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Supporting Documents

- Code of Conduct for Governing Body (see Governor Portal)
- Department for Education Governance Handbook and Competency Framework:
<https://www.gov.uk/government/publications/governance-handbook>
- School Improvement Plan (see website)
- Copy of the School Brochure (see website)
- School newsletters (see website)
- The curriculum for Reception, Key Stage 1 and Key Stage 2 (see website)
- Key dates for the academic year, including dates of events to which governors are invited, will be emailed regularly
- All policies and templates that will be useful to you as a governor will be found on our Governor Portal on Red Rose Google Drive.



Dear New Governor

As Chair of Governors, I would like to welcome you to the governing body of Red Rose Primary School. Thank you for committing to join us and sharing your time and skills to ensure that Red Rose continues to be the best it can be.

I was delighted to be nominated to act as Chair of the governing body for the school. I have three children, all of whom have been to Red Rose, with my older two progressing to secondary school and my youngest child still part of the school. I am a Lecturer in Education for the University of Sunderland and therefore have a huge personal interest in the issues facing education, and ensuring that the children of Red Rose receive the best possible teaching and learning experience.

In choosing to become a part of our Governing Body, you are making a similar commitment to the children of Red Rose to enable them to realise and achieve their potential through the experience provided our school. As a governing body, we need to ensure that we work together as a team, alongside the Headteacher and staff, utilising our range of skills and opinions to the best possible outcomes, whilst maintaining confidentiality at all times. We need to have the confidence to challenge appropriately, whilst establishing good working relationships, in order to provide a strong focus on the individual child in all that we do as governors.

Support and training is given to new Governors joining us, and there is a strong expectation that you partake in this training, beginning with the New Governor Induction Programme which will help to set the scene of your new role as a governor. Additional training will be necessary to effectively complete your role on the sub-committees of our governing body as it will provide you with the knowledge and skills necessary to be a valuable committee member.

I hope you will find this Induction Pack a useful and informative guide that will assist you in your new role. You will be given a Red Rose email address and access to our Governor Portal on the Red Rose Google Drive. From there, you will be able to access all the relevant school and governor policies and templates that you will need. There is also a checklist included in this pack to ensure that you have received and completed all of the necessary documentation, and I look forward to receiving a signed copy in due course. However, if you require any further information or support, please do not hesitate to get in touch with me.

Yours sincerely

Vicki Jowett
Chair of Governors



Dear New Governor

It is with great pleasure that we welcome you to the governing body at Red Rose Primary School. We are delighted that you have agreed to be a school governor.

We hope that you will enjoy working with us, as a team, to help the school to provide the best possible opportunities for all of our pupils. The governing body has a range of skills, talents and experience, and we often hold strong views based on these. Our role as Governors is to make sure that key objectives from our School Improvement Plan are met, and that planning for the future is both aspirational and realistic. We are here to support and encourage the Headteacher, Senior Leadership Team and teaching staff as a 'critical friend' and to maintain our commitment to achieve the highest standards in education.

You are welcome to visit the school at any time, and the Headteacher will conduct a guided tour and introduce you to the staff and pupils who we are working with. Mrs Jowett, Chair of Governors, has agreed to act as your mentor and will be a key person in helping you to prepare for your first meeting and introducing you to your colleagues. I hope the Induction Pack will help you through the first stages of your governorship.

We are really looking forward to working with you. Thank you.

Kind regards

Mrs A Brinton

Headteacher



INTRODUCTION TO INDUCTION

Policy Aim

The Governing Body and Headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. The process is viewed as an investment, leading to more effective governance and retention of governors.

Induction Purpose:

- To welcome new governors to the Governing Body
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- To meet the Headteacher, staff and children.
- To explain the partnership between the Headteacher, school and Governing Body.
- To explain the role and responsibilities of governors.
- To give background material on the school and current issues.
- To allow new governors to ask questions about their role and/or the school.
- To explain how the Governing Body works.

