

REGISTER OF GOVERNOR INTERESTS

AMBLE LINKS FIRST SCHOOL (Updated July 2023)

From September 2015, Governing Bodies are required to publish, on their website, information about their governors.

Name & Category	Appointing Body	Date Appointed	Date for Reappointment	Official responsibility	Financial Interest	Non-Financial Interest
Linda Williams Local Authority	Local Authority	08.01.2014 Reappointed 23.2.19	22.02.23	Chair of Governors Chair of Strategic Policy and Direction Chair of Development Sub-committee Chair of Resources Sub-committee Early Years	None	None
Sylvia Capron Co-opted	Governing Body	01.09.2013 Reappointed 29.11.21	29.11.2025	Science/RE/Pupil Premium	None	None
Patricia Grahamslaw Co-opted	Governing Body	09.03.2016	06.03.2024	Maths	None	None
Kayleigh Dunn Parent Governor	Parent Body	27.03.2023	26.03.2027	Geography	None	None
Cathie Gascoigne Co-opted	Governing Body	14.10.2013 Reappointed 13.10.21	13.10.2025	PHSE/RSE	None	None
Paul Heeley Head Teacher	By virtue of position	01.09.2010	Ongoing		Member of teaching staff	None
Ailsa Dellbridge Co-opted	Governing Body	20.10.2018 Reappointed 15.11.2022	16.11.2026	Health and Safety History	Member of School Staff	Chair of school PTA
Helen Cooper Co-opted	Governing Body	07.03.2016 Reappointed 07.03.20	06.03.2024	Safeguarding/Child Protection SEND/LAC English	Vice-Chair of Governors	Spouse of another governor.

Name & Category	Appointing Body	Date Appointed	Date for Reappointment	Official responsibility	Financial Interest	Non-Financial Interest
Felicity Edmunds Parent	Governing Body	17.11.2014 Re-appointed 16.11.2018 Reappointed	16.11.2022	Reading/Phonics	None	Grandparent of child attending school. Parent of another governor.
Louise Cuthbertson Staff	Staff	08.01.2020	07.01.2024		Member of School Staff	
Mark Phillips Co-opted	Governing Body	17.11.2022	16.11.2026	Attendance	None	Headteacher of Barndale House Special School
Guy Nutting Co-opted	Governing Body	11.10.2021	10.10.2025	Health & Safety Computing French	None	None

Full Governing Body Terms of Reference September 2023

MEMBERSHIP

The Governing Body shall consist of 12 members.

The Governing Body shall have such Associate members as they determine at the date of appointment. Associate members may be granted voting rights at the discretion of the Governing Body.

QUORUM

The Quorum must be seven Governors.

CHAIR

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Northumberland County Council delegation requirements.
- To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

- To establish and foster an effective relationship with the Head Teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head Teacher and provides strategic direction.
- **CLERK**
- To work effectively with the Chair of Governors, the other Governors and the Head Teacher to support the Governing Body
- To advise the Governing Body on constitutional and procedural matters, duties and powers.
- To convene meetings of the Governing Body.
- To attend the meetings of the Governing Body and ensure minutes are taken.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body when required.

FREQUENCY OF MEETINGS

To meet as required but at a minimum frequency of once per half term consisting of a termly main meeting (attended by LA Clerk) and a termly interim meeting.

TERMS OF REFERENCE

Matters which cannot be delegated to either a committee or an individual

- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To hold at least three Governing Body meetings per year.
- To appoint or remove the Chair and Vice-Chair.
- To appoint or remove the Clerk to the Governing Body.
- To appoint or remove co-opted governors as appropriate.
- To establish and review the committees of the Governing Body and their terms of reference.
- To decide which functions of the Governing Body will be delegated to the committees, groups and individuals and review delegation arrangements annually.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To suspend or remove a Governor.
- To agree selection panel for Head Teacher and Deputy Head appointment.
- To draw up the instrument of government and any amendments thereafter.
- To review School Safeguarding policies, procedures and risk assessments.
- To review and annually ratify school self-assessments including Section 11 Safeguarding Audit and Schools Financial Value Standard (SFVS)

Matters which are delivered by the full Governing Body but could be delegated to either a committee or an individual

- To establish and keep under review a protocol for the Governing Body.
- To agree by early in the autumn term the programme of work and calendar of meetings for the Governing Body and its committees for the school year based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- To monitor the progress of work being undertaken by committees and individuals.

