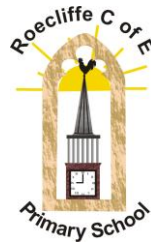


# Our Governing Body

All Governors were appointed in accordance with our Instrument of Government



**Roecliffe Church of England Primary School**

Roecliffe, Boroughbridge, York,

North Yorkshire. YO51 9LY

Tel/Fax: 01423 322302

## Stephen Jarvis (Chair/Foundation)

I have lived in the village for nearly 30 years during this time I have been involved with the PC and for the last 6 years have been a church warden at St Mary's church. I have been a governor for 12 years carrying out many roles. During this time have enjoyed seeing school flourish and the progression of the children through the school. I have been married for 18 years to Elizabeth works full times as a hospital doctor and we have 4 children, Our eldest now at the Grammar School and we still have three children at Roecliffe.

In my role as Foundation Governor I have strong links with church and school and work closely with Vicar to ensure consistent Christian ethos across school.

I have been Chair of Governors at Roecliffe for over 5 years work closing with Mrs Dalton to ensure the school development plan is delivered across the school, providing the best for all children.

Governor term: 06.05.2016 – 07.05.2019

Attendance at Full GB Meetings during the last academic year: 100%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: School Improvement and Resources

## Kerry Dalton (Headteacher)

I was appointed as Headteacher in October 2012, and have taught in Key Stage 2 at Roecliffe C of E Primary School since 2008. I have a passion for mathematics and have supported many schools in areas such as assessment and developing 'mastery teaching' in mathematics. I am focussed and driven by sustaining continuous school improvement; I am actively involved in research projects and teacher development groups with Yorkshire Ridings Maths Hub. In addition to my passion and involvement in mathematics beyond our school, I also sit on the Executive Board at North Star Teaching School Alliance, and have responsibility for developing CPD within North Star.

Attendance at Full GB Meetings during the last academic year: 100%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: School Improvement and Resources

## Juliette Leyland (Staff)

I teach the youngest children in school in Class 1. I really enjoy my job, it's a pleasure to be such a big part of the children's transition into school life. It is wonderful to see them learn so much about friendships, working together, discovering new things, learning to read, write and using numbers for different purposes.

I enjoy being a staff governor can be an important part of the development of the school alongside the other governors. Its great being part of the team.

Governor since: 01.01.2013 – 21.12.2016

Attendance at Full GB Meetings during the last academic year: 80%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: School Improvement

### Ian Pope (Parent/Vice Chair)

I have been a school governor since September 2014, and I have recently taken the post of Vice Chairperson. I work in the public sector and bring a variety of life experiences to the board of governors. I believe that children learn when they are happy and I work with the school to achieve this aim.

Governor since: 10.10.2014 – 09.10.2018

Attendance at Full GB Meetings during the last academic year: 60%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: School Improvement & Resources

### Peter Phillips(Local Authority)

I have been an LEA governor in the past at another local school with several of those years as Chair. I am a recently retired qualified youth worker working both voluntary and part time paid for the education authority for over 30 years. I retired after 43 years from a large utility company as an overhead power line engineer, contract manager and customer liaison officer . I believe that every child matters. Young people are our future and need the best caring environment possible to achieve their very best learning potential.

Governor since: 29.11.2017 – 29.11.2021

Attendance at Full GB Meetings during the last academic year: N/A

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: TO BE CONFIRMED

### Jon Rawling (Parent)

I have been a parent at the school for the past 5 years and want to see the school be successful and deliver an outstanding education and experience to its children. I have spent 17 years working within manufacturing industries within the purchasing area across the UK and Europe. I have a keen interest in seeing the children get opportunities to learn about science and the how the world around them works to enrich their lives and understanding.

Governor since: 14.12.2015 – 13.12.2019

Attendance at Full GB Meetings during the last academic year: 100%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: Resources & School Improvement

### Paula Withington (Co-opted)

Since 2005, I have been a parent at Roecliffe Primary School and I have recently taken on the role of Co-opted Governor at this school. I am looking forward to being actively involved within the Governance team and in the continued development of Roecliffe Primary School.

My professional background is in General Nursing, Midwifery and Health Visiting. I am also a Retired Officer of Princess Mary's Royal Air Force Nursing Service.

Governor since: 13.06.2016 – 12.06.2020

Attendance at Full GB Meetings during the last academic year:100%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: School Improvement

### Heather Lawson (Co-opted)

I have lived in Roecliffe since 2005, after deciding to 'semi retire' having worked for almost 30 years in retail; manufacturing; and start-up businesses-the latter 10 years at Director level- buying and commercial disciplines being my area of expertise. I continue to do some consultancy work for both retailers and manufacturers. I was so pleased to join as the Community Governor at the school in January 2014, and now serve on the Resources committee; the Pupil Discipline, and Staff Appeals panels; the Fabric and Maintenance working party, and am Modern Foreign Languages Link governor.

