



Hunslet Carr Primary School Leeds



Governor Induction Pack

2017 - 2018

Hunslet Carr Primary School

Governor Induction Booklet

Since September 2015 a revised Ofsted school inspection framework has been in operation with a greater focus on the effectiveness of governance in driving school improvement.

Inspectors will make a judgement on the effectiveness of leadership and management by evaluating the extent to which leaders, managers and governors:

- demonstrate an ambitious vision, have high expectations for what all children and learners can achieve and ensure high standards of provision and care for children and learners
- improve staff practice and teaching, learning and assessment through rigorous performance management and appropriate professional development
- evaluate the quality of the provision and outcomes through robust self-assessment, taking account of users' views, and use the findings to develop the capacity for sustainable improvement
- provide learning programmes or a curriculum that have suitable breadth, depth and relevance so that they meet any relevant statutory requirements, as well as the needs and interests of children, learners and employers, nationally and in the local community
- successfully plan and manage learning programmes, the curriculum and careers advice so that all children and learners get a good start and are well prepared for the next stage in their education, training or employment
- actively promote equality and diversity, tackle bullying and discrimination and narrow any gaps in achievement between different groups of children and learners
- actively promote British values¹
- make sure that safeguarding arrangements to protect children, young people and learners meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism.

Welcome to Hunslet Carr Primary School

Dear Governor

We are delighted to welcome you to our governing body and our school. At Hunslet Carr Primary School we are very fortunate to have a small dedicated team of governors who are skilled in their role as key strategic decision makers and vision setters. We believe that effective school governance is at the centre of a good school and we do all we can to promote and develop our governors through our work across the school.

Our governing body consists of fourteen governors, and they serve a term of office for four years although this can be shorter if they wish. The main aim of our governors is to ensure that school provides an outstanding education to its children and to improve standards.

Children are at the heart of everything we do at Hunslet Carr Primary School and we work really hard to make sure that all our children believe that they can be anything they want to be. We hope that they are excited and curious about the world around them and develop the life skills they will need to be happy, successful, confident and resilient young people.

Our school has a community feel, and it is our vision that all young people at Hunslet Carr Primary School will have **High Expectations**, be **Caring**, have **Positive Attitudes** and be **Successful**. Our children benefit greatly from the strong partnerships and sense of common purpose which the school has developed with our governors, parents, local schools and the community.

You may already be familiar with the school, but we welcome to visit as a governor to the school. Please contact Christine Rayner in the office on 0113 2713804 to arrange a date and time.

Mrs Claire Burgess Chair of Governors
Mr Martin Lumb Headteacher

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As well as the information in this booklet you will also receive further information given below. Please complete the relevant column when these are received.



Hunslet Carr Primary School Induction Pack Checklist

Governor name:

Start date:

	Date received
<p>Documents:</p> <p>Details of how to contact other governors</p> <p>Minutes of the last governing body meeting</p> <p>Latest Head teacher's report</p>	
<p>Simple staffing structure</p> <p>The school development plan</p>	
<p>The latest school self-evaluation (SEF)</p>	
<p>Last Ofsted report</p> <p>Ofsted school data dashboard</p>	
<p>How the full governing body and committee meetings are conducted</p>	
<p>Background to the school</p> <p>Current issues facing the school</p>	
<p>Visiting the school</p> <p>An overview of the governor's role</p> <p>Skills audit</p>	

Hunslet Carr Primary School Vision 2017/2018

To create successful learners who are or have;

High Expectation, Caring, Positive Attitudes and Successful

The role of the governing body

The governing body has three core strategic functions:

- Ensure clarity of vision, ethos and strategic direction;
- Hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Oversee the financial performance of the school and making sure its money is well spent.

Governing body powers

The governing body is recognised in law as a corporate body, which means it has a legal identity separate from that of its governors.

It also means that individual governors have no power or right to act on behalf of the governing body except where the whole governing body has delegated a specific duty to that individual. The governing body can also decide to delegate certain responsibilities to committees that it has established.

Governors will, therefore, take collective responsibility for the decisions reached by the governing body to publicly support decisions.

