

# Hagley Primary School

## Governor Handbook



**"Believe, Achieve, Together we Succeed"**

### **'ACE' School Values:**

#### **Academic:**

Being Resilient  
Being Conscientious  
Being Creative

#### **Community:**

Being Responsible  
Being Respectful  
Being Inclusive

#### **Emotional Wellbeing:**

Being Reflective  
Being Courageous  
Being Kind

### **Governor Vision for Hagley Primary School**

At Hagley Primary School we work together as a community to provide a happy, secure and stimulating environment where children are motivated to learn, are valued as individuals and encouraged to reach their full potential.

### **Governors ensure that every child will:**

- ✓ Grow in confidence
- ✓ Achieve their best potential
- ✓ Identify their own specific strength to build on
- ✓ Feel proud of their achievements.

### **School aims:**

- To create a stimulating, secure and happy environment
- To make learning an enjoyable experience
- To maximise the potential of all children through a broad and balanced curriculum
- To develop the self-esteem and confidence of all children
- To encourage children to become responsible, caring and independent school citizens
- To encourage a sense of community awareness and involvement
- To develop a sense of respect for themselves and others
- To develop an understanding and awareness of global issues
- To develop our staff professionally to maintain high standards of learning and teaching
- To encourage parents to contribute to and become involved in the life of the school
- To continue developing through a commitment to self-evaluation

***Governors undertake to work in partnership with school.***

# The Governor roles at Hagley Primary School

## Introduction

The statutory roles of Governors are well documented elsewhere. At Hagley Primary School, Governors resolved [at Governing Body meeting September 2014] that each (non-school) Governor would have specific responsibilities relating to school. This section describes the job requirements.

The roles are split into two sections. Firstly, the roles where the responsibility lies with an existing committee. These are followed by those roles that have a specific named Governor as 'owning' the responsibility.

## Committee Roles

Personnel, Pay and Performance Committee	
Requirements of role:	<ol style="list-style-type: none"> <li>1) Ensuring school policies are up to date each year;</li> <li>2) Challenging school to demonstrate adherence to policies each term;</li> <li>3) Ensuring Safe &amp; Fair Recruitment;</li> <li>4) Attend (or delegate attendance) of all recruitment activity;</li> <li>5) Ensure pay awards are based on sound judgements and are fairly applied</li> <li>6) Ensure that there is sufficient budget for proposed awards</li> <li>7) Propose changes to policies to main Governing Body</li> </ol>
Leadership & Management Committee	
Requirements of role:	<ol style="list-style-type: none"> <li>1) Review of SDP priorities &amp; Ofsted Action Plan;</li> <li>2) Strive for Excellence (SEF);</li> <li>3) Challenge and support Head Teacher. Ensure Wellbeing of Head Teacher &amp; Leadership Team</li> </ol>
Quality Of Education Committee	
Requirements of role:	<ol style="list-style-type: none"> <li>1) Review Priority subject SDPs;</li> <li>2) Meet with Subject Leads to review Action Plans and SDP;</li> <li>3) Challenge on Progress of all pupils, Pupil Premium, Vulnerable learners, SEN and areas for development;</li> <li>4) Analyse data of all learners; High expectations of all pupils</li> <li>5) Celebrate successes and ensure whole child is a priority.</li> </ol>
Resources Committee	
Requirements of role:	<ol style="list-style-type: none"> <li>1) Make recommendations to Governing Body regarding significant capital investments;</li> <li>2) Ensure the Budget is matched to School Priorities</li> <li>3) Benchmark Hagley Primary School across schools in England</li> <li>4) Assesses the impact of measures undertaken.</li> <li>5) Support the school in creating, implementing and reviewing an Estate Plan to ensure that the site is safe/ stimulating learning environment;</li> <li>6) Ensuring school policies (H&amp;S/ Finance) are up to date each year;</li> <li>7) Challenging school to demonstrate adherence to policies each term;</li> </ol>
Support the school in gaining sustainable additional funding;	By: <ol style="list-style-type: none"> <li>1) Maximise the contribution to school from HPS Care Ltd;</li> <li>2) Support bidding to funding bodies where appropriate.</li> </ol>

