

*“Governance should be driven by inquisitive, independent minds and through conversations focussed on the key strategic issues which are conducted with humility, good judgement, resilience and determination.”*

*Governance Handbook, 2020*

## Our Role

The role of the Governing Board is to be ambitious for all children to achieve the best possible outcomes through a passion for education and a commitment to continuous school improvement. The Board achieves this by:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

To be effective the Governing Board requires six key features:

1. Strategic leadership that sets and champions vision, ethos and strategy
2. Accountability that drives up educational standards and financial performance
3. People with the right skills, experience, qualities and capacity
4. Structures that reinforce clearly defined roles and responsibilities
5. Compliance with statutory and contractual requirements
6. Evaluation to monitor and improve the quality and impact of governance

At St Michaels CE [Controlled] Infant School we achieve this through a team of people who work together with the leadership team to continually evaluate the strengths of the school and identify areas for development.

## Our Responsibilities

At St Michaels CE [Controlled] Infant School we operate a flat structure where all Governors are held accountable for ensuring the school is performing well and meeting its strategic educational aims and objectives. To ensure that this is robust and achievable Governors hold individual roles and responsibilities. This allows the Board to effectively monitor school performance and the progress it is making towards achieving improvement priorities. All Governors are therefore expected to be able to contribute to Board meetings, submit reports and validate evidence.

Governor	Role	Responsibilities
Dot Patton	Headteacher	Leading self-evaluation and school improvement and reporting to the Governing Body on school performance
Miriam Thorley	Deputy Head	Assisting the Headteacher in the leadership of the school, including reporting to the Governing Body on curriculum and assessment
Sue Tadman	FGB Chair Pay and Performance Chair	Leading the Governing Body and monitoring the quality of education in the school and holding leaders to account Ensuring Performance Management and Pay decisions are robust and in line with agreed policy and process
Kevin Davies	FGB Vice-Chair Finance HT Pay and Performance Chair	Supporting the Chair in leading the Governing body. Strategically monitoring the finances of the school, ensuring that resources are deployed effectively and compliantly. Reporting to the FGB on budget setting, review and recommendation Leading the Performance Management and Pay review of the Headteacher
Georgie Howarth	Safeguarding Attendance	Ensuring all Safeguarding policies and procedures are in place and being correctly implemented to keep children safe in education Making sure that school is monitoring attendance and doing all that it can to make sure children are coming to school regularly and on time
Catherine Macdonald	SEND Pupil Premium	Making sure that pupils with additional special educational needs or disability are having their needs met in accordance with the SEND Code of Practice, SEND policy and Report Monitoring how the school supports pupils from families with low income or are from the Armed Services

Stephen Corcoran	Equality	Ensuring that the school understands the needs of pupils and families with protected characteristics or may have barriers to accessing education, for example where English is not the first language spoken or understood
Alwyn Periera	Well-being Christian distinctiveness	Supporting the well-being of the school community and making sure that the school upholds its Christian values
Darren Cornwall	Health and Safety  Designated Training Governor	Ensuring all Health and Safety policies and procedures are in place and being correctly implemented to keep children and adults safe at school  Responsibility for auditing the skillset of the Governing Body to ensure a breadth of skill and organising whole board training to build knowledge and capacity

## Monitoring and Reporting

The Governing Board meets as a full governor body [FGB] at least 8 times each academic year, spread over each term. The Board also uses a Working Party model to support additional priorities or foci that the school may have. Governors undertake monitoring visits each term in accordance with their individual role and responsibility and the key improvement priorities of the school. Governors are expected to report to the FGB in accordance with the Board's annual monitoring schedule.

## Skills and Training

The Governing Board is committed to ensuring that it has the appropriate skills and knowledge to effectively fulfil its role and obligations. We achieve this through regularly reviewing and auditing the skills held by Governors against the competency framework for effective Governance and the context and priorities of the school. This enables us to be proactive in seeking appointments to the Board and ensuring both individual and collective Governor training meets the needs of the school. All Governors are expected to take up training and development opportunities relevant to their individual role and the Designated Training Governor organises annual whole board training in response to Governor self-evaluation and school improvement priorities.

