Staff Governors [2 elected plus the headteacher]
- 3 Elected Parent Governors
- 1 LEA Governor

The Governing Body appointment is for four years [Foundation and LEA Governor] and three years [Elected Parent and Elected Staff Governor], but governors do have the option to withdraw at any time, giving notice in writing to the Clerk.

Non attendance over a six month period may lead to the removal of a governor.

### **Appointment of Chair**

Nominations are received by the Clerk at the end of the academic year for appointment at the first meeting of the coming academic year. Self nominations can be accepted or a person can be nominated by a third party, providing it has been established that the nominated person is willing to stand.

This same procedure applies for the nomination and appointment of the Vice Chair.

**ST MARGARET MARY'S CATHOLIC INFANT SCHOOL**  
**GOVERNORS**

<b>Chair of Governors</b>	Cllr Bob Maguire	LEA Governor
<b>Vice Chair</b>	Mrs Ann Jones	Foundation Parent Governor
	Mr Laurence Aye-Maung	Foundation Governor
	Mr Peter Beswick	Foundation Governor
	Mr Denis Fox	Foundation Governor
	Miss Chris O'Neill	Foundation Governor
	Mr Hugh Reilly	Foundation Governor
	Mr Lol Rooney	Foundation Governor
	Mrs Clare Furguson	Foundation Parent Governor
	Mrs Lorraine Brown	Foundation Parent Governor
	Mrs Angela Leath	Elected Parent Governor
	Mrs Tracy Cornmell	Elected Parent Governor
	Mr Edward Parry	Elected Parent Governor
	Mrs Jayne Dunn	Staff Governor
	Mrs Margaret Boardman	Staff Governor
	Mrs Jackie Harris	Staff Governor
<b>Clerk to Governors</b>	Mrs Elaine Fairhurst	



## St Margaret Mary's Catholic Infant School Governors Meetings 2013-14



<b>Full Governors Meetings</b> <i>5.30 p.m.</i>	
<ul style="list-style-type: none"> <li>• Wednesday 30<sup>th</sup> October 2013</li> <li>• Wednesday 19<sup>th</sup> March 2014</li> <li>• Wednesday 21<sup>st</sup> May 2014</li> </ul>	
<b>Premises and Health &amp; Safety Committee</b> <i>4.00 p.m.</i>	<b>Staffing &amp; Curriculum Committee</b> <i>4.30 p.m.</i>
<ul style="list-style-type: none"> <li>• Wednesday 9<sup>th</sup> October 2013</li> <li>• Wednesday 26<sup>th</sup> February 2014</li> <li>• Wednesday 7<sup>th</sup> May 2014</li> </ul>	<ul style="list-style-type: none"> <li>• Wednesday 9<sup>th</sup> October 2013</li> <li>• Wednesday 26<sup>th</sup> February 2014</li> <li>• Wednesday 7<sup>th</sup> May 2014</li> </ul>
<b>Admissions Committee</b> <i>5.00 p.m.</i>	<b>Finance Committee</b> <i>5.30 p.m.</i>
<ul style="list-style-type: none"> <li>• Wednesday 9<sup>th</sup> October 2013</li> <li>• Wednesday 26<sup>th</sup> February 2014</li> <li>• Wednesday 7<sup>th</sup> May 2014</li> </ul>	<ul style="list-style-type: none"> <li>• Wednesday 9<sup>th</sup> October 2013</li> <li>• Wednesday 26<sup>th</sup> February 2014</li> <li>• Wednesday 7<sup>th</sup> May 2014</li> </ul>
<b>Headteacher Performance Management</b>	<ul style="list-style-type: none"> <li>• <b>Discipline and Grievance</b></li> <li>• <b>Appeals</b></li> <li>• <b>Pupil Discipline</b></li> <li>• <b>Appointments</b></li> </ul>
Date to be arranged by 31 <sup>st</sup> December	As required

## STAFFING STRUCTURE 2013 – 14

Headteacher	Jayne Dunn
Deputy Headteacher	Margaret Boardman

CLASS/ ROLE	TEACHER	SUPPORT STAFF
<b>FOUNDATION STAGE</b>		
<b>Nursery</b>		
Nursery 1	Stephanie Kidd <i>Lois Henderson* maternity leave</i>	Sandra Au
Nursery 2	Helen Hignett	Jan Dooley
<b>Reception</b>		
Class 12	Louise Kerr [0.8] Claire Roberts [0.2]	Ann Jackson
Class 11	Natalie Wright	Julie Milson
Class 10	Melissa Colebrook	Katrina Jennings
Class 9	Nora Palmer	Joyce Ellison
Learning Support Teaching Assistant		Sue Kelly
<b>YEAR 1</b>		
Class 5	Carol Nolan	Donna Cahill Anne Gilchrist Louise Dodd Gill Smith Linda Horne 1:1 support
Class 6	Margaret Roche [0.8] C. Strahan [0.2]	
Class 7	Sian Elias	
Class 8	Sarah Beech	
Booster Teacher	Margaret Boardman [0.5]	
<b>YEAR 2</b>		
Class 4	Damian Barr	Amanda Games Jacqui Sheldon Kim Ryall Hannah Sparks
Class 3	Laura Smith	
Class 2	Katie Daniel	
Class 1	Collette Jennings	
Booster Teacher	Sarah Codack [0.8]	
Learning Support Teaching Assistant		Miriam Thompson
SENCO		Jan Lysons
SEN Support [Speech & Language]		Lynda Horne
HLTA/ PPA Supervisor		Jacqui Tam Chris Strahan
Learning Mentor		Jackie Harris
Pastoral Support		Ann Jenkins
IT Technician		Jess Murphy
Site Manager		Mark Davies
Office Manager		Kath Fearon
Administrator		Elaine Fairhurst
Admin Support		Jane Jamieson

## STAFFING RESPONSIBILITIES 2013-14

MEMBER OF STAFF	ROLE	RESPONSIBILITY
J.Dunn	Headteacher	Teaching & Learning Safeguarding Behaviour
M.Boardman	Deputy Head; Booster/ cover teacher Year 1	Religious Education Lead teacher for Reading Data
<b>Year 2</b>		
D.Barr	Year 2 teacher	Year 2 Lead Literacy
C.Jennings	Year 2 teacher	Assessment Lead
K.Daniel	Year 2 teacher	Maths Lead
L.Smith	Year 2 teacher	Y2 IPC Lead
S.Codack	Booster/ cover teacher Year 2	Creative co-ordinator KS1
<b>Year 1</b>		
C.Nolan	Year 1 teacher	Year 1 Lead ICT and Computing
M.Roche	Year 1 teacher	Science
S.Beech	Year 1 teacher	PE Y1 IPC Lead
S.Elias	Year 1 teacher	
<b>EYFS</b>		
L.Kerr	Nursery teacher	EYFS Lead Communication, Language & Literacy
N.Palmer	Reception teacher	PHSE RE [EYFS]
N.Wright	Reception teacher	Maths Development
Melissa Colebrook	Reception teacher	EYFS Data
C.Roberts	Reception teacher	Physical Development
H.Hignett	Nursery teacher	Family Learning Creative Lead
L.Henderson	Nursery teacher	Knowledge & Understanding