### **HPS Care Ltd Directors**

Requirements of role:	1) Review the effectiveness of Kindergarten and Wrap Around Care Clubs; 2) Challenging Managers to demonstrate continuous improvement each term; 3) Authorising allocation of resources for improvements;  4) Act as Board member of HPS Care Ltd / member of extended services committee.
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### **Head Teacher Performance Committee**

Requirements of role:	1) Review performance against Performance Objectives annually; 2) Discuss performance with School Improvement Advisor; 3) Meet with head teacher to discuss performance and well being;  4) Consider the salary award for head teacher and recommend to Pay Committee;  5) Set new Performance Objectives for the coming year, and document carefully;
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## **Individual Governor Roles**

### **Safeguarding (including Internet Safety)**

Requirements of role:	1) Ensuring school Safeguarding and Internet Safety policies are up to date each term; 2) Challenging school to demonstrate adherence to policies each term;  3) Testing the robustness of systems each year/undertaking termly safeguarding learning walks.
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### **Special Educational Needs**

Requirements of role:	1) Ensuring school policy is up to date each term; 2) Ensuring school and phase heads can identify children who have additional needs each year; 3) Challenging school to demonstrate that every child has fulfilled their potential; 4) Ensuring that parents believe their child is receiving appropriate support.
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### **Pupil Premium Governor**

Requirements of role:	1) Ensuring school Pupil Premium policy is up to date each year; 2) Challenging school to demonstrate adherence to policy;  3) Ensure school defines the use and impact of Pupil Premium funds each year;  4) Assesses the impact of measures undertaken;  5) Report on Pupil Premium use each year.
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### **Looked After Children**

Requirements of role:	1) Ensuring school policies are up to date each year; 2) Challenging school to demonstrate adherence to policies each term;  3) Testing the robustness of systems each year.
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### **Behaviour Governor**

Requirements of role:	1) Regular behaviour learning walks (targeting lunchtimes and break times); 2) Undertake pupil voice interviews.
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### **Phase Link Governor**

Requirements of role:	1) Meet termly to review progress against SDP; 2) Support and challenge as necessary; 3) Celebrate success; 4) Write report.
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**Equality, Diversity & Inclusion Governor**

- 1) Meet with EDI Working Party & Parent Carers Forum
- 2) Keep Governors up to date with progress and initiatives.
- 3) Challenge Policies and Practices in school to ensure equality

## Governor and school engagement at Hagley Primary School

### Introduction

Each Governor is required to abide by the Hagley Primary School code of conduct. This is reviewed and adopted each year by the Governing Body. Each member of the Governing Body must personally sign the code of conduct to re-affirm their commitment to it.

In addition:

- ✓ Governors at Hagley Primary School recognise that their roles are as set out in this document.
- ✓ Governors cannot give any instruction to any member of school staff without the Head Teacher's permission.
- ✓ If a Governor witnesses any staff behaviour which they feel is inappropriate, they must **not** intervene (unless the safety of a child is at risk), but report such behaviour or incident to the Head Teacher as soon as possible.
- ✓ A Governor must not use their position as Governor to attempt to get preferential treatment for their own family.
- ✓ Where a Governor is involved with Learning Walks, they will not give judgements. A discussion following the Walk will take place in confidence with the Head Teacher or other member of the senior management team and a written report will follow as possible after the Learning Walk.
- ✓ Governors are aware and respect the confidentiality of all interactions.
- ✓ Each Governor recognises that no individual Governor has a right to make decisions on behalf of the Governing Body unless the Governing Body has specifically delegated that authority.
- ✓ If a Governor hears a complaint about school, then this should be directly communicated the Head Teacher, not any staff member.

