

Governor's Manual

Stonegate C of E Primary School



September 2022

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1. Welcome!

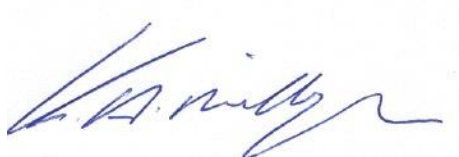
Welcome to the Stonegate Church of England Primary School Governing Body.

I'd like to thank you very much for your time, commitment and interest in helping the school provide excellent education to our children.

As governors, we are responsible for overseeing the management side of the school: strategy, policy, budgeting and staffing. By doing this, we help the school to run as effectively as possible, working alongside the head, deputy head, and indeed all staff to ensure we are the best we can possibly be.

I appreciate that becoming a governor can sometimes be a little daunting. This Governor Pack will hopefully help to answer many of your initial questions and provide some key information that will help you get started, and also during your time as a governor.

Thank you once again, and best wishes,

A handwritten signature in blue ink, appearing to read 'K. Millington', written over a light blue grid background.

Kevin Millington
Chair of Governors

2. Contact details

School address:

Stonegate C of E School
Station Road
Stonegate
East Sussex
TN5 7EN

Telephone:

01580 200415

Email address:

Head Teacher, Jonathan Elms: head@stonegate.e-sussex.sch.uk
Chair of Governors, Kevin Millington: kmillington@stonegate.e-sussex.sch.uk
Clerk to the governing Body, Tanya Lopez: stonegateclerk@stonegate.e-sussex.sch.uk

Website:

www.stonegateschool.org

3. Our Visions

Stonegate Church of England Primary School Vision

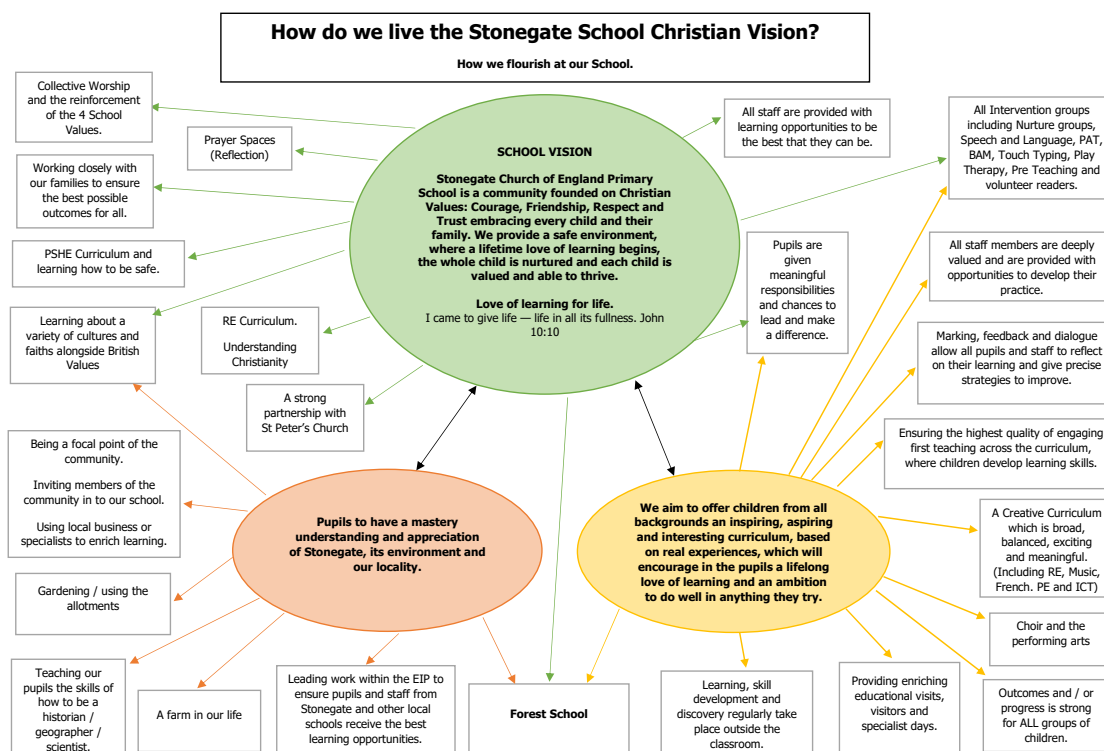
Stonegate Church of England Primary School is a community founded on Christian Values: Courage, Friendship, Respect and Trust embracing every child and their family. We provide a safe environment, where a lifetime love of learning begins, the whole child is nurtured and each child is valued and able to thrive.

We aim to offer children from all backgrounds an inspiring, aspiring and interesting curriculum, based on real experiences, which will encourage in the pupils a lifelong love of learning and an ambition to do well in anything they try.

