

The Federation of Nettlestone & Newchurch Primary Schools



Governing Body Information – September 2020

What Do Governors Do?

The role of the governing body is a strategic one, its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the headteacher (a critical friend)

Every governing body has a clerk whose role is to provide administrative support and advice on governance, constitutional and procedural matters.

Governors at the Federation of Nettlestone & Newchurch Primary Schools

The Federation of Nettlestone & Newchurch Primary Schools has one governing body overseeing the strategic direction of the Federation. The Governing Body meets once a term and all governors sit on at least one of the **Safeguarding Committee, Quality of Education Committee, Finance & Well-Led Committee or Policies Committee. A Personal Development, Behaviour & Welfare Working Party and a Health & Safety Working Party** also meet at least once a term and report to the Governing Body.

Committee	Quality of Education	Safeguarding	Finance & Well-Led	Policies	Personal Development, Behaviour & Welfare (Working Party)	Health & Safety (Working Party)
General Remit	The school's curriculum intent and implementation are embedded securely and consistently across the Federation.	<ul style="list-style-type: none"> - Behaviour - Diversity - Well-being - Pupil personal development 	<ul style="list-style-type: none"> - Leadership - Financial Planning - Premises - Pay 	<ul style="list-style-type: none"> - Implementation and review of statutory and non-statutory policies 	<ul style="list-style-type: none"> - Behaviour - Safeguarding - Healthy lifestyles - SMSC 	<ul style="list-style-type: none"> - Premises support - Health & Safety
Chair	Ian Watterson	Hannah Berners	Nicola Longson	TBA	Becky Edmonds	Rachel Speake
Membership	Three of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.	Three of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.	Three of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.	Three of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.		
Frequency of meetings	The Committee will meet at least 3 times per academic year and will hold additional meetings as are necessary.	The Committee will meet at least 3 times per academic year and will hold additional meetings as are necessary.	The Committee will meet five times per academic year and will hold additional meetings as are necessary.	The Committee will meet at least 3 times per academic year and will hold additional meetings as are necessary.	The working party will meet at least 3 times per academic year and will hold additional meetings as are necessary.	The working party will meet at least 3 times per academic year and will hold additional meetings as are necessary.

Governors also play a key role in monitoring by visiting the school, analysing school performance data, talking to staff and talking to pupils.

The Governors at the Federation of Nettlestone & Newchurch Primary Schools are listed below.

If you are interested in becoming a Governor, please contact the Clerk, Sue Harbour, by email to clerk@newchurchprimaryschool.co.uk or by letter c/o Nettlestone or Newchurch Primary School.

List of Governors

Name	Type of Governor	Appointed by	Term of office	Positions of responsibility / Committees	Attendance (12 months from 01/09/19 to 31/07/20)
Hannah Berners	Co-opted	Governing Body	18 July 2017 until 18 July 2021	Safeguarding Committee (Chair)	Full Governing Body = 33% Safeguarding = 50% (Ill health)
David Botell	Co-opted	Governing Body	6 March 2018 until 6 March 2022	Co-Chair of Governing Body Pupil Premium Governor SEN Governor Safeguarding Committee Policies Committee	Full Governing Body = 75% Safeguarding = 100%
Mick Day	Co-opted	Governing Body	14 July 2020 until 14 July 2024	Safeguarding Committee Policies Committee Single Equalities Governor	Full Governing Body = 100% New Governor
Becky Edmonds	Co-opted	Governing Body	14 July 2020 until 14 July 2024	Safeguarding Governor <i>PSHE/RSE Link Governor</i> Personal Development, Behaviour & Welfare	Full Governing Body = 33% Monitoring Visits =
Allan Gregory	Co-opted	Governing Body	23 January 2019 until 23 January 2023	Sports Premium Governor <i>PE/Healthy Schools/Computing Link Governor</i> Quality of Education Committee	Full Governing Body = 75% Quality of Education = 100%
Kirsty Howarth	Executive Headteacher	Governing Body	6 March 2018 until 6 March 2022	Safeguarding Committee Quality of Education Committee Finance & Well-Led Committee	Full Governing Body = 100% Safeguarding = 50% Quality of Education = 100% Finance & Well-Led = 100%
Anna Jacobs	Co-opted (staff)	Governing Body	14 July 2020 until 14 July 2024	Quality of Education Committee Finance & Well-Led Committee Policies Committee	Full Governing Body = 50% Finance & Well –Led = 100% Safeguarding = 100% Quality of Education = 100%