## How much time is required to be a Governor at Hagley Primary School?

### Introduction

The section sets out the time that a Governor will be required to set aside to ensure that the school is well governed. These are estimates only. It is acknowledged that many spend considerably longer supporting the school in a range of activities outside those listed in this document.

**Governors joining the Governing Body need to be aware of this minimum commitment. There are many statutory requirements that Governors are obliged to undertake. Although this is an unpaid job, the responsibilities are considerable and time consuming.**

	Activity	Time	Total hrs per year
<i>A Governor with committee membership</i>	Full GB Meetings	4 per year @ 2 hrs	8
	Preparations for GB Meetings	4 per year @ 1 hr	4
	Committee Meetings	3 - 6 per year @ 2 - 3 hrs	6 - 18
	Preparation for committee	4 per year @ 1 hr	4

<i>A Governor with a responsibility (each Governor likely to have 2 e.g. phase link)</i>	One meeting per term each	3 per year @ 2 hrs	12
	Emails/phone calls/ad hoc	½ hour per week	20

## Governors Roles and Responsibilities (2023 /2024)

Governor	Position	Term	Committees	Key Responsibility
<b>Rebecca Core</b>	Chair Co-opted	Dec 2026	<ul style="list-style-type: none"> <li>• Leadership &amp; management</li> <li>• Personnel, Pay &amp; Performance (Chair)</li> <li>• Resources</li> <li>• Quality of Education</li> <li>• HPS Care Ltd Director</li> </ul>	Safeguarding Behaviour
<b>Vanessa Payne</b>	Head Teacher		□ All committees	
<b>Rachel Cummings</b>	Staff (AHT)	Oct 2027	Quality Of Education	
<b>Karen May</b>	LA	Jul 2026		
<b>Jon Bryant</b>	Co-opted	April 2026	Resources	Phase Link Pupil Premium/ Data Governor H&S
<b>Sybil Watson</b>	Co-opted	Jul 2026	<ul style="list-style-type: none"> <li>• Personnel, Pay &amp; Performance</li> <li>• Head Teacher's Performance Management</li> </ul>	SEND Phase Link KS1
<b>Malcolm Richards</b>	Co-opted	Apr 2024	□ Resources	Safeguarding LAC
<b>Tess Davis</b>	Vice Chair Co-opted	Dec 2026	<ul style="list-style-type: none"> <li>• Quality of Education (Chair)</li> <li>• Leadership &amp; Management</li> <li>• Personnel, Pay &amp; Performance</li> </ul>	Pupil Premium Sports Premium Phase Link EYFS Behaviour Internet Safety
<b>Sarah Riding</b>	Co-opted	Dec 2026	<ul style="list-style-type: none"> <li>• Resources (Chair)</li> <li>• Leadership &amp; Management</li> </ul>	
<b>Tom Long</b>	Co-opted	Resigned July 2023	<ul style="list-style-type: none"> <li>• Personnel, Pay &amp; Performance</li> <li>• Head Teacher's Performance Management</li> <li>• HPS Care Ltd Director</li> </ul>	
<b>Stuart Grimes</b>	Parent	April 2027	□ Quality of Education	
<b>Kash Jamalapuram</b>	Co-opted	July 2027	□ Quality Of Education	Phase Link Governor EDI Governor
<b>Claire Smith</b>	Parent	Mar 2025	□ Quality of Education Leadership & Management Committee	ECT Governor
<b>Sameen Irfan</b>	Parent	Mar 2025	• □ Personnel, Pay & Performance	EYFS Phase Link & SEND Governor

<b>Matt McDonald</b>	Parent	May 2027	• Personnel, Pay & Performance	Phase Link Governor
<b>Vacancy</b>	Co-opted		•	
<b>Rob Tindell</b>	Associate DHT		□ All Committees	
<b>Claire Davis</b>	Associate AHT SEND		□ Quality of Education	
<b>Tina Rennie</b>	Associate SBM		• Resources • HPS Care Ltd Director	