Love of learning for life: I came to give life — life in all its fullness. John 10:10

Governing Body Mission Statement

Our aim is for Stonegate Church of England Primary School to be a place the local community can be proud of and is the best in the local area. We will achieve this through challenging, encouraging and supporting the head teacher, whose leadership, organisation and management of the school will ensure all children realise their full potential and develop into happy, polite and confident people who have a *love of learning for life*.



4. Governors

The following is the Governing Body and term of office end date:

Chair and Local Authority Governor: Kevin Millington, 23rd January 2025

Vice chair and Co-opted Governor: Jessica Watkins, 31st August 2026

Clerk to the board: Tanya Lopez

Parent Governor: Jessica Tabbah, 21st September 2026

Parent Governor: Jelena Lentzos, 21st September 2026

Headteacher: Jonathan Elms

Staff governor: Lucy Hazeldine

Foundation Governor: Phoebe Cameron, 5th October 2024

Foundation Governor: Heather Ratcliff, 8th February 2023

Co-opted Governor: Rosalind Upton, 21st September 2026

Co-opted Governor: Simon Hayes-Fisher, 24th January 2026

Co-opted Governor: James Turner, 24th January 2026

Co-opted Governor: Nicky Gaffney, 27th January 2025

GovernorHub

We use GovernorHub to securely store all relevant documents, including minutes and agendas for all meetings, together with up-to-date profiles for each governor and log their attendance to meetings.

On your appointment a registration link will be sent to you by our Clerk. Please fill in under the Declarations section any Business Interests that you need to disclose to the board and update the Training section with any relevant courses you have attended which would help you better perform your role as a Governor at Stonegate CE Primary.

5. Staff list

Headteacher: Jonathan Elms

Deputy headteacher: Lucy Hazeldine

Special educational needs Co-ordinator (SENCO): Marta Sanchez-Diaz

Designated safeguarding lead (DSL): Jonathan Elms

Class teacher (Pre-School): Charlotte Jackson

Class teacher (EYFS): Lucy Hazeldine

Class teacher (Year 1-2): Marta Sanchez-Diaz

Class teacher (Year 3-4): Anna Benford

Class teacher (Year 5-6): Clare Bull

School Secretary/ Bursar: Debra Keeler

Caretaker: Marinus Butler

Data protection officer (DPO): Debra Keeler

6. School dates

Autumn term 2022

Term starts on: Monday 6th September 2022

Term ends on: Friday 17th December 2022

Half term is between: 25th October 2022 – 29th October 2022

Winter holiday: 20th December 2022 – 3rd January 2023

Inset Days: Wednesday 30th August, Thursday 1st and Friday 2nd September 2022

Full governing board meetings: Thursday 1st and 22nd September and Tuesday 3rd November 2022

Finance Committee meetings: Tuesday 4th October and Tuesday 6th December 2022

Spring term 2023

Term starts on: Tuesday 4th January 2023

Term ends on: Friday 1st April 2023

Half term is between: 14th February 2021 – 18th February 2023

Spring holiday: 4th April 2021 – 18th April 2023

Full governing board meetings: Tuesday 17th January, Tuesday 7th February and Tuesday 28th March 2023

Finance Committee meetings: Tuesday 24th January and Tuesday 14th March 2023

Summer term 2023

Term starts on: Wednesday 20th April 2023

Term ends on: Thursday 21st July 2023

Half term is between: 30th May – 3rd June 2023

Summer holiday: 23rd July – 4th September 2023

Inset Days: Tuesday 19th April, Monday 6th June and Friday 22nd July 2023

Public holidays: Monday 2nd May 2023

Full governing board meetings: Tuesday 9th May and Tuesday 4th July 2023

Finance Committee meetings: Tuesday 25th April and Tuesday 20th June 2023

7. Our 3 Core Functions

The 3 functions of our Governing Body are to:

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

8. Our Code of Conduct and the 7 Nolan Principles of Public Life

Our Code of Conduct (see *1. Code of Conduct*) aims to set and maintain standards of conduct that we expect all governors to follow.

We aim to ensure that governors carry out their role with honesty and integrity, and help us to ensure our school is an environment where everyone is safe, happy and treated with respect. We will follow these principles which apply to anyone who holds a public office:

- **Selflessness** – we will act in the public interest
- **Integrity** – we will not act or take decisions to gain financial or other material benefits for ourselves, our family, or our friends. We will declare any conflict of interests
- **Objectivity** – we will act and take decisions impartially, fairly, and on merit. We will use the best evidence and avoid discrimination or bias
- **Accountability** – we understand that we are accountable to the public for our decisions and actions. To make sure of this, we will be scrutinised where necessary
- **Openness** – we will act and take decisions openly and transparently. We will not withhold information from the public unless there are clear and lawful reasons for doing so
- **Honesty** – we will be truthful
- **Leadership** – we will actively promote and support the above principles and will challenge poor behaviour wherever it happens

9. Child Protection Policy

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors. Our policy and procedures also apply to extended school and off-site activities.

