

*Have you ever
considered
becoming a*



S H A W
Primary Academy

This booklet gives you a brief outline of what being a member of our Governing Body entails and an idea of how you could make a positive impact on the lives of the children at Shaw, their families and the local community.

The Governing Body decides the long-term future of the school and appoints senior managers who are expected to run the school on a daily basis.

If you would further information or would like to talk to one of our current Governing Body members, please feel free to contact Mrs Downes, our Family Partnership Support Officer, who will be happy to speak to you directly.

What is a Governing Body?

Every school has a legal obligation to form a Governing Body which is accountable for many aspects of school life. These include:

- Finance
- Staffing
- Discipline
- Performance Management
- Special Educational Needs
- Inspection
- Standards and Targets
- Curriculum and Policies

Don't be put off by the list, there are many people that help us with our decision making including the Headteacher, Deputy Headteacher, School Business Manager and our Clerk who has a vast amount of educational and legal knowledge. Most decisions are made collectively so that no one person is held individually accountable.

What is the make-up of the Governing Body?

As well as the Headteacher, our Governing Body is made up several different types of Governor, these include:

- Parent Governors
- Community Governors and
- Staff Governors

How are Governors chosen?

Governors are co-opted on to the Governing Body either because they have an interest in the school and/or wider community or can bring specialist knowledge.

How much time will it take?

As a minimum all Governors are expected to attend 2 Full Governing Body meetings per term. Each meeting lasts for between 1.5 and 2 hours.

There will be paperwork to read through before each meeting and very occasionally there may be other urgent meetings which you will be expected to attend. There are also training courses available which you may find helpful.

We encourage all Governors to play an 'active part' in school life so it would be great if you are able to attend performances, parent's evenings and other special events in your capacity as a Governor.



How does the committee meeting structure work?

One Governing Body per term is dedicated to Finance and Resources whilst the other is dedicated to Learning and Teaching.

Finance and Resources covers things like:

- Approving the School Budget
- Monitoring the use of school monies
- Approving the staffing structure
- Headteacher's Performance Management
- Monitoring and approving policies
- Health and Safety
- Premises and Lettings

Learning and Teaching covers things like:

- Ensuring that the school is meeting the requirements of the National Curriculum
- Maintaining an oversight of the curriculum
- Monitoring progress
- Monitoring and approving policies
- Monitoring pupil behaviour, discipline and attendance

Every meeting is minuted by the clerk and minutes are distributed to each member of the Governing Body shortly after the meeting.

When/Where do meetings take place?

All meetings take place at Shaw on a Wednesday and start at 5:30pm.

What am I expected to do?

Attending your first couple of meetings can seem a bit daunting but in essence all we are asking for is your opinion as a parent.

The Governing Body is not a place to deal with issues relating specifically to your child (these should be done through the Headteacher in the first instance and then via the Complaints Policy if you are still unhappy) but is a place to make decisions that affect the school as a whole.

Governors have 3 main duties:

- To set the school's vision and strategic aims – agreeing plans and policies and making creative use of resources
- Monitoring and evaluating performance. Acting as a 'critical friend' to the Headteacher to support and challenge them in managing the school
- Ensuring that the school is accountable to the children and parents it serves, to the local community, the Department of Education as well as to the staff it employs.

What do I do if I would like to be considered as a Parent Governor or have any more questions?

Please contact Mrs Downes, our Family Partnership Support Officer by emailing FPSO@shawprimary.thurrock.sch.uk who will gladly answer your questions and/or guide you the next steps of the process.