I am also on the Parish Church Council of St. Mary's Church here in the village. I volunteer at the Sir Robert Ogden Centre at St. James' hospital in Leeds facilitating HOPE courses for, and giving reflexology to, cancer patients. Hobbies include travel; theatre; bridge! I love being an active part of the village, and will support the school in whatever way I can.

Governor since: 02.12.2014 – 01.12.2018

Attendance at Full GB Meetings during the last academic year:100%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: Resources

### Glenda Hunter (LA)

Children are our future, educate them well. And what better start to a child's educational life could there be but attending a local country school, such a vital part of a village community and it is fantastic to see them flourishing so strongly . I am strong supporter of these schools, my own children attended a very small Yorkshire Dales school as do several of my nine grandchildren. Having worked in senior school administration for almost 15 years until my retirement in 2005, I am looking forward to being involved in education again, learning from our young generation about technological life in the 21st century, but, at the same time, bringing with me some of the more old fashioned values. A former head guide at Fountains Abbey my passion is for history, particularly medieval times.

Governor since: 20.09.2017 – 20.09.2021

Attendance at Full GB Meetings during the last academic year: N/A

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: TO BE CONFIRMED

### Rev Diane Westmoreland (Foundation)

#### Personal Statement to follow

Governor since: 13.06.2016 – 12.06.2020

Attendance at Full GB Meetings during the last academic year: 80%

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: School Improvement

### Hazel Claydon (Parent)

#### To Follow

Governor since: 06.10.2017 – 05.10.2021

Attendance at Full GB Meetings during the last academic year: N/A

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: TO BE CONFIRMED

## Isabel Peat (Parent)

### To Follow

Governor since: 06.10.2017 – 05.10.2021

Attendance at Full GB Meetings during the last academic year: N/A

Business or pecuniary interests: NONE

Governance Roles in other schools: NONE

Relationships with school staff: NONE

Committees: TO BE CONFIRMED

## Governors who have stepped down during the last academic year:

**Victoria Poole (Parent) 15.03.2017**

**Collette Walker (Co-opted) 20.09.2017**

**Mary Barker (LA) 08.05.2017**

**Emma Claye (Parent) 05.09.2017**

<b>Resources Committee</b> – Kerry Dalton, Stephen Jarvis, Heather Lawson, Paula Withington, Jon Rawling & Glenda Hunter	
<b>School Improvement</b> – Kerry Dalton, Stephen Jarvis, Juliet Leyland, Ian Pope, Jon Rawling, Paula Withington, Dian Westmoreland & Glenda Hunter	
<b>Pupil Discipline</b> - Any three governors as available but excluding staff governors and parent governors.	
<b>Headteachers Performance Management:</b> Heather Lawson, Paula Withington & Mike Smit	
<b>General Complaint Committee:</b> Any 3 governors as available excluding staff governors, the Chair of the Governing Body, and parent governors.	
<b>Staff Grievances/Disciplinary Matters – First Committee</b> - Any three governors as available but excluding staff governors.	<b>Staff Grievances/Disciplinary Matters – Appeals Committee</b> - Any three governors as available but excluding staff governors and governors on the First Committee.
<b>Link Governors</b>  <b>Health and Safety</b> – Heather Lawson <b>Safeguarding</b> – Paula Withington <b>SEN</b> – Jon Rawling & Glenda Hunter <b>Collective Worship</b> – Diane Westmoreland <b>Science</b> - Jon Rawling <b>Inclusion</b> - Jon Rawling & Glenda Hunter <b>Literacy</b> - Paula Withington <b>Mathematics</b> - Stephen Jarvis <b>Early Years</b> – Ian Pope and Glenda Hunter	

## Committee Structures & terms of reference

### 1. Resources Committee.

Not less than 4 Governors including the Head teacher. Associate Members are eligible for this committee, but may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or pupil.

Associate members cannot vote on any decision concerning admissions, pupil discipline, election or appointment of governors, or the budget and financial commitments of the governing body.

**Quorum:** Three Governors

**Meetings:** Minimum of one per term.

### **Terms of Reference**

Ensure sound management of the school's financial situation by monitoring and evaluating the School's financial performance

1. Establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.
2. Ensure the school development plan is fully costed and provides a sound basis for long term financial planning.
3. Give consideration to the initial budget and long term financial plans and make recommendations to the Governing Body.
4. Ensure that the school complies with the latest principles of good practice.
5. Ensure that regular (at least annual) financial self evaluation (including the use of local and national financial benchmarking data) is undertaken
6. Regularly review the school's policy on its level of balances and make recommendations, as appropriate, to the Governing Body.
7. To evaluate the quality, cost and impact of services purchased from all outside providers, including the North Yorkshire County Council Children and Young People's Service, before contracts are renewed.
8. To consider the priorities for use of the Devolved Capital Funding made available to the school and to make recommendations to the Governing Body.
9. To consider the annual insurance requirements and make recommendations to the Governing Body.
10. To receive the report of the Authority's auditors and to act upon any recommendations made therein.
11. Determine the school's charging policy.
12. To carry out an annual review of the schools Budget Management Policy and to make recommendations to the Governing Body.
  