Nicola Longson	Co-opted	Governing Body	31 August 2017 until 31 August 2021	Finance & Well-Led Committee (Chair)	Full Governing Body = 75% Finance & Well –Led = 100%
Clare Mosdell	Local Authority	Governing Body	15 January 2018 until 15 January 2022	Early Years and Foundation Governor <i>Design & Technology Link Governor</i> Quality of Education Committee	Full Governing Body = 50% Quality of Education = 100%
Anne Rumbold	Co-opted	Governing Body	14 July 2020 until 14 July 2024	Young Governors Liaison Governor <i>Art and Music Link Governor</i> Quality of Education Committee Policies Committee	Full Governing Body = 75% Quality of Education = 100%
Rachel Speake	Parent	Governing Body		Health & Safety Governor <i>Humanities Link Governor</i> Finance & Well-Led Committee Quality of Education Committee Policies Committee	Full Governing Body = 100% Finance & Well –Led = 100% Quality of Education = 100%
Vacant	Parent	Governing Body			
Vacant	Staff	Governing Body			
Vacant	Co-opted	Governing Body			
Ian Watterson	Co-opted	Governing Body	6 March 2018 until 6 March 2022	Co-Chair of Governing Body Curriculum Governor <i>Literacy/Maths/Science Link Governor</i> Finance & Well-Led Committee Quality of Education Committee (Chair) Policies Committee	Full Governing Body = 100% Finance & Well-Led = 100% Quality of Education = 100%
Jo Payne			End of Term 12/07/20		Full Governing Body = 75% Quality of Education = 100% Safeguarding = 50%
Jo Tucker			Resigned 30/06/20		Full Governing Body = 100% Finance & Well-Led = 50%

Register of Business Interests

All governors are required to declare any business interests following the guidelines below. The following entries are the registers of governors' business interests as of September 2020. Governors are required to update these annually and notify the clerk of any significant changes throughout the year. Individual signed copies are held in school.

Hannah Berners

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

David Botell

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

Becky Edmonds

Name of Organisation	Nature of Interest	Date from which involved
Dover Park Primary School Isle of Wight Local Authority	Husband is Chair of Governors Education Welfare Service	2012

Allan Gregory

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

Kirsty Howarth

Name of Organisation	Nature of Interest	Date from which involved
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GH Allen & Son	Partner runs a construction business which is on approved contractor list for Federation.	2014
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Anna Jacobs

Name of Organisation	Nature of Interest	Date from which involved
Nettlestone Primary School	Head of School	2013
Brading Primary School	Sister is Headteacher	November 2014

Nicola Longson

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

Clare Mosdell

Name of Organisation	Nature of Interest	Date from which involved
IOW County Council	Political	TBC

Mick Day

Name of Organisation	Nature of Interest	Date from which involved
Federation of Newchurch & Nettlestone Primary Schools	Daughter is a Governor	July 2020

Louise Parkin

Name of Organisation	Nature of Interest	Date from which involved
Newchurch Primary School	Head of School	September 2020

Anne Rumbold

Name of Organisation	Nature of Interest	Date from which involved
Newchurch Primary School	Daughter is Head of School	Sept 2020

Rachel Speake

Name of Organisation	Nature of Interest	Date from which involved
Nettlestone Primary School	Sister is a Teaching Assistant	
Federation of Newchurch & Nettlestone Primary Schools	Father is a Governor	July 2020

Ian Watterson

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

Governing Body Delegation Planner

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the governing body may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.

Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Blue box Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

✗ Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing body – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Budgets	To approve the first formal budget plan each financial year	✓	✓			Finance & Well-Led
	To monitor monthly expenditure.	✓	✓	✗	✓	Finance & Well-Led
	To establish a charging and remissions policy	✓	✓	✗	✗	Finance & Well-Led/Policies
	Miscellaneous financial decisions	✓	✓	✗	✗	Finance & Well-Led
	To ensure procedures meet SFVS requirements	✓	✓	✗	✗	Finance & Well-Led
	To approve budget/contract expenditure in excess of £10,000	✓	✗	✗	✗	FGB
	To approve budget/contract expenditure over £5,000 up to £10,000	✓	✓	✗	✗	Finance & Well-Led
	To approve budget/contract expenditure up to £5,000	✗	✗	✗	✓	EHT
	To approve virements up to £5,000	✗	✗	✗	✓	EHT
	To approve virements over £5,000 up to £10,000	✓	✓	✗	✗	Finance & Well-Led
Staffing	Appoint selection panel for headteacher	✓				FGB
	Appoint selection panel for deputy head	✓				FGB
	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	FGB
	Appoint other teachers	✗	✗	✗	✓	EHT
	Appoint non-teaching staff	✗	✗	✗	✓	EHT
	To put in place a pay policy	✓	✓	✗		Finance & Well-Led