Our school's Child Protection Policy (see *2. Child Protection & Safeguarding Policy*) aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly training in recognising and reporting safeguarding issues

In addition to being familiar with our policy, all governors should read the Department for Education's statutory safeguarding guidance [Keeping Children Safe in Education](#), and review this guidance at least annually.

10. Health and Safety Policy

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Our school's Health and Safety Policy (see 3. *Health and Safety*) aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

11. Governors' Allowances

The Governing Body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that members incur through carrying out their duties.

Our Governors' Allowances Policy (see 4. *Governor Allowances*) sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

12. Conflicts of Interest

At Stonegate C of E School, we want to ensure that the decisions taken by the Governing Body are free from personal bias, and don't unfairly benefit any individual or company connected to the school.

Our Conflicts of Interest Policy (see 5. *Conflicts of Interest Policy*) aims to ensure that:

- Everyone to whom the policy applies understands what a conflict of interest is
- Everyone to whom the policy applies understands their responsibility to identify and declare any conflicts of interest
- Every potential relevant conflict of interest, or perceived conflict of interest, is identified, recorded and prevented
- Decision-making isn't affected by conflicts of interest
- There are clear procedures for managing conflicts of interest where these arise

13. Our scheme of delegation

Our Scheme of Delegation (see 6. *Scheme of Delegation*) sets out which committees will take decisions and carry out certain functions of the Governing Body.

The responsibilities of each committee will be set out in its terms of reference.

14. Our committees and working groups

The Finance Committee has a terms of reference and meets six times a year. All the Working Groups are informal and can be convened as and when required. Generally, there is a connection between Link Governor roles and Working Group members.

COMMITTEE NAME AND REMIT	MEMBERS
Finance Committee Remit: Oversee the financial performance of the school and make sure money is well spent	Chair: James Turner Governors: Simon Hayes-Fisher, Kevin Millington, Jess Watkins

15. Our link governors

LINK	LEAD	SUPPORT
Safeguarding / Health & Safety	Kevin Millington	James Turner
Leadership and Management	Simon Hayes-Fisher	Kevin Millington
Special Educational Needs (SEND)	Jessica Tabbah	Phoebe Cameron
Early Years (EYFS)	Nicky Gaffney	Jess Watkins
RSHE (incl. equality and diversity)	Jess Watkins	Nicky Gaffney
Governor Training	Jess Watkins	
Church and Community Ethos / Attendance	Phoebe Cameron	Jessica Tabbah
Succession Planning (academies etc)	Kevin Millington, Jess Watkins, Phoebe Cameron	
Results and Data	Jelena Lentzos	Kevin Millington
Marta Sanchez-Diaz Anna Benford Claire Bull	Simon Hayes-Fisher Nicky Gaffney Roz Upton	Jessica Tabbah Jess Watkins Phoebe Cameron

16. School Visits Information

Each governor is expected to make *at least* one visit to the school during the academic year. The overall aim of each visit will be agreed in advance with the Head Teacher (and where applicable, the Chair of Governors) and is usually related to the School Development Plan.

The scheduling of each visit is usually agreed at each Governing Body meeting (and is a fixed item on the agenda). However, they can be scheduled outside of these, through coordination of the Head Teacher and the Chair of Governors.

All governor visits should be followed up by a written report (see 7. *Governor School Visit Template Form*).

17. SDP/SEF

SDP

Our School Development Plan (SDP) summary for 2022/23 can be found in the Governors Manual folder (8. *SDP 2022-2023*). It is a document that sets out all the actions that'll drive our school's improvement against its objectives for the next academic year.

We use this document to hold our school leaders to account. It's meant to be a practical tool for driving improvement and advancing our school's long-term strategy.

SEF

Unlike the SDP, which looks ahead through the year, the Self Evaluation Form (SEF) (see: 8. *Self-Evaluation Document 2022-2023*) is a snapshot of where our school is at this time. It is updated by the headteacher on a termly basis and circulated prior to each Governing Body meeting.

18. Online Resources

There are a number of online resources that are of considerable help and worth reading. The Key has many online resources and is a good first place to look for help. For The Key, you will need a password, which the Clerk to the Governing Body can provide.

The Key

The Key for School Governors

<https://schoolgovernors.thekeysupport.com>

Governors Online

East Sussex County Council

<https://governors.eastsussexlearning.org.uk>

NGA Learning Link

National Governance Association

<https://nga.vc-enable.co.uk>

Virtual School Bag

East Sussex County Council

<https://vsb.eastsussex.gov.uk>

19. Other Resources

Other resources in the Governors Manual and Appendices folder include:

1. *FGB Terms of Reference*
2. *School Roles Who's Who*