New governors will:

- Be welcomed to the Governing Body by the Chair.
- Be invited by the Headteacher to visit the school.
- Have the opportunity to tour the school and meet staff and children.
- Receive an informal briefing on the school from the Headteacher and/or Chair.
- Be asked to complete a DBS check and declaration.
- Have the opportunity to meet informally with an existing governor who will then act as their mentor.
- Be accompanied by their mentor to their first full Governing Body meeting (if required)
- Have the opportunity to review their first meeting with the mentor.
- Be issued with an Induction Checklist (attached) which will be completed as they fulfil each stage of their induction,
- Complete a Skills Audit Form (attached) and submit to the Chair of Governors. This will enable skills to be matched to committees/tasks and for planned support to be organised to meet any training needs.





NEW GOVERNOR CHECKLIST

New Governor Name:

Date of Appointment:

Induction procedure	Sign and date once complete
Welcomed to the Governing Body by the Chair	
Invited by the Headteacher and Chair of Governors to visit the school	
Toured the school and met staff and children	
Completed process for DBS and shown a copy to Headteacher	
Received an informal briefing on the school from the Head and Chair	
Assigned/met informally with an existing governor (who will act as mentor)	
Has Chair of Governors or Mentor covered:	
Background to the school	
Current issues facing the school	
Visiting the school	
Child Protection arrangements (including who the child protection designated person is in the school) and the governor's role	
Overview of the governor's role	
Relationship between the Headteacher and Governing Body	
Completion of Pecuniary Interests Form and returned to the Clerk	
The opportunity to review your first governing body meeting with your mentor (if required)	
Additional Comments and Longer Term Development Actions (if applicable)	
Details of how to contact the school including the e-mail address (see website)	
Governor Training Available including online training	
Recent School newsletters	
References for additional information	
The school's Code of Conduct for Governing Body and the DfE Governance Handbook (both saved on Google Drive: Governor Portal)	
Details of the Governing Body committees including their Terms of Reference (included in this pack)	
Governor Monitoring Visits Policy (saved on Google Drive: Governor Portal - Policies)	
Dates for future governors' meetings	
Minutes of the last full Governing Body meeting	

Signed:

(New Governor)



Date:

Signed:
(Chair of Governors)

Date:



SCHOOL MISSION STATEMENT AND VISION

Aims, Ethos and Vision

We are committed to:

- giving everyone the opportunity to achieve his or her potential
- providing support, care and guidance for each person as a valued individual
- fostering an atmosphere of respect for one another
- creating an active partnership with parents and the local community
- raising the profile of the international dimension within the curriculum, the school and the community
- fostering an environment in which all can feel happy, safe and secure

This school seeks to help all individuals to:

- understand the world in which they live
- understand the interdependence of individuals, groups and nations
- be adaptable to a changing environment and to learn from it
- develop awareness of, and tolerance towards other cultures, races, religions and ways of life
- develop awareness of self and sensitivity and aspirations
- build self-confidence, self-esteem and self-discipline

This school seeks to provide a curriculum which:

- complies with all statutory requirements
- is broad, balanced and relevant to all children, whatever their age or ability
- will help all children use language and number effectively
- will make children familiar with, and confident in the use of an increasing range of technology
- fosters an enjoyment in learning, a sense of curiosity and lively enquiring minds
- encourages independence

This school actively encourages:

- good co-operation between home and the school, and involvement of parents as partners in the learning process
- the fostering of an understanding of conservation and the need for care of the environment
- all to take pride in their work
- personal initiative and integrity
- the development of good relationships and attitudes in every member of the school community
- a range of extracurricular activities which enrich pupils' experience and learning

A detailed view of our aims and values can be found in our Education Values Statement (see link on school website)

Our school motto is 'Aim High, Be Proud'.



ROLE OF A GOVERNOR

As set out in our *Code of Conduct for Governing Body* document, the governing body has the following core strategic functions:

Establishing the strategic direction by:

- Setting the vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability by:

- Appointing the Headteacher
- Monitoring progress towards targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

To ensure these core strategic functions are met, each individual governor has a role to play within the governing body. The role demands a significant amount of time and effort, but if we each accept fair responsibility in the necessary areas, the governing body can work effectively.

