

Designated staff and governors linked roles and responsibilities for 2017/18

Subject	Staff	Governor	Expectations
English Reading/writing / GPS	Kerri McLay	James French	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	Julie White	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 / Heather	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 T Brotherton	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 Jolene	Vacancy	Take a particular interest in how the school incorporates art/craft/music into the curriculum and the policy the GB has adopted.
Child Protection	Nichelle Kingston	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	Jo Marshal	Catherine Shadbolt	Annual visit to school and report back to the GB on how the children are making progress.

Attendance	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. 6 meetings a year in the working day
Finance	Jill Morgan	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		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		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	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	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	MK	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 Peer mentors	Jackie Birch	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.
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.
Pupil Voice	?	Mark Hessey	Ensure the pupils have a voice to the GB
Complaints	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.

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 Margaret Notley	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.
Exclusions		Trained governors are Mark, Sean, Margaret, Catherine, Helen and James	Hold panel when needed
Governor in School Days Class Governors	Jo Marshal / 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.
Off Site Visits	Michelle Kingston	Carly	
BLAST	Michelle Kingston Jackie Baynam	Bob Radley	Sit on the BLAST governance committee and keep GB up to date with BLAST
Future of schools 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 political agenda