

Shortstown Primary School Governing Body

What is the purpose of the Governing Body?

The School Governors have responsibility for guiding the school in its aims and for overseeing the budget which has been allocated by the council. We do this by maintaining close contact with the Head Teacher and working with the staff to ensure that as far as possible and practicable, they all have the facilities and resources needed to do their jobs effectively.

Who are the Governors?

Governing bodies are a mixture of elected and appointed persons representing various aspects of the community. So there are Parent Governors elected by parents of pupils who attend the school, Staff Governor elected by the staff at Shortstown, Co-opted Governors appointed by the existing Governors and there are Governors delegated by the Borough / Local Authority to represent the authority's interests (see terms of reference). If you are interested in becoming a Governor, please enquire at the school office.

Business and Financial Interests

Every year Governors are asked to declare any interest relating to Business or Finances, this is to ensure Governors do not profit from their involvement with the school or lead the decision making process in their favour.

Every meeting Governors are asked to declare any pecuniary interest, these are recorded by the clerk and Governors may be asked to leave the meeting or have voting rights removed if issues pertaining to any interests declared are being addressed.

There are currently no Pecuniary interests from Governors.

Structure of the Governing Body

Shortstown Primary School governing body has 2 full governors meetings per term. There are also 3 sub committees:

Finance and Personnel	Chair: Mrs Christine Jobson	3 meetings per year
Curriculum	Chair: Elly Gauntlett	2 meetings per year
Pay and Review committee	Lesley Adam and Corinne Royden	1 meeting per year

How do we do our job?

Governors, who are unpaid, are people who give up their spare time to help in managing the school. This is done by meeting together at least once each term and by forming a number of committees to monitor and guide various areas of activity - such as Finance & Personnel, Premises and Community Cohesion, Curriculum. Each committee will also meet each term and

report back to the *Governors* as a whole, on what is happening, what decisions have been taken and recommending courses of action which may be outside the terms of reference of the committee. For example, the Finance committee will work with the Head Teacher to set a budget each year but the budget has to be ratified by the whole governing body before being sent to the council.

Another important aspect of the governors' role is in setting targets and monitoring the progress that the school makes in achieving them. The School Evaluation Form and the School Development Plan are working documents which set out what the school aims to do in the academic year, who is to do it and how it will be monitored and achieved. Each Governor has one or more areas of activity to which he or she is linked and will make periodic official visits to the school to observe what is happening in that area and report back to the rest of the *Governors*.

Governors also set and agree policy documents relating to such things as Staff Pay, Behaviour & Discipline, Health & Safety, Financial Management and several others. Each of these documents may be seen by enquiring at the school office.

How you can contact us?

All *Governors* can be contacted via the school office, tel: 01234 740881, email:office@shortstownprimary.co.uk. Please remember any concerns and complaints should be discussed with the Head Teacher in the first instance to provide immediate response. The complaints policy is available on the school's website.

Chair of *Governors*: Mrs Corinne Royden

All information regarding *Governors* can be found on the DFE Edubase site.

<http://www.education.gov.uk/edubase/search.xhtml>