

**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>	12/09/19-11/09/23	27/05/03	<i>Governing Body</i>
Mr John Eaves	<i>Co-opted (Vice Chair of Governors)</i>	16/09/15-15/09/19 End of office- 31/08/19	20/09/96	<i>Governing Body</i>
Mr James Reynolds	<i>Staff</i>	03/10/16-02/10/20	03/10/16	<i>Elected by Staff</i>
Mrs Emma Mandley	<i>Parent</i>	17/12/18-16/12/22	17/12/18	<i>Elected by Parents</i>
Mrs Lynn Ecclestone	<i>Co-opted</i>	12/09/19-11/09/23	14/10/00	<i>Governing Body</i>
Mrs Susan 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>
Mr Colin Rowell	<i>Local Authority</i>	26/11/18-25/11/22	26/11/18	<i>Local Authority</i>

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

<i>Chairperson:</i>	Geoff Rowlands
<i>Vice Chairperson:</i>	John Eaves/David Bennett
<i>Clerk to the Governing Body:</i>	Susan Searle
<i>Link Governors:</i>	
<i>Child Protection (including Safeguarding &amp; Online Safety )</i>	Emma Mandley
<i>Special Education Needs and Disability (SEND/ Looked After Children)</i>	Susan O'Neill
<i>Health and Safety</i>	Colin Rowell
<i>Pupil Premium</i>	Susan O'Neill
<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
Tracey Jackson	X	X	X	X	X	X		
Mr Geoff Rowlands	X	X	X		X		X	X
Mr John Eaves	X			X	X	X	X	X
Mrs Emma Mandley	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 Colin Rowell	X	X						X
Miss Donna Meredith	X	X		X		X		
Mr David Bennett	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 Emma Mandley	Nil	Nil
Mr James Reynolds	Nil	Nil
Mrs Susan O'Neill	Nil	Nil
Mrs Lynn Ecclestone	Nil	Nil
Mr Colin Rowell	Nil	Nil
Miss Donna Meredith	Nil	Nil
Mr David Bennett	Nil	Nil

## 7. Attendance Record: Full Governor Meetings

Name	Type	date	date	date
		29/11/18	27/03/19	10/07/19
Tracey Jackson	Headteacher	X	X	Apologies
Mr Geoff Rowlands	Co-opted (Chair of Governors)	X	X	X
Mr John Eaves	Co-opted (Vice Chair)	X	X	X
Mrs Emma Mandley	Parent	-Appointed Dec 18	X	X
Mr James Reynolds	Staff	X	X	X
Mrs Susan O'Neill	Co-opted	X	X	X
Mrs Lynn Ecclestone	Co-opted	Apologies	X	Apologies
Mr Colin Rowell	Local Authority	-Appointed Nov 18	X	X
Miss Donna Meredith	Associate Governor	X	X	Apologies
Mr David Bennett	Parent	X	X	X
Miss Julie Elliman	Deputy Headteacher	X	X	Apologies

## Attendance Record: Finance Meetings

Name	Type	date	date	date
		18/10/18	16/01/19	22/05/19
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	Apologies	X
Mrs Emma Mandley	Parent	-	Apologies	Apologies
Mr James Reynolds	Staff	X	X	X
Mrs Susan O'Neill	Co-opted	X	X	X
Mrs Lynn Ecclestone	Co-opted	Apologies	Apologies	X
Mr Colin Rowell	Local Authority	X	X	X
Miss Donna Meredith	Associate Governor	X	X	X
Mr David Bennett	Parent	X	X	Apologies
Miss Julie Elliman	Deputy Headteacher	X	X	X

**Attendance Record: Buildings and Health & Safety Meetings**

<b>Name</b>	<b>Type</b>	<b><i>Date</i></b>	<b><i>date</i></b>	<b><i>date</i></b>
		<b><i>07/11/18</i></b>	<b><i>14/02/19</i></b>	<b><i>12/06/19</i></b>
Mrs Tracey Jackson	Headteacher	X	X	X
Miss Julie Elliman	Deputy Headteacher	X	X	X
Mr Geoff Rowlands	Co-opted	X	X	X
Mr James Reynolds	Staff	X	X	X
Miss Donna Meredith	Associate Governor	X	X	X
Mrs Lynn Ecclestone	Co-opted	Apologies	Apologies	X
Mr Colin Rowell	Local Authority	-	X	X