

## THE GOVERNING BODY

Governing boards are the strategic decision makers and vision setters in every school and academy. They play a vital role in ensuring the best possible education for every child by creating robust accountability for school leaders. Crucially, that means using and being familiar with objective data on the performance of pupils, teachers and finances to ask the right questions and ensure resources are allocated to school priorities. It also means ensuring that schools prepare pupils for life and the workplace by building their character and resilience and by implementing their Prevent duty to protect them from the risks of extremism and radicalisation. Governing bodies should have a strong focus on three core strategic functions:

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

Governing bodies are the key strategic decision-making body of every school. It is their role to set the school's strategic framework and to ensure all statutory duties are met. The governing body should ensure that the school has a medium to long-term vision for its future. The governing body should also ensure that there is a robust strategy in place for achieving its vision. This strategy should address the fundamental questions of where are we now, where do we want to be, and how are we going to get there.

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

Governing bodies should work to support and strengthen the leadership of the Headteacher, and hold them to account for the day-to-day running of the school, including the performance management of teachers. Governing bodies should play a strategic role, and avoid routine involvement in operational matters.

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

Governing bodies are responsible for making sure their school's money is well spent. They should do this by making sure they have at least one governor with specific skills and experience of financial matters, and by asking questions such as:

- *Are we allocating our resources in line with our strategic priorities?*
- *Are we making full use of all our assets and efficient use of all our financial resources?*
- *Are other schools buying things cheaper or getting better results with less spending per pupil?*
- *How can we get better value for money from our budget?*

Source: DfE, *Governance Handbook*, November 2015

## THE GOVERNING BODY

<b>RANI BEGUM, PARENT GOVERNOR</b>	
Governor's full names:	Rani Begum
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by election (in accordance with the governing body's instrument of government):	Elected by parents (Parent Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	3 of 6 (100%)
Attendance record at committee meetings over academic year 2014/2015:	

<b>OLIVIA DAVID, PARENT GOVERNOR</b>	
Governor's full names:	Olivia David
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by election (in accordance with the governing body's instrument of government):	Elected by parents (Parent Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	5 of 6 (83.3%)
Attendance record at committee meetings over academic year 2014/2015:	

## LINDA DOWNS, STAFF GOVERNOR

Governor's full names:	Linda Downs
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by election (in accordance with the governing body's instrument of government):	Elected by staff (Staff Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	3 of 6 (100%)
Attendance record at committee meetings over academic year 2014/2015:	

## AMIRA ISLAM, PARENT GOVERNOR

Governor's full names:	Amira Islam
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by election (in accordance with the governing body's instrument of government):	Elected by parents (Parent Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	4 of 6 (66.6%)
Attendance record at committee meetings over academic year 2014/2015:	

## GILLIAN KEMP, HEADTEACHER

Governor's full names:	Gillian Kemp
Date of appointment:	
Term of office:	Ongoing, whilst in post as headteacher.
Appointment (in accordance with the governing body's instrument of government):	Ex-officio Staff Governor (headteacher)
Relevant business and pecuniary interests (as recorded in the register of interests):	Harpers Builders and Essex and Rayleigh Roofing
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	6 of 6 (100%)
Attendance record at committee meetings over academic year 2014/2015:	9 of 9 (100%)

## RAJSHREE LATORIA, CO-OPTED GOVERNOR

Governor's full names:	Rajshree Latoria
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by (in accordance with the governing body's instrument of government):	The Governing Body
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	Governor, Culloden Primary Academy
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	4 of 6 (66.6%)
Attendance record at committee meetings over academic year 2014/2015:	

### **JULIA MEACHER, CO-OPTED GOVERNOR**

Governor's full names:	Julia Meacher
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by (in accordance with the governing body's instrument of government):	The Governing Body
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	4 of 6 (66.6%)
Attendance record at committee meetings over academic year 2014/2015:	

### **DARREN MILLGATE, LOCAL AUTHORITY GOVERNOR**

Governor's full names:	Darren Millgate
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by the governing body (in accordance with the governing body's instrument of government):	LA Governor
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	2 of 6 (33.3%)
Attendance record at committee meetings over academic year 2014/2015:	

## KAM NIJAR, ASSOCIATE GOVERNOR

Governor's full names:	Kam Nijar
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by the governing body (in accordance with the governing body's instrument of government):	Associate Governor
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	-
Attendance record at committee meetings over academic year 2014/2015:	-

## JACQUI STANFORD, ASSOCIATE GOVERNOR

Governor's full names:	Jacqui Stanford
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by the governing body (in accordance with the governing body's instrument of government):	Associate Governor
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	-
Attendance record at committee meetings over academic year 2014/2015:	-

## SUE STOLLERY, CO-OPTED GOVERNOR

Governor's full names:	Sue Stollery
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by (in accordance with the governing body's instrument of government):	The Governing Body
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	4 of 6 (66.6%)
Attendance record at committee meetings over academic year 2014/2015:	

## HELEN TAYLOR, CO-OPTED GOVERNOR

Governor's full names:	Helen Taylor
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by (in accordance with the governing body's instrument of government):	The Governing Body (Staff Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	4 of 6 (66.6%)
Attendance record at committee meetings over academic year 2014/2015:	

## GORDON WARREN, CO-OPTED GOVERNOR

Governor's full names:	Gordon Warren
Date of appointment:	29/09/2015
Term of office:	4 years
Appointed by (in accordance with the governing body's instrument of government):	The Governing Body
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	Governor, St Lawrence Independent Boarding College / Trustee, Guildhall School Graduate Orchestra
Attendance record at governing body meetings over academic year 2014/2015:	4 of 6 (66.6%)
Attendance record at committee meetings over academic year 2014/2015:	

### INFORMATION ABOUT OUR ASSOCIATE MEMBERS

Associate members are not governors but may be appointed by the governing body to sit on committees. They have the right to attend full governing body meetings and receive the agenda and other paperwork, but do not have any voting rights at FGB meetings. However, the governing body can choose to assign them voting rights at committee level, subject to a small number of statutory restrictions. Associate members are not listed in the instrument of government.



