

The Federation of Nettlestone & Newchurch Primary Schools



Governing Body Information – 2023/24

What Do Governors Do?

The role of the governing body is a strategic one, its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the headteacher (a critical friend)

Every governing body has a clerk whose role is to provide administrative support and advice on governance, constitutional and procedural matters.

Governors at the Federation of Nettlestone & Newchurch Primary Schools

The Federation of Nettlestone & Newchurch Primary Schools has one governing body overseeing the strategic direction of the Federation. The Governing Body meets once a term and all governors sit on at least one of the **Safeguarding Committee, Quality of Education Committee, Finance & Well-Led Committee or Policies Committee.**

Committee	Quality of Education	Safeguarding	Finance & Well-Led	Policies
General Remit	Curriculum: - Design - Coverage - Appropriateness - Delivery - Teaching - Assessment - Attainment & Progress	- Behaviour - Exclusions - Attendance - Diversity - Well-being - Personal development - Safeguarding - Healthy lifestyles - SMSC	- Leadership - Vision and Ethos - Staff Development - Staff Workload - Financial Planning - Premises - Pay	- Implementation and review of statutory and non-statutory policies
Chair	Ian Watterson	Mick Day	Anne Rumbold	Mick Day
Membership	One half (rounded up to a whole number) of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.	One half (rounded up to a whole number) of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.	One half (rounded up to a whole number) of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.	One half (rounded up to a whole number) of the total membership will constitute a quorum. In the event of a tied vote, the Chair may exercise a casting vote.
Frequency of meetings	The Committee will meet at least 3 times per academic year and will hold additional meetings as are necessary.	The Committee will meet at least 3 times per academic year and will hold additional meetings as are necessary.	The Committee will meet six times per academic year and will hold additional meetings as are necessary.	The Committee will meet at least 3 times per academic year and will hold additional meetings as are necessary.

Governors also play a key role in monitoring by visiting the school, analysing school performance data, talking to staff and talking to pupils.

The Governors at the Federation of Nettlestone & Newchurch Primary Schools are listed below.

If you are interested in becoming a Governor, please contact the Clerk, (Paige Baldwin) by email to clerk@newchurchprimaryschool.co.uk or by letter c/o Nettlestone or Newchurch Primary School.

Co-Chairs of Governors: Ian Watterson and Mick Day

List of Governors

Name	Type of Governor	Appointed by	Term of office	Positions of responsibility / Committees	Attendance (12 months from 01/09/22 to 31/07/23)
Hannah Berners	Co-opted	Governing Body	06/11/2023 until 05/11/2027	Safeguarding Committee Nominated Data Governor <i>RE Link Governor</i> <i>SEND Link Governor</i>	Full Governing Body = 20% Safeguarding = 33%
Mick Day	Co-opted	Governing Body	14 July 2020 until 13 July 2024	Co-Chair of Governing Body Quality of Education Committee Finance & Well-Led Committee Safeguarding Committee (Chair) (Personal Development) Policies Committee (hair) Single Equalities Governor <i>Spelling & phonics Link Governor</i> <i>Maths Link Governor</i>	Full Governing Body = 80% Safeguarding = 66% Finance and Well Led = 66% Quality of Education = 66%
Allan Gregory	Co-opted	Governing Body		Quality of Education Committee Pay Committee Sports Premium Governor <i>PE Link Governor</i> <i>Healthy Schools Link Governor</i> <i>Computing Link Governor</i>	Full Governing Body = 100% Quality of Education = 100%
Kirsty Howarth	Executive Headteacher (staff)	Governing Body	6 March 2014	Safeguarding Committee Quality of Education Committee Finance & Well-Led Committee	Full Governing Body = 100% Safeguarding = 100% Quality of Education = 100% Finance & Well-Led = 100%
Anna Jacobs	Co-opted (staff)	Governing Body	14 July 2020 until 12 July 2024	Safeguarding Committee Quality of Education Committee Finance & Well-Led Committee	Full Governing Body = 100% Finance & Well –Led = 100% Safeguarding = 100% Quality of Education =100%

