

St Wilfrid's Church of England Primary School GOVERNING BODY

WHAT IS THE GOVERNING BODY?

The Governing Body is made up of individuals from the interested parties which the school serves. Governors come from all walks of life and do not have to be educational professionals. However, the 2012 Constitution Regulations require that any newly appointed governor has, 'the skills required to contribute to the effective governance and success of the school'.

The law states that the purpose of the Governing Body is to "conduct the school with a view to promoting high standards of educational achievement at the school". The Governing Body should have a strong focus on three core strategic functions:

a. **Ensuring clarity of vision, ethos and strategic direction**;

b. **Holding the Headteacher to account for the educational performance of the school and its pupils**; and

c. **Overseeing the financial performance of the school and making sure its money is well spent**.

HOW DOES THE GOVERNING BODY WORK?

The Governing Body works within a legal framework. The Governing Body is a corporate entity and all governors have equal status and rights but have no individual power (except where delegated to act). The members of the Governing Body take collective responsibility for all decisions taken.

The Governing Body works in close partnership with the headteacher to run the school. They establish the strategic framework. The day-to-day management of the school is the responsibility of the Headteacher and staff. As the "lead professional," the Headteacher and professional staff are accountable to the governing body for the school's performance. The headteacher provides the governing body with information on the performance of the school and other reports that the governing body may need to carry out its functions. The governing body offers the headteacher challenge and constructive advice.

The Full Governing Body meets each term. There are four Committees which deal with specific areas of the school in detail (Quality & Standards; Finance & Premises; Strategy/HR and Spirituality). They have their own delegated responsibilities and report back to the FGB. Each Committee meets at least once per term.

WHAT DOES THE GOVERNING BODY DO?

Governors work with the Headteacher making strategic decisions about:

- **Standards** – ensuring a strategic and systematic approach to promoting high standards of educational achievement.
- **Targets** – setting appropriate targets for pupil achievement.
- **Curriculum** – ensuring that the curriculum is balanced and based on the National Curriculum.
- **Policies** – deciding how, in broad strategic terms, the school should be run.
- **Finance** – determining how best to use resources allocated to the school.
- **Staffing** – deciding the staff structure, the pay policy and making decisions on staff pay.
- **Appointments** – appointing the head and deputy headteacher and other staff.
- **Discipline** – agreeing procedures for pupil discipline.
- **Self-evaluation** – understanding how well the school is doing, identifying and monitoring areas for improvement.
- **Developing partnerships** – ensuring the school works effectively with other partners.
- **Community links** – keeping the school at the heart of its community.

WHO ARE THE GOVERNORS?

St Wilfrid's Governing Body is constituted as follows:

- The Headteacher
- 1 Staff governor
- 2 Parent governors
- 8 Foundation governors
- 1 Local Authority governor
- 1 Co-opted governor

Total: 14 governors

Term of Office

Upon election to the governing body, a governor will serve a 4-year term of office. After this period, the governor can chose to stand for re-election or re-appointment. The Headteacher and Ex-Officio Foundation governor are not bound by a term of office and therefore are appointed until such time that they chose to resign.

Staff Governors

There is one governor from staff they can be from teaching or support staff. They are a conduit between the staff and the Governing Body. Staff governors are elected by staff members. The Headteacher can choose to be a governor or not; Mr Hateley has chosen to be a governor.

Mr Simon Hateley



Type of Governor: Headteacher
Term of Office: N/a
Membership of Committees: All committees
Special Responsibilities: Headteacher

Mrs Becky Davies

Type of Governor: Staff
Term of Office: 12th July 2016 – 11th July 2020
Membership of Committees: Quality & Standards
Special Responsibilities:
Background: Becky joined the Governing body in September 2016. She is currently in her seventh year of teaching at St Wilfrid's school. She has previously led English across Key Stage 1 and 2 and this year will be leading Geography and History.

