



# Governor Handbook

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**Eastergate C.E. Primary School**

**October 2016**



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## WELCOME TO THE GOVERNING BODY OF EASTERGATE C.E. PRIMARY SCHOOL

**Dear Governor,**

Thank you for volunteering to undertake this vital role in the life of the school.

Governing boards are the strategic decision makers and vision setters in every school. They play a vital role in ensuring the best possible education for every child by creating robust accountability for school leaders.

This handbook is designed to be used in conjunction with the Governance Handbook published by the Department for Education. In that document there is more general information about the responsibilities and role of governors. This handbook is specific to Eastergate School and offers you the following information:

- The composition of the governing body
- Useful information about the day to day running of Eastergate School
- Contact details and names of key staff and governors

Please take the time to read it through and feel free to discuss the contents with the Chair of Governors, or the Head teacher.

This is a document that is under constant review, so please do let us know if you have any suggestions about how it can be improved.

I look forward very much to working with you at Eastergate school as we create a school where children can learn, grow and achieve together.

Fr Martin Powell SCP

(Chair of Governors)



## Composition of the Governing Body of Eastergate School(GB)

There are 12 members of the GB:

**2 Parent Governors** - proposed and elected by the parents. If we are unable to fill a vacancy we are permitted to appoint a parent of a child. There is a list giving the criteria in order for appointment;

**2 Staff Governors** - the head is automatically a member of the GB. However, if the head does not want to sit as a Governor, this position remains reserved. The other staff Governor is elected by the staff of the school and must be a teacher;

**2 Foundation Governors** – appointed by the PCC of Aldingbourne, Barnham and Eastergate as the school's funding body. One is the Rector;

**5 Co-opted Governors** –appointed by the GB who, in the opinion of the GB, has the skills required to contribute to the effective governance and success of the school;

**1 Local Education Governor** – appointed by the Local Authority or nominated by the Local Authority and appointed by the governing body.

The term of office for all elected or appointed Governors is 3 years. Governors can be re-elected / appointed for further terms or can resign during a term of office.

## Meetings

The Full Governing Body (FGB) meets regularly 10 times a year, though there may be additional meetings if they are felt to be needed. An agenda schedule for meetings has been drawn up and this will be sent to you separately.

The main meeting each term includes a report from the Head teacher and minutes from the various committees. We aim to circulate any paperwork to all Governors at last a week before the meeting so that any questions can be brought to the FGB meeting. We do not have 'Any Other Business' in the meetings, but urgent matters can be raised by the chair if he or she is notified in writing before the meeting begins.

The law stipulates that a Governor is disqualified if they have failed to attend the FGB meetings for a continuous period of 6 months without the consent of the GB.



## **School hours**

The pupils are in school from 8.50am until 3.10pm

The timetable varies.

## **Personnel**

### **Teachers:**

Consultant Headteacher

Acting Headteacher

SENDCO

6 Teachers

### **Assistants:**

4 Teaching Assistants (TA)

1 Higher level Teaching Assistant

Learning Mentor

### **Office:**

School Secretary

Bursar – part-time

IT support

### **Premises:**

Caretaker – part-time

The school is cleaned under contract



### **Midday Meals Supervisors:**

4 – these may be adults already employed by the school. The school has a contract with Chartwells to provide hot school meals.

### **Classes**

As a result of being a small school, the classes are vertically grouped into 6 classes. The arrangement of these classes varies from year to year according to the needs of the pupils. See below for details of the current class structure.

### **School activities**

One of the ways of supporting the school is to attend the various activities. Among the more regular ones are:

Autumn Term – Harvest, Christmas Plays, Christmas Fair, Carol Service

Spring Term – Class assemblies

Summer Term – Fair, Opening evening, summer production, Sports day

The calendar for these events is published on the school website and in the newsletters.

### **School Development Plan (SDP)**

Much of the work of the GB is related to the SDP. This is an on-going document which is drawn up each year to reflect the strategic plan for school and the perceived needs in various areas.

The SDP consists of an overall plan which covers whole school issues and guides other more specific areas of work of the school and for which various committees have the responsibility of monitoring. In addition, there are Action Plans for subjects and other aspects of the school.



## Self-Evaluation

This process informs the schools development as well as other interested parties such as the LEA, the diocese and Ofsted Inspectors!

