

**1. Name of Governing Body: Burton Manor Primary School Governing Body**

**2. The remit for the Governing Body is to:-**

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

**3. Governing Body Composition**

Name of Governor	Type	Term of Office	Date of Appointment	Appointing Body
Tracey Jackson	<i>Headteacher</i>		04/04/16	N/A
Mr Geoff Rowlands	<i>Co-opted (Chair of Governors)</i>	16/09/15-15/09/19	27/05/03	<i>Governing Body</i>
Mr John Eaves	<i>Co-opted (Vice Chair of Governors)</i>	16/09/15-15/09/19	20/09/96	<i>Governing Body</i>
Mrs Jayne Gould	<i>Local Authority</i>	01/11/16-31/10/20 Resigned April 2018- position vacant	01/11/16	<i>Nominated by LA/ Appointed by Governing Body</i>
Mr James Reynolds	<i>Staff</i>	03/10/16-02/10/20	03/10/16	<i>Elected by Staff</i>
Mr Paul Jackson	<i>Parent</i>	29/11/17-28/11/21	29/11/17	<i>Elected by Parents</i>
Mrs Lynn Ecclestone	<i>Co-opted</i>	25/11/15-24/11/19	14/10/00	<i>Governing Body</i>
Mrs Sue O'Neill	<i>Co-opted</i>	30/11/17-29/11/21	30/11/17	<i>Governing Body</i>
Miss Donna Meredith	<i>Associate Governor</i>	30/11/16-29/11/20	03/10/00	<i>Governing Body</i>
Mr David Bennett	<i>Parent</i>	26/01/17-25/01/21	26/01/17	<i>Elected by Parents</i>

**4. Governor Appointments and Specific Responsibilities:**

<i>Chairperson:</i>	Geoff Rowlands
<i>Vice Chairperson:</i>	John Eaves
<i>Clerk to the Governing Body:</i>	Susan Searle
<i>Link Governors:</i>	
<i>Child Protection (including Safeguarding &amp; Online Safety )</i>	Paul Jackson
<i>Special Education Needs and Disability (SEND/ Looked After Children)</i>	Susan O'Neill
<i>Health and Safety</i>	Geoff Rowlands
<i>Pupil Premium</i>	Vacant
<i>Gifted &amp; Talented Governor</i>	Susan O'Neill
<i>P.E./Sport</i>	Geoff Rowlands

**5. Committee Structure**

Terms of reference for all committees are available on request from the Clerk to Governors at school.

Committee	Remit
Finance & Personnel Committee	To deal with all matters delegated by the Governing Body regarding Finance and staffing.
Buildings & H&S Committee	To deal with all matters delegated by the Governing Body regarding the maintenance of the school site, Health and Safety and other premises related matters.

Care Club Committee	To deal with all matters delegated by the Governing Body regarding the running of Before/After and Holiday care for pupils
Early Years Committee	To deal with all matters delegated by the Governing Body in relation to the pre-school provision
Admissions Committee	To deal with any requests for admission to the school that cannot be resolved through the usual admissions process
Policies Committee	To review all school policies on behalf of the Governing Body
Head teacher's Performance Management	To annually evaluate the Headteacher's performance against the Teachers' Standards Document, set targets and make pay recommendations to the Pay Committee.
Disciplinary / Grievance / Appeals Committees	To deal with all matters delegated by the Governing Body in relation to disciplinary and grievance matters and to consider complaints in accordance with the school Complaints Procedure.

Governor	Finance & Personnel Committee	Buildings & H&S Committee	Care Club Committee	Early Years Committee	Admissions Committee	Policies Committee	Head teacher's Performance Management	Discipline, Grievance, Appeals, Redundancy	SLT/Gov SEF Review
Tracey Jackson	X	X	X	X	X	X			X
Mr Geoff Rowlands	X	X	X		X		X	X	X
Mr John Eaves	X			X	X	X	X	X	X
Mrs Jayne Gould	X		X	X		X	X	X	X
Mr James Reynolds	X	X	X						
Mrs S O'Neill	X			X				X	X
Mrs Lynn Ecclestone	X	X	X	X		X			
Mr Paul Jackson	X	X		X				X	
Miss Donna Meredith	X	X		X		X			
Mr David Bennett	X					X		X	X

## 6. Register of Interests

Governor	Details of Business Interest	Details of Personal Interest
Tracey Jackson	Nil	Nil
Mr Geoff Rowlands	Nil	Nil
Mr John Eaves	Nil	Nil
Mrs Jayne Gould	Nil	Nil
Mr James Reynolds	Nil	Nil
Mr Paul Jackson	Nil	Nil
Mrs Lynn Ecclestone	Nil	Nil
Mrs Susan O'Neill	Nil	Nil
Miss Donna Meredith	Nil	Nil
Mr David Bennett	Nil	Nil

## 7. Attendance Record: Full Governor Meetings

Name	Type	date	date	date
		29/11/17	22/03/18	12/07/18
Tracey Jackson	Headteacher	X	X	x
Mr Geoff Rowlands	Co-opted (Chair of Governors)	X	X	x
Mr John Eaves	Co-opted (Vice Chair)	X	X	Apologies
Mrs Jayne Gould	Local Authority	X	X	-
Mr James Reynolds	Staff	X	X	x
Mrs Susan O'Neill	Co-opted	Appointed 30/11/17	X	x
Mrs Lynn Ecclestone	Co-opted	X	X	x
Mr Paul Jackson	Parent	x	Non-attendee	Non-attendee
Miss Donna Meredith	Associate Governor	X	X	Apologies
Mr David Bennett	Parent	x	X	x
Miss Julie Elliman	Deputy Headteacher	x	x	x

## Attendance Record: Finance Meetings

Name	Type	date	date	date
		02/11/17	17/01/18	23/05/18
Mrs Tracey Jackson	Headteacher	x	x	X
Mr Geoff Rowlands	Co-opted	X	x	x
Mr John Eaves	Co-opted	x	x	X
Mrs Jayne Gould	Local Authority	Apologies	x	-
Mr James Reynolds	Staff	x	x	X
Mr Paul Jackson	Parent	-	x	Non-attendee
Mrs Lynn Ecclestone	Co-opted	X	x	x
Mrs Susan O'Neill	Co-opted	-	x	x
Miss Donna Meredith	Associate Governor	x	x	x
Mr David Bennett	Parent	x	x	X
Miss Julie Elliman	Deputy Headteacher	Apologies	x	X

## Attendance Record: Buildings and Health & Safety Meetings

Name	Type	<i>Date</i>	<i>date</i>	<i>date</i>
		<b>08/11/17</b>	<b>15/02/18</b>	<b>14/06/18</b>
Mrs Tracey Jackson	Headteacher	x	x	X
Miss Julie Elliman	Deputy Headteacher	x	x	X
Mr Geoff Rowlands	Co-opted	Apologies	x	Apologies
Mr James Reynolds	Staff	x	x	X
Miss Donna Meredith	Associate Governor	x	x	Apologies
Mrs Lynn Ecclestone	Co-opted	x	Apologies	X
Mr Paul Jackson	Parent	-	Non-attendee	Non-attendee