Governing body membership 2016 – 2017

The full governing body consists of fourteen governors

Martin Lumb	Head teacher
Paul Wray	Local Authority Governor
Claire Aldridge	Parent Governor
Clare Davidson	Parent Governor
Yvonne McMullen	Staff Governor
Carla Foster	Co-opted Governor
James Annetts	Co-opted Governor
Minoti Parikh	Co-opted Governor
Iain Cunningham	Co-opted Governor
Kevin Birkin	Co-opted Governor
Yvonne McMullen	Co-opted Governor
Claire Burgess	Co-opted Governor
Sarah Gardener	Co-opted Governor
Olamide Ayemowa	Co-opted Governor
Martyn Stenton	Co-opted Governor

Governors with specific responsibilities

Claire Burgess	Chair of Governors and Chair of the Resource Committee
Kevin Birkin	Vice Chair of Governors and Chair of Learning and Teaching Committee
Martyn Stenton	Chair of the Pupil Support Committee

Governing Body Committees

There are three main committees which meet three times a year:

- Learning and Teaching
- Pupil Support
- Finance & Resources

The quorum for each committee is three governors

Members are allocated according to their skills. The agenda for the meetings is drawn up by the chair of the committee in consultation with the Headteacher; minutes are taken by the clerk to the governors. Also, the Pay Appeal Committee meets when required.

Learning and Teaching

Claire Burgess (Chair), James Annetts, Iain Cunningham, Martin Lumb, Minoti Parikh, Carla Foster and Clare Davidson

The committee's remit includes:

- Children's attainment and progress, including for identified groups and for different subjects
- Assessment
- The quality of teaching
- Performance management and continued professional development
- The curriculum
- Extra-curricular provision

The committee is also responsible for those school policies categorised as learning and teaching.

Pupil support

Martyn Stenton (Chair), Kevin Birkin, Martin Lumb, Yvonne McMullen, Claire Aldridge, Paul Wray and Jane Wilson (SENCO) in regular attendance

This committee's remit includes:

- Attendance
- Behaviour
- Safeguarding
- Pupil support, welfare and well-being
- Engagement with parents, children and the community

The committee is also responsible for those school policies categorised as pupil support.

Finance and Resources

Kevin Birkin, Martin Lumb, Sarah Gardener and Olamide Ayemowa

This committee's remit includes:

- The implications of changes to staffing policies.
- Staffing Pay and Performance matters e.g. determination of salaries, discipline, appointments, reductions in staff. **(The Resources Committee acts as the Pay Committee for the school.)**
- Ensure that the requirements of the SFVS (Schools Financial Value Standards) are re-achieved.
- Establish with the Head teacher a balanced and sound annual budget and three year financial plan.

- Monitor the budget and authorise any virements where appropriate.
- Ensure audits are carried out and implement any recommendations through an appropriate action plan.
- To advise the governing body on the financial implications of any initiatives and developments.
- Ensure that the school premises and grounds are managed effectively and consider any major accommodation requirements.
- Ensure that Risk Management procedures are in place and advise the Governing Body on any significant issues.
- The committee is also responsible for those school policies categorised as HR, finance or health and safety.

Pay Appeals

Martyn Stenton, Iain Cunningham and Minoti Parikh

- The committee will comprise minimum of three governors who must not be a member of the Resource Committee. None of the members shall be employees of the school. The Headteacher may not be a member but may attend in an advisory capacity.
- To hear appeals brought regarding decisions on salaries of all staff in line with the school's pay policy.

Governor training

The governing body encourages all governors to undertake training. All governors, however experienced, need the training to improve their effectiveness in the role and to keep abreast of developments that may affect their school and their role as a school governor.

There is a wide range of training and support for governors that is provided by the school, the local authority and Governors' E-learning (GEL) - <http://www.elc-gel.org/home/>

A comprehensive 'Service Level Agreement' is in place for governors to access training through the Local Authority's Governor Support Service

Governors are encouraged to discuss their training needs with the training Governor and Head teacher.

Governor visits to school

To carry out their role responsibly and effectively, it is important for governors to know the school well. One way to achieve this is through school visits. Visits provide an opportunity to develop a good awareness and understanding to help them in their strategic role as well as to develop teamwork with school staff.

So that visits are effective and well-planned, Hunslet Carr Primary School has agreed on a governor visits policy which is provided in Appendix 1. Any formal visit to school should be agreed with the governing body; governors are however encouraged to attend other events such as school concerts and performances.