Ways in which Governors can become involved in school

Listening to reading with children;

Helping in other classroom activities;

Helping on trips;

Supporting the work of FoES;

Using individual skills and expertise (much welcomed!);

Attending special assemblies.

Coming to Parents evenings to talk to parents

## Visiting the School

The relationship between the Governors and the school is vital for the smooth running and efficiency of the school. This relationship is maintained and enhanced through Governor visits to the school for various reasons such as:

- Full Governing Body meetings;
- Annual Governor meetings with staff to discuss a topical issue;
- Governor support for school activities;
- Individual Governor meetings with staff and visits to lessons

At Eastergate School, Governors are encouraged to visit the school to inform themselves of the life and work of the school. It is hoped that Governors will support staff by showing their appreciation of their work and comment on the environment that is created within the school. However, it is important that contact is made with the school prior to any visit being made.



## Appendix A

### Personnel and Classes 2015 / 2016

#### Governors

<b>Chair of Governors</b>	Fr Martin Powell – Foundation Governor
<b>Vice Chair Of Governors</b>	Mrs Maureen Chaffe – co-opted
<b>Acting Headteacher</b>	Mrs Andrea Jacob
<b>Governors</b>	<p>Mr David Knowles-Ley – parent</p> <p>Ms Sarah Holden - Staff</p> <p>Mrs Rebecca Main – parent</p> <p>Mr Mike Olliff – co-opted</p> <p>Rev Tony Brant - foundation</p> <p>Mrs Hedda Wells – LA</p> <p>Grace Elphinstone – co-opted</p> <p>Edgar van Hoek – co-opted</p> <p>Kirsti Longland – co-opted</p>

#### Teaching Staff

<b>Head Teacher</b>	Ms Andrea Jacob (Acting)
<b>Teachers</b>	<p>Miss Sarah Holden – Apollo Class</p> <p>Mrs Wendy Thompson – Midnight Blue Class</p> <p>Miss Selina Jones – Purple Emperor Class</p> <p>Miss Amy Everett – Peacock Class</p> <p>Miss Gemma Marshall – Holly Blue Class</p>



	Mrs Hannah Johnson – Caterpillar Class
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## Classes

Caterpillar Class	Reception
Holly Blue Class	Yr1
Peacock Class	Yr2
Purple Emperor Class	Yr3 and Yr4
Midnight Blue Class	Yr4 and Yr5
Apollo Class	Yr6

## Teaching Assistants

Miss Shanie Hillman - Caterpillar Class

Mrs Liz Lawrence - Midnight Blue Class

Mrs Kuen Kew – HLTA and Holly Blue

Mrs Glenys Mills – Purple Emperor Class

Miss Jessica McCluskey – Peacock Class

Mr James Lees – SEN and Apollo Class

Learning Mentor     Mrs Lisa Kew

## Admin / Support Staff

School Secretary     Mrs Paula Russell

School Burser         Mrs Claire Pascoe

Caretaker             Mr Malcolm Muggeridge



## **Appendix B**

### **Governor Monitoring**

#### **Individual Governor Monitoring**

Where possible, Governors will be assigned to a class

The Governor will contact the member of staff, preferably by e-mail, to arrange the date and time of an initial visit. At this point it would be a good idea for both to raise any points that they feel should be discussed.

At the meeting times can be arranged for the governor to visit the class and the protocol for the visit agreed. A report should be written and shared with the teacher. The report should then be sent to the Chair of Curriculum or placed in the Monitoring folder in the office for the Curriculum Committee.

Further visits can be arranged at mutually convenient times.

The purpose of the liaison is also to provide the class teacher and children with a known Governor and for the Governor to use this as a means of getting to know a little about the working of the school. It also allows the Curriculum Committee to have an overview of the curriculum and successes and problems that occur.

Monitoring reports should be filled in after the visit and emailed to the Headteacher for moderation before being share with the class teacher.

### **Governor Training**

The school pays an annual subscription to the LEA to enable Governors to attend courses covering a variety of topics. The payment also provides the opportunity for a school site based session each year on a relevant topic of its choice.

Governors are asked to participate in induction training within the first three months of taking office. It is also asked that governors show a commitment through training in any areas that the Governing Body as a whole might deem appropriate to address skills gaps or needs within its membership.