Anne Rumbold	Co-opted	Governing Body	06/03/2022 until 01/03/2026	Finance & Well-Led Committee (chair) Safeguarding Committee Quality of Education Committee Young Governors Liaison Governor Well-being Governor Art and Music Link Governor Policies Committee	Full Governing Body = 80% Finance and Well-Led = 83% Quality of Education = 33% Safeguarding = 66%
Rachel Speake	Co-opted – associate	Governing Body	16/10/2023 until 15/10/2027	Policies Committee Policies Governor Humanities Link Governor Finance & Well-Led Committee	Full Governing Body = 80% Finance and Well-Led=66%
Emma Kelly	Staff	Staff	14/10/20 until 13/10/24	Safeguarding Committee Finance & Well-Led Committee	Full Governing Body = 100% Safeguarding = 100% Finance and Well-Led = 83%
Louise Parkin	Co-opted (staff)	Governing Body	15/10/20 until 14/10/24	Safeguarding Committee Quality of Education Committee	Full Governing Body = 100% Safeguarding = 100% Quality of Education =66%
Ian Watterson	LA	Governing Body	5/4/22 until 4/4/26	Co-Chair of Governing Body Finance & Well-Led Committee Quality of Education Committee (Chair) Pay Committee Policies Committee Curriculum Governor Reading & Writing Link Governor Science Link Governor	Full Governing Body = 100% Finance & Well-Led = 100% Quality of Education = 100%
Mark Flanders	Co-opted	Governing Body	5/04/22 until 4/04/26	Safeguarding Governor Safeguarding Committee Quality of Education Committee	Full Governing Body = 60% Safeguarding = 66% Quality of Education = 33%
Naomi Wrixon	Co-opted	Governing Body	16/01/23 until 16.01.27	Safeguarding Governor Safeguarding Committee Pay Committee	Full Governing Body = 60% Safeguarding = 66%

Sarah Long	Co-opted	Governing Body	16/01/23 until 15/01/27	Behaviour and Attendance Link Governor Quality of Education Committee	Full Governing Body = 60% Quality of Education = 66%
Ian Heal	Co-opted	Governing Body	16/01/23 until 15/01/27	Finance & Well-Led Committee	Full Governing Body = 40% Finance and Well-Led = 33%
Ex-Governors					
Amy Buckingham	Co-opted	Resigned	24/01/2021- 23/01/2025 ENDED 01/09	Finance & Well-Led Committee	Full Governing Body = 40% Finance & Well-Led = 50%
Dan Bray	Parent	Resigned	14/10/20 until 13/10/24 ENDED 23/01	Finance & Well-Led Committee EYFS Governor H&S Governor	Full Governing Body = 40% Finance & Well-Led = 50%

Register of Business Interests 2023-24

All governors are required to declare any business interests following the guidelines below. The following entries are the registers of governors' business interests as of September 2023. Governors are required to update these annually and notify the clerk of any significant changes throughout the year. Individual signed copies are held in school.

Hannah Berners

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

Allan Gregory

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

Kirsty Howarth

Name of Organisation	Nature of Interest	Date from which involved
GM Allen & Son	Partner runs a construction business which is on approved contractor list for Federation.	2014

Anna Jacobs

Name of Organisation	Nature of Interest	Date from which involved
Nettlestone Primary School	Head of School	2013
Brading Primary School	Sister is Headteacher	November 2014
Works for Cleaning company that school contracts in	Son	
Federation Business Manager	Husband	

Rachel Speake

Name of Organisation	Nature of Interest	Date from which involved
Governing Body	Father is a Governor	July 2020
Teaching Assistant at Nettlestone Primary School	Sister	2015

Mark Flanders

Name of Organisation	Nature of Interest	Date from which involved
Federation of Nettlestone & Newchurch	IT Technician	

Emma Kelly

Name of Organisation	Nature of Interest	Date from which involved
Federation of Nettlestone & Newchurch	SENCo	1999

Louise Parkin

Name of Organisation	Nature of Interest	Date from which involved
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Newchurch Primary School	Head of School	Sept 2020
Newchurch and Nettlestone Peripatetics	Husband	2011

Mick Day

Name of Organisation	Nature of Interest	Date from which involved
Governing Body	Daughter is a Governor and Teaching Assistant at NS	July 2020 and Sept 2023
Nettlestone Primary School	Daughter is a Teaching Assistant NS	2015