13. To provide support and guidance for the Headteacher on all matters relating to the school premises;
14. To prepare and maintain, in conjunction with the Headteacher, an Asset Management Plan for the school;
15. To inspect the school premises annually and prepare a report of the conditions and a proposed order of priorities for maintenance, improvement and development;
16. To approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts;
17. To formulate and implement proposals for the use of the Devolved Formula Capital;
18. To prepare, monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001;
19. To agree procedures to be followed for carrying out emergency work and to make recommendations to the Governing Body about delegation to the Headteacher for taking appropriate action on behalf of the Governing Body in the event of an emergency;
20. To be aware of the specific responsibilities of Governors and the LA in relation to premises and ensure that the LA is informed of any matters for which it has responsibility. Also, to monitor these issues and take appropriate action where necessary.
21. To report the findings of inspections and audits to the Headteacher and liaise with him/her to ensure that appropriate remedial action is taken;
22. To regularly monitor the school's security measures and implement appropriate action when necessary;
23. To liaise and consult with the NYCC's Corporate Property Landlord Unit and Jacobs UK, as appropriate;
24. To discharge the responsibilities of the Governing Body regarding litter and refuse under the Environmental Protection Act 1990;
25. To prepare, adopt, implement and review, a plan for the reduction, re-use, refurbishment or recycling of waste;
26. To prepare and adopt a lettings policy and to oversee the implementation of the policy;
27. In consultation with the Finance Committee; to consider the reports and recommendations of the Health & Safety Committee and to authorise such action as is necessary to meet the health & safety obligations of the Governing Body in respect of premises;

28. To ensure adequate consideration is given to energy and monitor and record energy and utility bills to support sustainability and water conservation for the whole building's lifespan.
29. To "procure" the services of consultants and contractors having regard to the LMS procedure rules.
30. To assist the Governing Body and the Headteacher to discharge their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation, in collaboration with the LA;
31. To consider the LA's health & safety policies and guidance, and to prepare a School Health & Safety Policy, for consideration by the Governing Body;
32. To ensure that the necessary school safety management system is in place to implement the health & safety policy;
33. To ensure that risk assessments are carried out and implemented;
34. To monitor the effectiveness of the school's health and safety arrangements and performance;
35. To review any health and safety reports from the Headteacher;
36. To make periodic recorded inspections of buildings, plant, materials and equipment, and report to the Premises Committee at least annually, to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises;
37. To ensure that they have access to competent persons to assist the school with their health & safety measures
38. To attend or commission appropriate training for Governors and staff.

### **School Improvement Committee**

**Membership:** not less than four Governors including the Head teacher. Associate Members are eligible for this Committee but there are restrictions to voting rights given to them.

**Quorum:** Three Governors

**Terms of reference:**

1. To advise the Governing Body on its statutory obligations relating to the curriculum;
2. To keep under review the school's curriculum policy and make recommendations to the Governing Body as and when appropriate;
3. To monitor, evaluate and review the implementation of the curriculum policy;
4. To prepare, adopt and review the policy and provision for religious education and collective worship and where necessary make recommendations to the Governing Body;
5. To prepare, adopt and review the policy and provision for sex education and where necessary make recommendations to the Governing Body;
6. To prepare, adopt and review the policy and provision for careers education and work related learning and where necessary make recommendations to the governing body;
7. To ensure that the requirements of pupils with special educational needs are met so far as is reasonably practicable;
8. To monitor, review and publish the assessment and public examination information required for publication under statutory requirements;
9. To support curriculum development and associated staff continuous professional development, within the financial limitations set by the Finance Committee;
10. To contribute to the school improvement plan and planning process as required;
11. To consider and determine complaints relating to the curriculum;
12. To prepare, adopt and monitor the implementation of the staff performance management policy;
13. To review the performance of the Leadership Group and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from;
14. To liaise with the Finance Committee to establish the annual and long-term salary budgets and other costs relating to personnel, e.g. staff development;4
15. To prepare, adopt and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions;

16. To review the staffing structure, at least annually, in relation to priorities for school improvement;
17. To undertake any formal consultations on staffing matters;
18. To prepare and adopt a general complaints policy, procedure and information leaflet for parents. (It is appreciated that this is not strictly a personnel function, but a Governing Body is required to have a complaints procedure. As complaints generally involve the alleged actions of school staff, it is felt that it is appropriate to include this in the remit of the Personnel Committee);
19. To liaise closely with the LA's relevant officer on all personnel issues required by statute and good practice;
20. To liaise and consult with the Finance Committee on any decisions that require a spending commitment over and above the agreed budget provision;
21. To prepare and adopt procedures for the appointment of school staff, in line with The School Staffing Regulations 2003 and any subsequent amendments hereto;
22. To prepare, adopt, monitor and review all staffing policies and procedures relating to staffing adjustments; recruitment and selection; equal opportunities; employee relations; conduct and capability; grievance; dismissal and similar employment related matters;
23. To attend or commission appropriate training for Governors