Further information about our governors can be found on the school website: <http://www.hunsletcarr.leeds.sch.uk>

Meetings

The timetable for governing body and committee meetings is provided in Appendix 2. Agendas for governing body meetings are despatched at least seven days in advance of the meeting. If you would like to ask for an item to be included on the agendas of either the governing body or a committee, please contact the Chair or the Clerk before the meeting.

Top tips for new governors:

- Read the agenda and papers before the meeting.
- Make notes or highlight points you wish clarified.
- Don't be afraid to ask questions
- Don't feel you have to understand and get involved in everything all at once. Participate in those areas which you are interested in.
- Consider governor training opportunities.
- Ask to see the school improvement plan, a recent head teacher's report and a copy of the latest Ofsted report.
- Get to know the school strengths and areas for improvement

Code of conduct for governors

At Hunslet Carr Primary School we uphold an ethos of professionalism and have high expectations of the governors' role including observing complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students. Our agreed code of conduct is given in Appendix 3.

Dealing with complaints

The school has procedures for dealing with complaints that try to ensure that they are dealt with at the lowest appropriate level e.g. the pupil's teacher. Sometimes that might not be enough, and a meeting with the Headteacher may be necessary.

The complaints policy should be published on the school website. Governors approve the policies, and it is crucial that they put them into practice. Should a parent wish to take the complaint further, it should be put in writing and addressed to the Chair of the governing body who will deal with the complaint in accordance with the governing body's procedures.

The best advice is that if you receive a complaint from a parent direct him/her to the school in the first instance!

Useful Contacts

- The school - telephone 0113 2713859
- School website <http://www.hunsletcarr.leeds.sch.uk>
- Governor Support Service - telephone 0113 3950242, email education.governors@leeds.gov.uk
- The Chair/Vice Chair
- Department for Education (DFE)

Appendix 1

HUNSLET CARR PRIMARY SCHOOL

Policy for Governor's Visits to School

Mission Statement:

High Expectation, Caring, Positive Attitudes and Successful

Principle:

In order to carry out their role responsibly and effectively, it is important for governors to know the school well. One way to achieve this is through school visits. Visits provide an opportunity to develop a good awareness and understanding to help them in their strategic role as well as to develop teamwork with school staff. Visits help provide an understanding of the way in which the school operates to embed its ethos and achieve its aims. Visits allow governors to support the school through informed decision making.

Practice:

Governors will, under normal circumstances, visit the school by appointment with the Headteacher as agreed.

Confidentiality will be respected at all times

All governors will be expected to visit the school at least once per annum.

Governors will at all times follow the procedure for visitors in order to provide a good example for other visitors.

Governors will recognise at all times that they have a strategic role and that the governing body acts as one. They will respect the professional roles of staff and will raise any issues appropriately at meetings of the governing body or its committees.

Visits to school by governors should, wherever possible, help to inform the strategic role of the governing body and be linked to the school development plan.

Governors will recognise, and make clear to parents upon hearing concerns or receiving complaints, that particular issues should be firstly addressed by the school staff and the Headteacher. If these avenues fail to resolve an issue of concern complaints should be addressed to the Chair of governors to ensure that appropriate procedures are followed.

Governors acting as voluntary helpers will be treated and will expect to be treated the same as other voluntary helpers in the school including limits to responsibility, supervision arrangements, training and support, and safeguarding checks where deemed necessary.

Governors will be expected to contribute feedback to the governing body or its committees arising from visits to the school.

New Governors will be offered, at an early stage, an opportunity to visit the school, at a date and time agreed with the Headteacher in order to gain an understanding of systems and practice and current issues.

The governing body's policy on visits to the school by governors will be made clear to all new governors through inclusion in an induction process which will be the responsibility of the Chair/Training governor/other governor.

This policy will be monitored through feedback from governors and staff reported to the governing body or a committee.

Appendix:
Managing a visit

Review Date: October 2016
Next Review Date: October 2017

Signed Kevin Birkin

(Chair of Governing Body)

Managing a Visit:

Governors are visiting on behalf of the governing body and as such all visits should be in line with the agreed procedures so that the best use is made of the time of governors and staff.