Anne Rumbold

Name of Organisation	Nature of Interest	Date from which involved
Newchurch Primary School	Daughter is Head of School	Sept 2020
Newchurch and Nettlestone Peripatetics	Son-in-Law	2011

Ian Watterson

Name of Organisation	Nature of Interest	Date from which involved
Nil	Nil	Nil

Amy Buckingham

Name of Organisation	Nature of Interest	Date from which involved
Federation of Nettlestone & Newchurch	Staff	2018
Governing Body	Mother is a Governor	02/23

Sarah Long

Name of Organisation	Nature of Interest	Date from which involved
Newchurch Primary School	Daughter is a Teacher	02/23

Naomi Wrixon

Name of Organisation	Nature of Interest	Date from which involved
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Nil	Nil	Nil
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Ian Heal

Name of Organisation	Nature of Interest	Date from which involved
Newchurch Primary School	Wife is a Teaching Assistant	02/23

Dan Bray

Name of Organisation	Nature of Interest	Date from which involved
Lyon Court	Owner	08/14
IOW Energy Ltd Director 11/14	Director	11/14
Hamilton Design and Build Ltd	Director	04/06
Plastic Free Shanklin	Treasurer	06/18
School Photographer - Newchurch	Wife is the school photographer	09/23

Governing Body Delegation Planner

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the governing body may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.

Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Blue box Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

⚠ Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing body – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Budgets	To approve the first formal budget plan each financial year	?	?			Finance & Well-Led
	To monitor monthly expenditure.	?	?	?	?	Finance & Well-Led
	To establish and review a charging and remissions policy	?	?	?	?	Finance & Well-Led
	Miscellaneous financial decisions	?	?	?	?	Finance & Well-Led
	To ensure procedures meet SFVS requirements	?	?	?	?	Finance & Well-Led
	To approve budget/contract expenditure in excess of £10,000	?	?	?	?	FGB
	To approve budget/contract expenditure over £5,000 up to £10,000	?	?	?	?	Finance & Well-Led
	To approve budget/contract expenditure up to £10,000	?	?	?	?	EHT
	To approve virements up to £5,000	?	?	?	?	EHT
	To approve virements over £5,000 up to £5,000	?	?	?	?	Finance & Well-Led
Staffing	Appoint selection panel for headteacher	?				FGB
	Appoint selection panel for deputy head	?				FGB
	Appoint selection panel for other members of the senior leadership team	?	?	?	?	FGB
	Appoint other teachers	?	?	?	?	EHT
	Appoint non-teaching staff	?	?	?	?	EHT
	To put in place a pay policy	?	?	?		Finance & Well-Led

	To decide upon pay discretions in line with the pay policy and legal requirements.	?	?	?		Finance & Well-Led
	Dismissal of headteacher	?	?	?		Finance & Well-Led/Co-Chair of FGB
	Initial dismissal of other staff	?	?	?	?	EHT
	Suspending head	?	?	?		Finance & Well-Led/Co-Chair of FGB
	Suspending staff (except head)	?	?	?	?	EHT
	Ending suspension (head)	?	?	?		Finance & Well-Led/Co-Chair of FGB
	Ending suspension (except head)	?	?	?		Finance & Well-Led/Co-Chair of FGB
	Setting the overall staffing structure	?	?	?		Finance & Well-Led
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	?	?	?		NA
	Determining dismissal payments/ early retirement	?	?	?		Finance & Well-Led
	To produce and maintain a central record of recruitment and vetting checks	?	?	?	?	EHT
	Establish and review procedures for addressing staff discipline, conduct and grievance.	?	?			Policies/Ratified by FGB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	?	?	?	?	Quality of Education
	To consider any disapplication for pupil(s)	?	?	?	?	EHT
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	?	?	?	?	Quality of Education
	Establish and review a sex education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	?	?	?	?	Policies
Extended schools	To decide whether to offer additional activities and what form these should take	?	?	?	?	FGB
	To put into place the additional services provided	?	?	?	?	EHT
	To decide whether to stop providing additional activities.	?	?	?	?	FGB
Performance management	To formulate and review teacher appraisal policy	?	?	?		Policies
	To appoint the panel to carry out the appraisal of the head teacher.	?	?	?		Finance & Well-Led
	To carry out appraisal of other teachers.				?	EHT
Discipline/ exclusions	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	?	?			Policies/Ratified by FGB