## Governor Review and Self-Evaluation

It is important that the Governing Body reviews and evaluates its performance and contribution to the overall effectiveness of the school. This includes working with school leaders to glean the views of parents, staff and pupils. The Governing Body aims to achieve this annually and uses the outcomes to improve our own as well as the school performance.

## Constitution and Register

The Governing Board is composed of governors from the local and wider community who bring a diverse range of skills, experiences, qualifications, characteristics and perspectives. At St Michaels CE [Controlled] Infant School the Board is comprised of the Head Teacher, one Staff Governor, two Parent Governors, five Co-opted Governors and one Local Authority Governor and two Foundation Governors. The different categories of Governor help to ensure that the Governing Board has sufficient breadth of views and experience.

Category	Name	Term of Office	First Appointed	Term Start	Term End
Headteacher	Mrs Dorothy Patton	N/A	Ex Officio		
Staff Governor	Mrs Miriam Thorley	3 Years	19.03.2021	02.04.2022	01.04.2025
Parent Governors	Mrs Susanna Woods	4 Years			02.01.2024 Stepped down
	Mrs Paula Goddard	4 Years			19.02.2024 Stepped down
Co-opted Governors	Mr Darren Cornwall	4 Years	2005-2013	17.10.2022	16.10.2026
	Mr Stephen Corcoran	4 Years	17.10.2022	17.10.2022	16.10.2026
	Mrs Sue Tadman	4 Years	17.10.2022	17.10.2022	16.10.2026
	Mrs Georgina Howarth	4 Years	15.05.2023	15.05.2023	14.05.2027
	Mrs Catherine Macdonald	4 Years	18.09.2023	18.09.2023	17.09.2027
LEA Governor	Mr Kevin Davies	4 Years	23.11.2017	18.03.2023	17.03.2025
Foundation Governors	Rev Alwyn Pereira	N/A	Ex Officio		
	Mrs Victoria Rogers	4 Years			31.08.2023 Stepped down

## Declaration of Pecuniary and Business Interests

All members of the Governing Board have a responsibility to avoid any conflict between their business and personal interests and affairs and the interests of the school. Governing bodies are required to maintain a register of pecuniary interests for all Governors, the headteacher and staff with significant influence of spending decisions.

Relevant business and pecuniary interests (as recorded in the register of interests) include:

- governance roles in other educational institutions
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
- May 2021 – January 2025

## Register of Governor Interests

Name	Relevant Interest	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Declaration
Dot Patton	Headteacher		Employed by the school			01.09.23
Miriam Thorley	Deputy Headteacher		Employed by the school			01.09.23
Sue Tadman	Nil					01.09.23
Kevin Davies	Governor role in other school		Parent Governor at St Michaels Junior School	01.05.2021	01.01.2025	01.09.23

Georgie Howarth	Nil					01.09.23
Catherine Macdonald	Nil					01.09.23
Stephen Corcoran	Headteacher, Surrey		Headteacher at primary school in Surrey bordering catchment			01.09.23
Alwyn Periera	Nil					01.09.23
Darren Corwall	Spouse to employee		Wife employed at the school (Lesley Cornwall)			01.09.23

## Contact Us

As Governors our aim is to be open, honest and transparent in the work that we do at St Michaels CE [Controlled] Infant School. This includes being available to listen to members of the school community and gain feedback about the school's current strengths and learn about peoples hopes and ambitions for the future. We therefore aim to be as visible as possible when visiting the school and can be easily contacted through the [school office](#).

If you are a parent or carer with children at our school and you have a specific issue or concern, then we encourage you to raise this directly with your child's teacher or relevant member of staff. If after that you feel that your concern has not been adequately dealt with then you may contact the Headteacher and this will then be dealt with in accordance with the school's [complaints policy](#). The policy also explains when it might be appropriate to contact the Chair of Governors about a particular concern or complaint.

We thank you for the support that you give to the children, staff and families of St Michaels.