## GOVERNORS AND ASSOCIATE MEMBERS WHO SERVED ON THE GB IN LAST TWELVE MONTHS

<b>ASMA AHMED, PARENT GOVERNOR</b>	
Governor's full names:	Asma Ahmed
Date stepped down:	
Term of office:	4 years
Appointed by election (in accordance with the governing body's instrument of government):	Elected by parents (Parent Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	
Attendance record at committee meetings over academic year 2014/2015:	

<b>RUMA CHOUDHURY, PARENT GOVERNOR</b>	
Governor's full names:	Ruma Choudhury
Date stepped down:	
Term of office:	4 years
Appointed by election (in accordance with the governing body's instrument of government):	Elected by parents (Parent Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	
Attendance record at committee meetings over academic year 2014/2015:	

## TRACY MATTISON, STAFF GOVERNOR

Governor's full names:	Tracy Mattison
Date stepped down:	
Term of office:	4 years
Appointed by election (in accordance with the governing body's instrument of government):	Elected by staff (Staff Governor)
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	None
Attendance record at governing body meetings over academic year 2014/2015:	
Attendance record at committee meetings over academic year 2014/2015:	

## FRANCISCA SIOW, COMMUNITY GOVERNOR

Governor's full names:	Francisca Siow
Date stepped down:	
Term of office:	4 years
Appointed by (in accordance with the governing body's instrument of government):	The Governing Body
Relevant business and pecuniary interests (as recorded in the register of interests):	None
Governance roles in other educational institutions	None
Relationships between other governors or school staff (including spouses, partners and close relatives):	Governor, St Lawrence Boarding College / Trustee, Guildhall School Graduate Orchestra
Attendance record at governing body meetings over academic year 2014/2015:	
Attendance record at committee meetings over academic year 2014/2015:	

## GOVERNING BODY COMMITTEES

Committee	Members	Frequency
Full Governing Body	Chair of Governors Vice-Chair of Governors all Governors Headteacher Clerk	Six times per year, as follows: Headteacher's Report and Curriculum (termly) • Policies and Procedures (termly)
Finance, Personnel and Premises	Sue Stollery Darren Millgate Linda Downs Headteacher	Termly (three times per year)
Pay	Rajshree Laturia Gordon Warren Headteacher	As required
Salary Appeals	Three governors chosen from a pool of governors (excluding staff)  <i>Appeals committees do not include governors from the original hearing</i>	As required
Hearings (such as Grievance, Disciplinary and Staff Dismissal)		As required
Pupil Discipline and Exclusions		As required
Appeals		As required
Headteacher Performance Management		Three appointed and relevantly trained governors

## REGISTER OF BUSINESS INTERESTS AND SUBJECT LINKS

Name	Appointed by	Business Interests/ Governance in other Educational Institutions	Subject Link	Voting Rights
Rani Begum	Parent Governor (Elected by parents)	None	Humanities (Geography, History and RE) English	Y
Olivia David	Parent Governor (Elected by parents)	None	Music Modern Foreign Languages (MFL) PHSE (P4C)	Y
Linda Downs	Staff Governor (Elected by staff)	None	P.E.	Y
Amira Islam	Parent Governor (Elected by parents)	None	Humanities (Geography, History and RE)	Y
Gillian Kemp	Headteacher (ex officio)	Harpers Builders Essex and Rayleigh Roofing	-	Y
Rajshree Laturia	Co-opted Governor	Governor, Cullogen Primary Academy	Maths Gifted & Talented	Y
Julie Meacher	Co-opted Governor (Parent Governor)	None	Curriculum Child Protection	Y
Darren Milgate	LA Governor (Appointed by LA)	None	Inclusion SEN Computing	Y
Kam Nijar	Associate Governor	None	-	?
Jacqui Stanford	Associate Governor	None	-	?
Sue Stollery	Co-opted Governor	None	Early Years Foundation Stage	Y
Helen Taylor	Co-opted Governor (Staff Governor)	None	Child Protection SEN/Inclusion	Y
Gordon Warren	Co-opted Governor	Governor, St Lawrence Independent Boarding College Trustee, Guildhall School Graduate Orchestra	Science Health and Safety Art and DT	Y

## BACKGROUND INFORMATION

Statutory guidance setting out the arrangements for the constitution of school governing bodies was re-published on 14th August 2015.

The guidance says:

### **Publication of Governor's Details and the Register of Interests**

(Paragraph 25): Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form.

This should include:

- a) the structure and remit of the governing body and any committees, and the full names of the chair of each;
- b) for each governor who has served at any point over the past 12 months:
  - their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
  - relevant business and pecuniary interests (as recorded in the register of interests) including:
    - governance roles in other educational institutions;
    - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
  - their attendance record at governing body and committee meetings over the last academic year.

### Paragraph 26

Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.

### Paragraph 27

Governing bodies should make it clear in their code of conduct that this information will be published on their governors and any associate members. Any governor failing to provide information to enable the governing body to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body should consider suspending the governor.