As individual governors we are expected to:

- rigorously and consistently monitor SIP targets and data to ensure progress
- participate in events and training opportunities throughout the year
- be a link governor for a subject area or key stage
- ask questions to explore issues further
- ensure we deliver the very best education possible for the children in Red Rose
- seek to provide the appropriate balance of support and challenge so that the school fulfils its statutory duties
- strive to build further on achievements.

Please refer to the *Code of Conduct for the Governing Body* (attached) for further details.



DETAILS OF GOVERNORS
SEPTEMBER 2018

Name	Position	Type of Governor	E-mail address
Mrs Vicki Jowett	Chair	Co-opted	v.jowett@redroseprimaryschool.com
Mr Lee Brewster	Vice-Chair	Local Authority	l.brewster@redroseprimaryschool.com
Mrs Angela Brinton	Acting Headteacher	Staff	a.brinton@redroseprimaryschool.com
Mrs Nikki D'Souza		Parent	n.dsouza@redroseprimaryschool.com
Mrs L Ward		Parent	l.ward@redroseprimaryschool.com
Mrs Lauren Flannery		Parent	l.flannery@redroseprimaryschool.com
Mrs Helen Goulty-Brown		Parent	h.goulty-brown@redroseprimaryschool.com
Mrs Julie Lumley		Parent	j.lumley@redroseprimaryschool.com



GOVERNOR STRUCTURE

Committee	Governors	Committee Terms of Reference	Link Governor	Recommended Training
Appeals Meetings: as and when required	Mr L Brewster Mrs N D'Souza Mrs J Lumley	Disciplinary, Pay, Dismissals, Redundancies	All members	Governors Role in Appraisal and Capability
Curriculum Meetings: at least termly (2018 decision: half-termly meetings would be appropriate)	Mrs A Brinton Mrs N D'Souza Mrs L Flannery Mrs H Goultly-Brown Mrs V Jowett Mrs J Lumley	EYFS KS1 & KS2 Curriculum/Data Pupil Reports SIP SEF SEN (achievement and impact of Pupil Premium and Sports Premium funding) Computing, e-safety & website GDPR Educational Visits	Mrs Goultly-Brown Mrs Jowett All members All members All members Mrs Flannery Mrs D'Souza Mrs Goultly-Brown All members	Data Protection, Freedom of Information and Cybersecurity Early Years Updates Equality Duty Training Governor Monitoring by Visiting Classrooms SEND Understanding School Data GDPR
Committee	Governors	Committee Terms of Reference	Link Governor	Recommended Training
Finance	Mrs A Brinton Mr L Brewster	Budget Plan (including 3 year forecast) and income	All members	Budget Planning and Monitoring



<p>Meetings: at least termly</p> <p>(2018 decision: half-termly meetings, to coincide with the Oracle statement)</p>	<p>Mrs L Flannery Mrs V Jowett (Chair) Mrs J Lumley</p>	<p>and expenditure</p> <p>Pupil Premium (income and expenditure)</p> <p>Sports Premium (income and expenditure)</p> <p>School Funds</p> <p>Voluntary Funds expenditure</p> <p>Service Level Agreements and Tendering</p> <p>Performance-related pay expenditure</p> <p>Income generation</p> <p>SFVS</p> <p>Health & Safety, Premises, Repairs & Maintenance, Furniture & Equipment</p> <p>Charging & Remissions</p>	<p>Mrs Flannery</p> <p>Mr Downs</p> <p>All members</p> <p>All members</p> <p>All members</p> <p>All members</p> <p>All members</p> <p>Mrs Jowett</p> <p>Mr Brewster</p>	<p>Effective Use of the Enhanced Sports Premium</p> <p>Health & Safety</p> <p>Internal Audit Role</p> <p>SFVS</p> <p>Social Deprivation and Pupil Premium</p>
<p>First/Pay Review</p> <p>Meetings: as and when necessary (at least annually)</p>	<p>Mrs Brinton Mrs L Flannery Mrs H Goulty-Brown Mrs V Jowett</p>	<p>Staffing Reductions</p> <p>Recruitment & Retention</p> <p>Pay Review</p> <p>TLRs</p> <p>SEN allowances</p> <p>HT and staff disciplinary, grievance or ill health</p>	<p>All members</p>	<p>Governors Role in Appraisal and Capability</p> <p>Recruitment & Selection</p> <p>Safer Recruitment</p>
<p>Committee</p>	<p>Governors</p>	<p>Committee Terms of Reference</p>	<p>Link Governor</p>	<p>Recommended Training</p>
<p>Headteacher's Performance</p> <p>Meetings: Autumn term, plus termly</p>	<p>Mrs V Jowett (Chair)</p>	<p>HT Performance & Objectives</p>	<p>All members</p>	