	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				?	EHT
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	?	?			Safeguarding
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Admissions	To consult annually before setting an admissions policy (VA and foundation schools)	?	?			NA
	Admissions: application decisions (VA, foundation and special schools)	?	?			NA
	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	?	?			Safeguarding
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	?	?	?		FGB
Health & safety	To ensure a health and safety policy and procedures are in place.	?	?			Policies
	To ensure that health and safety regulations are followed	?	?	?	?	EHT
School organisation	To publish proposals to change category of school	?	?			FGB
	To decide whether to convert to academy	?				FGB

	status					
	Propose to alter or discontinue voluntary foundation or foundation special school	?	?			FGB
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	?	?	?		FGB
	To ensure that school lunch nutritional standards are met	?	?	?	?	EHT
	To ensure provision of free meals to those pupils meeting the criteria	?	?	?	?	EHT
	To establish a data protection policy and review it at least every two years.	?	?	?	?	Policies
	Maintain a register of pupil attendance	?	?	?	?	EHT
Information for parents	Adopt and review the home-school agreement	?	?	?		Quality of Education
	Establish, publish and review a complaints procedure.	?	?	?	?	Policies
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	?	?	?	?	Policies
Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
GB procedures	To draw up an instrument of government and any amendments thereafter	?				FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	?				FGB

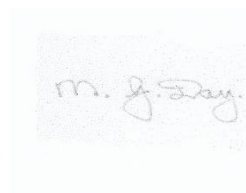
	To appoint and dismiss the clerk	?	?	?	?	FGB
	To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).	?				FGB
	To set up a register of governors' business interests	?	?	?		FGB
	To approve and set up a governors expenses scheme	?	?	?	?	Finance & Well-Led
	To consider whether or not to exercise delegation of functions to individuals or committees.	?				FGB
	To regulate the GB procedures (where not set out in law)	?				FGB
Federations	To consider forming a federation or joining an existing federation	?				FGB
	To consider requests from other schools to join the federation	?				FGB
	To leave a federation	?				FGB
Inclusion and equality	To establish and review a special educational needs (SEN) policy.	?	?			Policies/Ratified by FGB
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	?	?	?	?	Policies/Ratified by FGB
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools	?	?	?	?	EHT
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools	?	?	?	?	EHT

	To establish an accessibility plan and review it every three years.	?	?	?	?	Policies
	To establish and review annually a child protection policy and relevant procedures.	?	?	?	?	Policies

Approved by the FGB on 14/09/2022

Signed:

Co-Chairs of Governors

See below for Governor Impact Statement

THE FEDERATION OF NETTLESTONE AND NEWCHURCH PRIMARY SCHOOLS



School Development Plan Priorities	Governor Impact
<p>Priority 1: Securing outstanding leadership and management</p>	<p>Governing body involved in establishing the vision for the Federation.</p> <p>Governing body input into the School Improvement Plan priorities and review progress against targets set.</p> <p>Governing body sets the school budget to reflect the priorities in the school's development plan and is active in monitoring and amending financial decisions throughout the cycle to keep within the budget.</p> <p>Governing body ensures that statutory policies are in place and that policy making complies with school governance regulations and that policies reflect the distinctive nature of the school. A temporary Policies Committee was set up to review policies. Governing body operates staff recruitment and selection procedures that meet the recommendations in the Secretary of State's guidance on Safer Recruitment.</p> <p>Governing body review Sports Premium and Pupil Premium spend on a termly basis. Designated Pupil Premium Governor reviews Pupil Premium action plans in detail with SENCO. Governor involvement in recruiting new high quality teachers.</p> <p>Governing body, in consultation with the senior leadership team, reviews and determines staffing complement and structure when appropriate.</p> <p>Finance & Well-Led Committee reviewed outcomes of Performance Management for all staff.</p> <p>Pay awards approved by Finance & Well-Led Committee. The Finance & Well-Led Committee is clear about its responsibilities with regard to staff pay and how decisions are made in relation to the salary progression of staff.</p> <p>Governing body appointed performance management governors for the Executive Headteacher's appraisal. Governors worked with the external advisor in the review of head teacher performance and setting of objectives consistent with school improvement priorities.</p> <p>Governing body received regular reports on effectiveness from the Headteacher. Governor virtual meetings to monitor effectiveness across the Federation.</p> <p>Review of performance data by Quality of Education Committee. Review of attendance data by Quality of Education Committee.</p> <p>Governing body ensured safeguarding remains highly effective with all stakeholders. Governing body ensured the continued use of Sports Premium and Pupil Premium.</p> <p>Monitoring by the Governing body ensured British Values are at the heart of the school's work.</p> <p>Committee meetings ensure the Governing body have a deep and accurate understanding of the school's effectiveness.</p>