Planning:

- The style of the visit should be considered, general attendance at assemblies or school masses, individual visits or paired visits to support new governors
- The visit must be agreed in advance with the Headteacher and through her with the members of staff involved.
- Consideration should be given to avoiding busy times e.g. SATs weeks
- Appointments must be kept with prompt timekeeping
- Where possible governors should respond to invitations

The Visit

- Safe guarding procedures must be followed. Governors will at all times report to reception or to an agreed member of staff upon arrival and follow the procedure for visitors, e.g. signing in, visitors badges
- At the end of the session the governor must thank the staff and offer immediate positive feedback
- Courtesy should be shown to all in the class including pupils
- Visit to support the school not to inspect or make judgements
- Do not write detailed notes – aide memoirs only

Post Visit

- Discuss any issues with the Headteacher
- Complete a short note of visit as soon as possible after the visit and discuss it with the headteacher in advance of any governing body meeting
- Don't make judgements
- Reflect on what you have learnt from the visit that will improve your understanding.



Hunslet Carr Primary School

Record of Governor Visit to School

Name			
Date		Term	Autumn Spring Summer
Visit to			
Purpose of visit: <i>(including links to school improvement plan)</i>			
Activities seen			
Comments			

Signed

Governor Role

Appendix 2

Dates of full governing body and committee meetings 2016-2017

Full Governing Body Meetings

Wednesday 19 October 2016 at 6.00pm

Wednesday 18 January 2017 at 6.00pm

Wednesday 10 May 2017 at 6.00pm

Wednesday 11 July 2017 at 6.00pm

Pupil Support Committee Meetings

Wednesday 9 November 2016 at 4.00pm

Wednesday 1 March 2017 at 4.00pm

Wednesday 7 June 2017 at 4.00pm

Resources Committee Meetings

Wednesday 23 November 2016 at 4.00pm

Wednesday 22 March 2017 at 4.00pm

Wednesday 21 June 2017 at 4.00pm

Learning and Teaching Committee Meetings

Tuesday 6th December 2016 at 5.00pm

Wednesday 29 March 2017 at 4.00pm

Wednesday 5 July 2017 at 4.30pm

For review of the whole year and consideration of priorities for the school development plan in preparation for September 2016

Appendix 3

A CODE OF CONDUCT FOR THE GOVERNING BODY

SCHOOL NAME: Hunslet Carr Primary School

Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors will operate.

The Governing Body accepts the following principles and procedures:

General

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that the Headteacher is responsible for the implementation of policy and internal organisation and management of the school, and the implementation and operation of the curriculum.
3. We accept that all governors have equal status, and although appointed by different groups (i.e., parents, staff, Diocese) and that every governor's role is to govern the school; in the best interest of pupils, not to represent the interests of the constituency from which they were elected or appointed.
4. We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer.
6. We will encourage open government and shall be seen to be doing so.

7. We will consider carefully, how our decisions may affect other schools.
8. The following details for each governor and associate member will be published on the school's website
 - name
 - category of governor
 - which body appointed them
 - date of appointment
 - term of office
 - date when stepped down (where applicable)
 - names of committees the governor serves on
 - details of any responsibility, e.g. chair or vice chair.
 - relevant business and pecuniary interests (as recorded in the register of interests)
 - attendance record at governing body and committee meetings over the last academic year

Commitment

9. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
10. We will each involve ourselves actively in the work of the Governing Body, attend meetings regularly, and accept our fair share of responsibilities, including membership of committees or working groups.
11. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
12. Every member of the governing body will actively contribute relevant skills and experience
13. We uphold an ethos of professionalism and have high expectations of the governors' role, including an expectation that they undertake whatever training or development activity is need to fill any gaps in the skills they have to contribute to effective governance. If a governor fails persistently to do this they will be in breach of the code of conduct and may bring the governing body or the office of a governor into disrepute – and as such provide grounds for the governing body to consider suspension.

14.

Relationships

15. We will strive to work as a team.
16. We will seek to develop effective working relationships with our Head, staff, parents, the Local Authority, and other relevant agencies (including the Diocesan Authorities where appropriate), and the community.

Confidentiality

17. We will observe confidentiality regarding proceedings of the Governing Body in meetings and from our visits to school as governors.
18. We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
19. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.

Conduct

20. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Body or its delegated agents.
21. We will only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
22. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
23. Our visits to school will be undertaken within the framework established by the Governing Body, in agreement with the Head and staff.
24. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

Suspension

25. If the need arises to use the sanction of suspending a governor, we will do so by following legal requirements so as to ensure a fair and objective process.

Removal

- 26. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.
- 27. If the need arises to use the sanction of removing a governor or removing the Chair, we will do so by following legal requirements so as to ensure a fair and objective process.

SIGNED.....DATE.....