					/Policies
To decide upon pay discretions in line with the pay policy and legal requirements.	x	✓	x		Finance & Well-Led
Dismissal of headteacher	x	✓	x		Finance & Well-Led/Chair of FGB
Initial dismissal of other staff	x	x	x	✓	EHT
Suspending head	x	✓	✓		Finance & Well-Led/Chair of FGB
Suspending staff (except head)	x	x	x	✓	EHT
Ending suspension (head)	✓	✓	✓		Finance & Well-Led/Chair of FGB
Ending suspension (except head)	✓	✓	✓		Finance & Well-Led/Chair of FGB
Setting the overall staffing structure	✓	✓	x		Finance & Well-Led
In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	x		NA
Determining dismissal payments/ early retirement	✓	✓	x		Finance & Well-Led
To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	EHT
Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				FGB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	✗	✓	Quality of Education
	To consider any disapplication for pupil(s)	✗	✗	✗	✓	EHT
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓	✗	✗	Quality of Education
	Establish and review a sex education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	✗	✗	✗	✓	Quality of Education/Policies
Extended schools	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	FGB
	To put into place the additional services provided	✗	✗	✗	✓	EHT
	To decide whether to stop providing additional activities.	✓	✗	✗	✗	FGB
Performance management	To formulate and review teacher appraisal policy	✓	✓	✗		Finance & Well-Led/Policies
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	✗		Finance & Well-Led
	To carry out appraisal of other teachers.				✓	EHT
Discipline/exclusions	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	✓	✓			Safeguarding

	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	EHT/Policies
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	✗	✓			Safeguarding /Chair of FGB (in emergency)
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Admissions	To consult annually before setting an admissions policy (VA and foundation schools)	✓	✓			NA
	Admissions: application decisions (VA, foundation and special schools)	✗	✓			NA
	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	✗	✓			Safeguarding
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	✓	✗	✗		FGB
Health & safety	To ensure a health and safety policy and procedures are in place.	✓	✓			Health & Safety/Policies
	To ensure that health and safety regulations are followed	✗	✗	✗	✓	EHT
School organisation	To publish proposals to change category of school	✓	✓			FGB
	To decide whether to convert to academy	✓				FGB

	status					
	Propose to alter or discontinue voluntary foundation or foundation special school	✓	✗			FGB
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓	✗	✗		FGB
	To ensure that school lunch nutritional standards are met	✗	✗	✗	✓	EHT
	To ensure provision of free meals to those pupils meeting the criteria	✗	✗	✗	✓	EHT
	To establish a data protection policy and review it at least every two years.	✗	✓	✗	✓	Safeguarding/Policies
	Maintain a register of pupil attendance	✗	✗	✗	✓	EHT
Information for parents	Adopt and review the home-school agreement	✓	✓	✗		Quality of Education/Policies
	Establish, publish and review a complaints procedure.	✓	✓	✗	✗	Safeguarding/Policies
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	✗	✓	Safeguarding/Policies
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
GB procedures	To draw up an instrument of government and any amendments thereafter	✓				FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FGB

	To appoint and dismiss the clerk	✓	✓	✘	✘	FGB
	To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).	✓				FGB
	To set up a register of governors' business interests	✓	✓	✘		FGB
	To approve and set up a governors expenses scheme	✓	✓	✘	✘	Finance & Well-Led/Policies
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				FGB
	To regulate the GB procedures (where not set out in law)	✓				FGB
Federations	To consider forming a federation or joining an existing federation	✓				FGB
	To consider requests from other schools to join the federation	✓				FGB
	To leave a federation	✓				FGB
Inclusion and equality	To establish and review a special educational needs (SEN) policy.	✓				FGB/Policies
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	✓	✓	✘	✓	Safeguarding /EHT/Policies
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools	✓	✓	✘	✓	EHT
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools	✓	✓	✘	✓	EHT

	To establish an accessibility plan and review it every three years.	✓	✓	✗	✓	Safeguarding
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	✗	✗	Safeguarding/Policies

Approved by the FGB on 15/09/20

Signed: 