monitoring meetings				
Personnel Meetings: half-termly	Mrs A Brinton Mr L Brewster Mrs N D'Souza Mrs V Jowett (Chair) Mrs J Lumley	<u>Pupils</u> Behaviour, Attendance & Exclusions Pastoral provision Cultural Education Inclusion (SEN) RE / PSHE Sex & Relationship Education PE and Sport provision (quality of provision, encouraging participation) Safeguarding & Child Protection Looked After Children Nutritional standards Pupils with medical conditions School Council Primary to secondary transition Pupil Surveys Parental engagement Parental complaints <u>Staff</u> Staff Appointments and temporary contracts Staffing structure Staff wellbeing, workloading, training and development	Mrs Lumley Mrs D'Souza Mrs D'Souza Mrs Lumley Mrs D'Souza Mrs D'Souza Mr Downs Mrs Jowett Mrs Jowett Mrs D'Souza All members All members Mrs Lumley All members Mrs D'Souza Mrs Jowett All members All members All members	Attendance Mgt Policy and Procedures Child Protection Children who are Looked After Dealing with School Complaints Developing Effective Anti-Bullying Practices Governors' Role in Performance Mgt Governors' Role in Safeguarding Governors' Role in Online Safety Implementing Prevent Duty Improving School Attendance LADO Procedures RE for Governors Recruitment & Selection Relationship & Sex Education Awareness Restorative Approaches Safer Recruitment SEND SMSC Supporting Pupils with Behaviour Problems



		<p>Staff Absence</p> <p>Performance Management</p> <p>Staff surveys</p> <p>Governor Training</p> <p>Equality Objectives & Info</p>	<p>All members</p> <p>Mrs Jowett</p> <p>All members</p> <p>Mrs Lumley</p> <p>Mrs D'Souza</p>	
<p>Steering Committee</p>	<p>Mrs A Brinton</p> <p>Mrs V Jowett</p>	<p>Ofsted</p> <p>Setting and monitoring Governing Body and SLT objectives</p> <p>Setting programme of work and calendar of meetings</p> <p>Monitoring committees and individuals</p> <p>Succession Planning</p>	<p>AHT & Chair</p>	<p>Preparation for Ofsted Training</p> <p>Succession Planning</p>



Red Rose Primary School
Committee Structure

No: 2125

Finance Committee

CHAIR: Mrs V Jowett

Terms of Reference:

- Consider all matters received from the LA relating to the financial aspects of the Authority's scheme for the Finance of Schools (Fair Funding).
- Receive actual budget share and agree a budget plan.
- Monitor and determine spending patterns and consider spending proposals from other committees.
- Consider and promote Income generation.
- Supplies Budget (delegate to Headteacher for report to Governors as appropriate).
- Check the annual accounts of all voluntary funds held by the school (Friends of the School/Private School Fund etc).
- Inspection/reporting repair and maintenance to Buildings & Grounds.
- Major/Minor improvements.
- Tendering procedures.
- Purchase & disposal of Furniture and Equipment.
- Health & Safety issues, inspection and report and action (including completion of annual risk assessment).
- Expenditure Proposals for submission to the Finance Committee.

Meetings: termly, or each half term, planned to coincide with Oracle.

Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Associate Members may not vote.