Parent Governors

Parents of pupils at the school elect parent governors. They are governors in their own right and their interests are not just restricted to matters of concern to parents. They share the same duties and responsibilities as other members of the Governing Body, but their particular function is to ensure that a parental view is expressed in relation to matters under consideration by the Governing Body.

Mr Jon Walters



Type of Governor: Parent
Term of Office: 14th November 2017 – 13th November 2021
Membership of Committees: Resources
Special Responsibilities: Health & Safety; Premises
Background: Jon has two children at the school. He has had a long and varied career in the hospitality industry and now works for a large hotel chain where he is responsible for planning and co-ordinating projects and ancillary income streams. He has recently graduated from Birmingham University with a Master of Social Science qualification.

Mr Adam Waller

Type of Governor: Parent
Term of Office: 3rd December 2019 – 2nd December 2023
Membership of Committees: Quality and Standards
Special Responsibilities: Safeguarding
Background: Adam has three children at the school. He is a police officer and is a qualified teacher delivering training to police officers.

Foundation Governors

Foundation governors are appointed either directly by the Diocesan Board of Education (two governors) or on the recommendation of the Parochial Church Councils of the Ascension Church (one governor); St Richard's Church (one governor) and St Wilfrid's Church (three governors) with the purpose of preserving and developing the Christian Ethos of the school. Otherwise they share the same duties and responsibilities as the other members of the Governing Body. The Rector of St Wilfrid's is appointed as an ex-officio governor by the Diocese (this means whoever holds the position is automatically appointed as a governor).

Mr Jon Arnold



Type of Governor: Foundation St Wilfrid's
Term of Office: 1st September 2016 – 31st August 2020
Membership of Committees: Quality & Standards
Special Responsibilities: Admissions; Inclusion (including SEND and Pupil Premium); Ethos
Background: Jon works for a local gap year travel company so is used to interacting with students slightly older than our children at St Wilfrid's! Being involved in running a small business means that Jon brings skills in organisation, with an eye for detail and is used to a varied work load. In his free time, Jon is kept busy with his young family.

Mrs Margaret Gooch



Type of Governor: Foundation Diocese
Term of Office: 7th November 2016 – 6th November 2020
Membership of Committees: Quality & Standards (Chair); Strategy / HR
Special Responsibilities: Vice Chair of Governors; Admissions; English; HT Performance Management; Ethos; Safeguarding
Background: Margaret has been the Headteacher of two primary schools. After retiring from headship she became Chair of Governors of her local church primary school prior to moving to this area last year. She is now a member of St Wilfrid's Church.

Rev Ray Smith



Type of Governor: Foundation ex-officio St Wilfrid's
Term of Office: 1st March 2005 – Not Applicable
Membership of Committees: Resources; Spirituality (Chair); Strategy / HR
Special Responsibilities: RE & Collective Worship; Ethos
Background: Father Ray has served as a Church of England minister since 1980 serving in four parishes. He has worked in St Wilfrid's Parish since 1996. During that time Ray also worked as Senior Chaplain to Sussex Police, and as chaplain to the South East Coast Ambulance Service. He has two adult children both of whom attended St Wilfrid's School. Prior to his ordination Ray worked for just over a year as an auxiliary nurse on a surgical ward. He has an interest in Transport and Postal History

Mrs Jill Garraway (Chair of Governors)



Type of Governor: Foundation St Wilfrid's
Term of Office: 29th September 2015 – 28th September 2023
Membership of Committees: Quality & Standards; Spirituality; Strategy/HR (Chair); School Promotion Working Party
Special Responsibilities: Chair of Governors; Admissions; HT Performance Management; Governor Training; Early Years; Ethos; Data Compliance
Background: Jill worked in senior management in the public sector where she specialised in strategic planning and senior management development. She currently works in the local community college supporting students with literacy difficulties. She has three children who are now in secondary / tertiary education. She is a member of St Wilfrid's Church.