- To recruit new members as vacancies arise and to appoint new governors where appropriate.
- To establish and keep under review arrangements for Governors' visits to school.
- To approve/ratify the first formal budget plan of the financial year.
- To keep the Health and Safety policy and its practice under review and to make revisions where appropriate.
- To establish and keep under review Critical Incident policy and procedures.
- To oversee arrangements for Governor involvement in writing and monitoring the School Improvement Plan.
- To make arrangements to establish exceptional working arrangements where a particular circumstances arises (e.g. a committee to oversee a building project or a committee to oversee an OFSTED inspection)

Personnel

- Appointments of at least one governor representative to work with the headteacher to appoint teaching staff other than the Head and Deputy (full governing body duty).
- Reviewing the staffing structure of the school whenever necessary.
- Ensuring that each member of staff has a job description which is reviewed annually and to ensure that job descriptions are reviewed whenever vacancies arise.
- Consider applications from staff for secondments, early retirements, voluntary redundancy etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).
- Put in place policies for staff pay, charging and remissions and appraisal.
- Succession planning.

Buildings

- Make recommendations to the governing Body on capital works and improvements;
- Prepare an annual programme of repairs, maintenance and decoration;
- Security of the school premises and fire safety measures, including alarm systems and fire drills;
- To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.

Financial

- Set the annual budget for the school.
- Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.
- Authorise the virement of funds between budgets and inform the County Council.
- Approve arrangements for the audit of funds received other than from the L.A.
- Advise the governing body on any matters arising from the audit of the school's accounts.
- Monitor the budget and to advise the governing body as necessary on financial matters.
- Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
- Authorise signatories for the school bank account.
- Determine the levels of charges for lettings.
- Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.
- Advise the governing body on any issues arising from financial matters.

Curriculum

- Review the Curriculum Policy for approval by the governing Body.
- Make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.
- Make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.
- Advise the Governing body on arrangements required for pupils with special educational needs.
- Consider complaints relating to the curriculum and to advise the governing body (Hearing Body)

School Improvement

- Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas.
- Analyse data relating to the school's performance and to agree targets for pupil achievement.
- Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.
- Succession Planning
- To prepare the School Improvement Plan.
- To work with the School Improvement Partner to review the school's performance against targets and the school's development during the previous year.
- To review the School Improvement Plan and to advise the Governing Body on priorities for the key areas of school improvement.
- Liaise with the Resources Management Committee on the funding requirements of the School Improvement Plan.
- To review the Self- Evaluation Form on a termly basis and make the necessary changes to reflect the outcome of the review.

Policy Review

- Undertake a cyclical review of all school curriculum related policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.

This also includes annual reviews of policies relating to:

- Behaviour
- Child Protection
- Anti-Bullying
- Special Educational Needs

Discipline, Complaints and Appeals Hearing Body

Terms of reference

September 2023

MEMBERSHIP

The Committee shall consist of at least three Governors and will be formed by appropriate governors when required.

FREQUENCY OF MEETINGS

When required.

TERMS OF REFERENCE

Pupil Discipline and Complaints

- Review the use of exclusion within the school.
- Consider the views of the head Teacher and of parents of excluded pupils (Hearing Body).
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).
- Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

Appeals

- Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and staff salaries (Appeals Panel).

GOVERNOR ATTENDANCE AT MEETINGS DURING LAST ACADEMIC YEAR (September 2022-July 2023)

From September 2022 it was agreed that we would no longer have separate Committee meetings but rather merge and have a half termly Full Governing Body Meeting.

Name of Governor	Full Governing Body (Including Interim Full Governing Body Meetings)
Linda Williams	4
Sylvia Capron	6
Patricia Grahamslaw	3
Kayleigh Dunn	3
Cathie Gascoigne	6
Paul Heeley	6
Guy Nutting	4
Ailsa Dellbridge	6
Helen Cooper	5
Mark Phillips	4
Felicity Edmunds	6
Louise Cuthbertson	5

*note that all governors have also completed a range of formal and informal monitoring visits throughout the year