Co-Chair of Governors

THE FEDERATION OF NETTLESTONE AND NEWCHURCH PRIMARY SCHOOLS



Governor Impact Statement

September 2019 to March 2020 due to Coronavirus outbreak

School Development Plan Priorities	Governor Impact
<p>Priority 1: Securing outstanding leadership and management</p>	<p>Governing body involved in establishing the vision for the Federation.</p> <p>Governing body input into the School Improvement Plan priorities and review progress against targets set.</p> <p>Governing body sets the school budget to reflect the priorities in the school's development plan and is active in monitoring and amending financial decisions throughout the cycle to keep within the budget.</p> <p>Governing body ensures that statutory policies are in place and that policy making complies with school governance regulations and that policies reflect the distinctive nature of the school.</p> <p>Governing body operates staff recruitment and selection procedures that meet the recommendations in the Secretary of State's guidance on Safer Recruitment.</p> <p>Governing body review Sports Premium and Pupil Premium spend on a termly basis.</p> <p>Designated Pupil Premium Governor reviews Pupil Premium action plans in detail with SENCO.</p> <p>Governor involvement in recruiting new high quality teachers.</p> <p>Governing body, in consultation with the senior leadership team, reviews and determines staffing complement and structure when appropriate.</p> <p>Finance & Well-Led Committee reviewed outcomes of Performance Management for all staff.</p> <p>Pay awards approved by Finance & Well-Led Committee. The Finance & Well-Led Committee is clear about its responsibilities with regard to staff pay and how decisions are made in relation to the salary progression of staff.</p> <p>Governing body appointed performance management governors for the Executive Headteacher's appraisal. Governors worked with the external advisor in the review of head teacher performance and setting of objectives consistent with school improvement priorities.</p> <p>Governing body received regular reports on effectiveness from the Headteacher.</p> <p>Regular governor visits to monitor effectiveness across the Federation.</p> <p>Regular review of performance data by Quality of Education Committee.</p> <p>Regular review of attendance data by Quality of Education Committee.</p> <p>Governing body ensured safeguarding remains highly effective with all stakeholders.</p> <p>Governing body ensured the continued use of Sports Premium and Pupil Premium.</p> <p>Monitoring by the Governing body ensured British Values are at the heart of the school's work.</p> <p>Committee meetings ensure the Governing body have a deep and accurate understanding of the school's effectiveness.</p>

School Development Plan Priorities	Governor Impact
<p>Priority 2: Developing the quality of teaching and learning</p>	<p>Finance & Well-Led Committee reviewed outcomes of Performance Management for all staff. Pay awards approved by Finance & Well-Led Committee. Executive Headteacher's Performance Management review undertaken by governors. Finance & Well-Led Committee regularly reviews staffing and professional development across the Federation. Governing body reviewed online data. Quality of Education Committee review achievement data on a termly basis. Governor learning walks and classroom observations to monitor teaching and learning in practice. Governor monitoring of workbooks to see marking and feedback in practice. Governing body ensures that every learner receives a broad and balanced curriculum which does not discriminate against any groups of pupils. Subject Link Governors regularly meet with Subject Leads to review action plans and monitor delivery of the curriculum. Governor responsible for reviewing risk assessments for residential school trips. Designated PE Governor monitored impact of Sports Premium spend on participation in sports across the Federation. Governing body has gathered feedback from pupils, parents and the community. Quality of Education Committee monitoring to ensure all staff embrace the Mission Possible Curriculum and model accurate and high expectations for presentation, spelling, grammar etc.</p>

School Development Plan Priorities	Governor Impact
Priority 3: Personal development, behaviour and welfare	<p>Quality of Education Committee reviewed attendance on a termly basis, monitoring trends, pupil premium and SEN attendance and persistent non-attenders.</p> <p>Safeguarding Governor regularly monitors Safeguarding across both schools, including monitoring the Single Central Records Check and reports to the Full Governing Body on a termly basis.</p> <p>Safeguarding Governor regularly monitors children's understanding on how to keep themselves and others safe in the real and online world and reports to the Full Governing Body on a termly basis.</p> <p>Safeguarding Governor regularly monitors children's behaviour and reports to the Full Governing Body on a termly basis.</p> <p>Prevent Duty Risk Assessment maintained by HOS and regularly reviewed by Governing body.</p> <p>Governing body approved updated Child Protection and Safeguarding Policies.</p> <p>Safeguarding Governor reviewed RSE and PSHE Policies with staff.</p> <p>Governing body reviewed procedures for ensuring that the school meets all relevant health and safety legislation.</p>

School Development Plan Priorities	Governor Impact
Priority 4: Outcomes for pupils	<p>Quality of Education Committee review achievement data on a termly basis.</p> <p>Governing body monitors and accounts for the spending of SEND and Pupil Premium funding to support vulnerable pupils and understands and reports upon the use and impact of this expenditure on vulnerable pupils.</p> <p>Governing body reviewed online data.</p> <p>Designated Pupil Premium Governor reviews Pupil Premium action plans in detail with SENCO.</p> <p>Pupil Premium Governor undertaken learning walks at each school to observe teaching of disadvantaged and SEN pupils.</p> <p>Quality of Education Committee reviewed attendance on a termly basis, monitoring trends, pupil premium and SEN attendance and persistent non-attenders.</p> <p>Quality of Education Committee monitor progress and data to judge the impact of Continuous Provision.</p>

School Development Plan Priorities	Governor Impact
Priority 5: Effectiveness of the Early Years Provision	<p>Governing body ensures that every learner receives a broad and balanced curriculum which does not discriminate against any groups of pupils.</p>