# Governors Pack

## Holmer Lake Primary School

# Governors at Holmer Lake Primary School



**Mrs Harv Kumar**
Headteacher



**Mrs Barbara Williams**
Chair of Governors Local Authority Governor



**Mrs Jo Davies**
Safeguarding Lead
Staff Governor



**Mrs Amy Pearson**
Business Manager
Staff Governor



**Mrs Carrieann Clayton**
Co-opted Governor



**Mrs Hope Hevingham**
Co-opted Governor



**Mrs Stephanie McCormick**
Parent Governor

# Holmer Lake Governors

Holmer Lake Governors work together as a team to support and guide the head and staff to maintain the high standard of education we all want for our wonderful children.

Individually we bring different and important skills to the group.

Together we aim to make sure there are high aspirations for all our children, so that they can achieve the best possible outcome.

We represent parents/carers, the staff, local authority, and the wider community.

We believe that the skills that we bring from our life and work experiences add to our ability to be a constructive, strategic, and challenging friend and mentor to the Holmer Lake family. We aim to ensure that Holmer Lake is a safe, inclusive, happy, and productive space for everyone.

We are all proud to form part of the leadership team of our school.

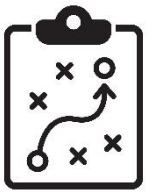
We are helped in our mission to guide Holmer Lake to be the best school possible by listening to the views of pupils, parents, carers, and staff. These are the opinions that help us monitor our progress. They are an important factor when used with other relevant data to inform future planning and ensure an even more productive learning environment for our children.

As a Governing Body we welcome and encourage any exchange of constructive ideas and opinions about Holmer Lake which would lead to improvement in learning outcomes and future success.

If you wish to discuss anything with a member of the Governing Body, please contact the office and they will forward your request.

# The Responsibilities of a School Governing Body

School governors have a wide range of responsibilities, and while specific duties may vary depending on the school, there are several core areas in which they are typically involved.



## Strategic Planning

Governors work closely with the headteacher or principal and senior leadership team to develop and review the school's strategic vision and goals. Governors agree on the school improvement plan, and they contribute to the creation of policies, oversee their implementation, and ensure that they align with the school's ethos and values. By actively participating in strategic planning, governors help shape the direction of the school and help to ensure its long-term success.



## Performance Management

Governors monitor the school's performance, including academic achievements, attendance rates, and the progress of students. They analysis data, ask challenging questions, and hold the school accountable for meeting targets and delivering high-quality education. By actively engaging in performance management, governors help identify areas for improvement and celebrate successes.



## Financial Oversight

Governors are responsible for overseeing finances. They review budgets, ensure effective financial management, and make decisions regarding resource allocation to support the school's educational objectives. By actively engaging in financial oversight, governors contribute to the efficient and responsible use of resources including using a 'best value' approach, ensuring that the school operates within its budget and can provide the best possible education for its students.



## School Improvement

Governors support and challenge the school to continuously improve. They provide guidance on issue such as curriculum development, student welfare, and staff recruitment and retention. They may also participate in inspections and contribute to action plans arising from them. Ideally, governors should be involved in setting the school's targets, such as for pupil progress and attainment, attendance, closing the disadvantaged gap, and so on. By actively engaging in school improvement, governors help create an environment where students can thrive and reach their full potential.



## Stakeholder Engagement

Governors act as a link between the school and its stakeholders, including parents, staff, students, and the wider community. They respond to concerns and ensure that the voice of different stakeholders is heard. By actively engaging with stakeholders, governors foster a sense of community and collaboration, building positive relationships that benefit the school and its students.

As a governor, one is expected to perform a myriad of tasks. These include:

- Monitoring the school's budget
- Acting as a "critical friend" by asking pertinent questions
- Reviewing school policies
- Analysing the school's curriculum plan and its staffing structure
- Scrutinising the school's performance in various areas

Governors may also act as link governors on specific issues, report to the schools' stakeholders, set the headteacher's pay, and appoint the headteacher and other senior leaders when required.

## Committees within local governing bodies (LGBs)

Withing LGBs, various committees focus on specific areas of school management, ensuring thorough oversight and effective governance. The achievement and standard committee, for instance, takes on matters relating to assessment, pupil progress, and curriculum. This committee is also responsible for monitoring and evaluating the school's academic performance, identifying areas for improvement, and developing strategies to enhance learning outcomes.

The finance and resources committee plays a pivotal role in guiding and assisting the school in budgeting and other financial matters. This includes monitoring expenditure, ensuring financial efficiency, and making sure the school operates within its allocated budget. Beyond financial resources, this committee also assesses the use off other 'resources', such as staff and facilities, to ensure they are effectively utilised for teaching and learning.

Some schools also have a personnel and performance management committee, which oversees staff-related issues, including the appraisal of the headteacher. This committee plays a crucial role in reviewing and setting performance-related pay policies and progression criteria. It is also typically involved in broader HR issues, such as recruitment, staff development, managing employment disputes, and ensuring the school attracts, retains, and develops high-quality staff.

These committees work in conjunction with the full governing body, each contributing their unique perspective and expertise to facilitate sound decision-making and enhance the school's overall performance. Their collective efforts contribute to a comprehensive governance structure that supports the school's vision, ethos, and strategic direction.

**The Core Function of the Governing Body at Holmer Lake Primary School**

As part of the governing board team, a governor is expected to:

**Contribute to the strategic discussions at governing board meetings which determine:**

- the vision and ethos of the school.
- clear and ambitious strategic priorities and targets for the school.
- that all children, including those with special educational needs, have access to a broad and balanced curriculum.
- the school's budget, including the expenditure of the pupil premium allocation.
- the school's staffing structure and key staffing policies.
- the principles to be used by school leaders to set other school policies.

**Hold the senior leaders to account by monitoring the school's performance; this includes:**

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan.
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance.
- asking challenging questions of school leaders.
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits.
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies.
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority.
- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers.
- Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (continuing professional development), and suitable premises, and that the way in which those resources are used has impact).

**When required, serve on panels of governors to:**

- appoint the headteacher and other senior leaders.
- appraise the headteacher.
- set the headteacher's pay and agree the pay recommendations for other staff.
- hear the second stage of staff grievances and disciplinary matters.
- hear appeals about pupil exclusions.

Being a Governor is an extremely important role, in terms of holding the school to account and meeting everyone's needs. It is also vital that Governors represent all stakeholders and recognise the importance of the school's place in the local community.