School Development Plan Priorities	Governor Impact
Priority 2: Developing the quality of teaching and learning	<p>Finance & Well-Led Committee reviewed outcomes of Performance Management for all staff. Pay awards approved by Finance & Well-Led Committee.</p> <p>Executive Headteacher's Performance Management review undertaken by governors.</p> <p>Finance & Well-Led Committee regularly reviews staffing and professional development across the Federation. Governing body reviewed online data.</p> <p>Quality of Education Committee review achievement data.</p> <p>Virtual Governor monitoring of workbooks to see marking and feedback in practice.</p> <p>Governing body ensures that every learner receives a broad and balanced curriculum which does not discriminate against any groups of pupils.</p> <p>Subject Link Governors meet with Subject Leads to review action plans and monitor delivery of the curriculum. Governor responsible for reviewing risk assessments for residential school trips.</p> <p>Designated PE Governor monitored impact of Sports Premium spend on participation in sports across the Federation. Governing body has gathered feedback from pupils, parents and the community.</p>

School Development Plan Priorities	Governor Impact
Priority 3: Personal development, behaviour and welfare	<p>Quality of Education Committee reviewed attendance on a termly basis, monitoring trends, pupil premium and SEN attendance and persistent non-attenders.</p> <p>Safeguarding Governor monitors Safeguarding across both schools, including monitoring the Single Central Records Check and reports to the Full Governing Body on a termly basis.</p> <p>Safeguarding Governor regularly monitors children's understanding on how to keep themselves and others safe in the real and online world and reports to the Full Governing Body on a termly basis.</p> <p>Safeguarding Governor regularly monitors children's behaviour and reports to the Full Governing Body on a termly basis.</p> <p>Prevent Duty Risk Assessment maintained by HOS and regularly reviewed by Governing body. Governing body approved updated Child Protection and Safeguarding Policies.</p> <p>Safeguarding Governor reviewed RSE and PSHE Policies with staff.</p> <p>Governing body reviewed procedures for ensuring that the school meets all relevant health and safety legislation.</p>

School Development Plan Priorities	Governor Impact
Priority 4: Outcomes for pupils	<p>Quality of Education Committee review achievement data on a termly basis.</p> <p>Governing body monitors and accounts for the spending of SEND and Pupil Premium funding to support vulnerable pupils and understands and reports upon the use and impact of this expenditure on vulnerable pupils.</p> <p>Governing body reviewed online data.</p> <p>Designated Pupil Premium Governor reviews Pupil Premium action plans in detail with SENCO.</p> <p>Quality of Education Committee reviewed attendance on a termly basis, monitoring trends, pupil premium and SEN attendance and persistent non-attenders.</p> <p>Quality of Education Committee monitor progress and data to judge the impact of Continuous Provision.</p>

School Development Plan Priorities	Governor Impact
Priority 5: Effectiveness of the Early Years Provision	<p>Governing body ensures that every learner receives a broad and balanced curriculum which does not discriminate against any groups of pupils.</p> <p>EYFS Link Governor met with EYFS leads and reviewed action plans and monitored activities.</p> <p>EYFS Link Governor met with KS1 teachers and reviewed Curriculum Maps, Continuous Provision and carried out a tour of learning environments.</p>