Personnel Committee

CHAIR: Mrs V Jowett

Terms of Reference:

- (Headteacher/Deputy Headteacher appointments will be subject to consideration by the full Governing Body and if the appointment is delegated to the Committee will



need to be endorsed by the full Governing Body).

- When teaching and non-teaching appointments are made by this committee, shortlisting for those appointments will also be by this committee.
- To check that arrangements for staff appraisal are in place and are being developed.
- Consider staff Leave of Absence (only if necessary after delegation to Headteacher).
- Staffing Structure (Budgetary implications submitted to Finance Committee).
- Pupil Exclusions (the 1999 regulations require that Pupil Exclusions are dealt with by a Committee of Governors).
- Parental Complaints.
- Review temporary contracts on an annual basis.

Delegated to Headteacher:

- All appointments of staff, both teaching and support staff below Deputy Headteacher.
- Supply cover.
- Staff disciplinary grievance and ill health matters up to and including dismissal where the Headteacher has not been the investigating officer.
- Staff reductions up to and including staff representations.
- Leave of absence.

Meetings: Half Termly

Pecuniary interest.

Curriculum Committee

CHAIR: To be elected at the beginning of each meeting

Terms of Reference:

- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LA curriculum statement and statutory obligations regarding the National Curriculum.
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced.
- To review the policy and provision for sex education and to make recommendations where necessary.
- To review the policy and provision for collective worship and RE and to make



recommendations where necessary.

- To monitor and review information about school performance and reporting to parents accordingly to statutory requirements.
- To contribute to the School Development Plan.
- Curriculum/performance review including target setting and monitoring mechanisms.

Meetings: At least termly.

Disqualifications: None.

First / Pay Review Committee

CHAIR: To be elected at the beginning of each meeting

Terms of Reference:

- To act in accordance with the School Teachers Pay and Conditions document adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, SEN (Special Educational Needs) allowances, recruitment and retention payments, points for previous experience, bursaries, regradings.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, eg disciplinary, grievance, ill health etc where the Headteacher is the subject of the action.
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body (unless delegated to the Headteacher).
- Reducing the staffing.

Meetings: as and when necessary.

Disqualifications: The Headteacher; the Chair of Governors (if he/she has prior knowledge or involvement) Spouse/partner.

Appeals Committee

CHAIR: To be elected at the beginning of each meeting

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (eg disciplinary, pay review etc).



- To consider any appeal against selection for redundancy.

Meetings: as and when required. Must have no fewer members than the Hearing.

Disqualifications: Headteacher. Any governor who was involved in the hearing.

Spouse/partner.



Delegation to the Headteacher

Under the 2009 Staffing Regulations the Governing Body determines the extent to which it delegates to the Headteacher responsibility, up to and including initial dismissal decisions for school staff.

Appointments - Delegate to the Headteacher:

- Temporary staff
- Non-teaching staff.

Dismissals – to be delegated to the First/Pay Review Committee.

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 5,000	Any items of expenditure up to	£ 5,000
Limit set for Headteacher with approval from Chair of Governors	5,000- 15,000	<ul style="list-style-type: none"> ● Above this limit if item was previously notified to the Governing Body. ● Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity. 	
Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.			

NB: Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.



SKILLS AUDIT

The purpose of this audit is to discover the range of skills and experience already existing on our Governing Body, so that we can make the most of everyone's abilities and plan for future development. Please answer each question as fully as possible and return the sheet to the Chair of Governors **as soon as possible**. Thank you for your help.

Name of Governor:	
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1. Why did you join the governing body?

2. From your background, experience and interests, what are the particular skills you bring?

3. Which aspects of your work as a governor have been:
 - Most rewarding?

 - Most frustrating?

 - Most demanding?



10. Are there any additional areas of the governing body's responsibilities to which you would like to contribute to in the future?



GLOSSARY OF TERMS

The National Governance Association has produced a guide to help governors navigate the specialist terms and abbreviations often used within education.

You can download the guide from the following link:

<https://www.nga.org.uk/Guidance/Glossary.aspx>