Mrs Carolyn Brading



Type of Governor: Foundation St Richard's
Term of Office: 1st September 2018 – 31st August 2022
Membership of Committees: Spirituality; School Promotion Working Group
Special Responsibilities: Website/Branding; Ethos
Background:

Mr David Martin



Type of Governor: Foundation Ascension
Term of Office: 7th August 2018 - 6th August 2022
Membership of Committees: Resources (Chair); Spirituality
Special Responsibilities: Finance; Ethos
Background: David began his career as a Chemistry teacher in a 14-18 comprehensive school in Derbyshire, after a year spent teaching in Kenya. He later joined the British Council as an education adviser, before moving into senior management overseas in Nigeria, Palestinian Territories, Zimbabwe, Hungary and Pakistan. He returned to headquarters in 2012 as Head of the Global Schools programme in the British Council. He retired in 2014 and has since trained as an Executive Coach. He has been a governor in a Church of England Secondary School and joined St Wilfrid's governing body in 2019.

Vacancy

Type of Governor: Foundation St Wilfrid's
Term of Office:
Membership of Committees:
Special Responsibilities:
Background:

Vacancy

Type of Governor: Foundation
Term of Office:
Membership of Committees:
Special Responsibilities:
Background:

Authority Governors

Authority governors are appointed by the Local Authority. They are members of the community who have expressed a desire to serve as a governor of a school; they do not have to have any direct association with the school but they may do so.

Mrs Ruth de Mierre



Type of Governor: Authority
Term of Office: 12th February 2016 – 11th February 2020
Membership of Committees: Resources; School Promotion Working Party
Special Responsibilities: Inclusion (Including SEND and Pupil Premium); Children Looked After (CLA)/ Previously Looked After Children (PLAC); Young Carers
Background: Ruth is the District and Town Councillor for Bentswood Ward, together with holding the Chairmanship of the Haywards Heath Town Team and active member of the Bentswood Community Partnership.

Co-opted Governors

The Governing Body appoints Co-opted governors. Through these appointments, the Governing Body try and ensure a mixture of expertise and knowledge amongst their membership.

Mr Ian Michael

Type of Governor: Co-opted
Term of Office: 20th May 2019 – 19th May 2023
Membership of Committees: Resources (Vice Chair)
Special Responsibilities: PE & Sports Premium; Governors Fund Account
Background: Ian is a senior accountant with over forty years experience in finance, he also holds legal qualifications. He has three grown up children who attended primary school locally. Since 2002 he has been Treasurer of St Wilfrid's Parochial Church Council.

Associate Governors

These are appointed by the Governing Body for specific skills as and when needed. They may be appointed to specific committees and may or may not have voting rights.

Clerk

The Clerk is appointed by the Governing Body. They attend the Full Governor's and Committee Meetings and are responsible for the agenda, minutes and general administration and support for the governing body.

Mrs Wendy Loft



Clerk to Governors
Since: 3rd June 2015
Background: Wendy is the Clerk to Governors and is an Accredited Clerk. Professionally, Wendy was an office administration Manager for a large bank for 15 years but gave this up to be a full-time mum. Both her sons attended St Wilfrid's School. She started work for the West Sussex Clerking Agency in 2009 and has provided clerking services to a number of schools during this time; she is currently also the permanent Clerk for two other Primary schools in West Sussex

Previous Governors (last 12 months)

Name	Type of Governor	Term of Office	Membership of Committees	Special Responsibilities
Mrs Nicola Short	Parent	3/11/16-31/7/19	Q&S	Safeguarding; Prevent; Maths
Mrs Sue Neatherway	Associate *(Foundation)*	1/9/18-31/8/19 *(1/7/05-31/8/18)*	Resources *(Resources; Strategy)*	*(Vice Chair; Safeguarding; Admissions)*
Mr Hesaan Sheridan	Associate (Foundation)	18/9/17-23/9/19 (8/1/16-17/9/17)	Resources (Resources; Spirituality)	*Premises; Health & Safety; School Travel Plan*
Mr Pete Lowson	Foundation	29/9/15-28/9/19	Resources; Strategy	Finance

Updated: 6/1/2020