

Designated staff and governors linked roles and responsibilities for 2016/17

Subject	Staff	Governor	Expectations
English Reading/writing / GPS	Kerri McLay	Michelle Upchurch	Using the SDP, 2 visits in to school to see the English coordinator in an academic year, reporting back to the GB. This can be done outside school hours. Attend any English based themed days or events wherever possible, reporting back to GB. Take an active interest in the English Policy.
Maths	Michelle Kingston	Sean Randall	Using the SDP, 2 visits in to school to see the Maths coordinator in an academic year, reporting back to the GB. This can be done outside school hours. Attend any Maths based themed days or events wherever possible, reporting back to GB. Take an active interest in the Maths Policy.
Science	Michelle Kingston	Mark Hessey	Attend any Science based themed days or events wherever possible, reporting back to GB. Take an active interest in the Science Policy. Make 2 monitoring visits into school each academic year.
Computing Website	Mark Borland Justine Terry	Tony Ecuyer	Advise GB on all matters ICT and help maintain the website.
History, Geography, MFL	Karen	Carly	Attend any themed days or events, wherever possible, reporting back to GB. Take an active interest in these Policies.
PE / sports premium	Michelle Kingston	James French	Take a particular interest in how the school adopts PE into the curriculum. Take an active interest in the PE Policy.
SMSC (social , moral, spiritual, cultural) PSHE RE	Kerry Ward Donna Bailey	Vincent	Take a particular interest in how the school meets PSHE education in the curriculum and the policy the GB has adopted. Keep GB informed and provide possible ways to expand the Schools availability to the community.
Art / D+T Music	E Wolfram Diane Hay Mike Crabtree	Laurie Chester	Take a particular interest in how the school incorporates art/craft/music into the curriculum and the policy the GB has adopted.
Child Protection	Mike Crabtree	Catherine Shadbolt	To be kept informed of any child protection issues and annual referral numbers. Preferred if Governor has been safer recruitment trained.
Children Looked After	Jackie Birch	Catherine Shadbolt	Annual visit to school and report back to the GB on how the children are making progress.

Attendance	Mike Crabtree Jackie Birch	Bob Radley	Keep GB informed after analysis of figures.
Children's Centre	Helen Longstaff	Vincent Bob Radley	Sit on the advisory board of the Children's Centre Stevenage North group and represent Woolenwick Junior GB. 4 meetings a year in the afternoon.
Finance	Mike Crabtree	Bob Radley	Meet with school staff to produce a budget report for the finance committee and FGB. Make sure the school is compliant with current procedures and policies. Advise GB on Capital spending on large projects.
Governor Development Coordinator	Mike Crabtree	Diane Hay	Ensure governors have full access to possible training to further develop the skills needed to carry out their roles. Give an annual report to FGB on training undertaken
Policies	Mike Crabtree	Sean Randall	Keep the Chairs Committee informed with an up to date list of all policies that need reviewing on a half term basis.
Health and Safety	Nathanael Mike	Sean Randall	Annual H&S audit report to the FGB, help with the reviewing of the Policy and keep the GB informed of all H&S issues with regular meetings with Mr Jones.
Inclusion / PPG	Cathy Calvert INCO JO Marshal SENCO	Catherine Shadbolt	Using the SDP, 2 visits in to school to see INCO in an academic year, reporting back to the GB the progress of all vulnerable SEND and EAL children. Ensure the SEN Policy is being adopted. Take an active interest in the SEN Policy. Understand how the PPG is being spent and its effectiveness.
Safeguarding	Mike Crabtree	Catherine Shadbolt	Annual Safeguarding audit/report to the FGB. Help with the reviewing of the Policy and keep the GB informed of all safeguarding issues.
School Council	MC	James French	Visit a school council meeting twice a year so the school council has a voice direct to the GB. Perhaps arrange for some of the SC to attend a GB meeting.
Peer mentors	Jackie Birch		
Anti Bullying	Jackie Birch	Mark Hessey	Meet with JB and the Peer Mentors once a year and report back to the GB. Take an active interest in the Anti-Bullying Policy.
Complaints	Mike Crabtree and COG	Ralph Raynor	Chair a panel of 3 Governors for complaints made against the school as and when needed.

Appeals	COG	Ralph Raynor	Chair a panel of 3 Governors for Appeals made against any GB decision as and when needed.
Grievances	COG	Margaret Notley	Chair a panel of 3 Governors for Staff Grievances as and when needed.
LPPA	Jackie Birch Cathy Calvert Jo Marshal	Catherine Shadbolt	Working group for achieving the LPPA award
Performance Management Headteacher and CC group manager Pay	COG / HIP	Catherine Shadbolt Bob Radley Ralph Raynor Review officer – pay committee	Only Governors who have trained can undertake this duty. PM of the Headteacher takes place once in an academic year although reviews are every term. Two of the three governors to carry out the group managers PM with the Headteacher In the event of the Headteacher wanting their PM reviewed by another Governor.
Pay Committee	Sean Randall - Chair Bob Radley, COG Laurie Chester	Permanent committee to ensure consistency in new PM policy	Sit when necessary to deal with matters concerning PM and pay. This committee has its own T of R.
Governor in School Days Class Governors	New staff gov / COG	All All Governors who have classes	Governor and COG will liaise with staff and Governors respectively so that everyone knows what they are doing Governor will be the port of call for both Governors and Staff in running the scheme. Guidance notes available.
Assessment	M Kingston	Michelle Upchurch Catherine Shadbolt	Report back from SIP visits on assessments of the children.
Parent Forum			Some Governors will need to be involved in this new venture.
Off Site Visits	Michelle Kingston	Carly	
Pupil Premium group		Carly McDowel Michelle Upchurch	Go to the meeting focusing on the PPG children
BLAST	Michelle Kingston Jackie Baynam	Michelle Upchurch Bob Radley	Sit on the BLAST governance committee and keep GB up to date with BLAST
Future of school working group		Catherine , Bob Radley, Mark Hessey Mike , Ralph Raynor Michelle, Kerry M	A working party to look at our options going forward in light of the academy process