

Waterbeach Community Primary School
Governor Roles Responsibilities 2023-2024

Role	Current Governor	Summary	Frequency of Meetings	WCPS Staff Contact	Documentation Produced
Chair of Governors	John Hall	Chair/Co-Chairs of governors are responsible for ensuring the effective functioning of the governing board. This involves providing clear leadership and direction to the board, keeping it focused on its core functions and encouraging governors to work as part of an effective team. It also involves: - Building the skills, knowledge and experience of the governing body, - Ensuring that all governors know what is expected of them and are actively contributing - Leading FGB meetings, - Ensuring the FGB calendar items are covered during the year, - Liaising/supporting the FGB/HT in matters of dispute, CP (where appropriate), Staff issues, - Sitting on the HTPM Committee - 6mth/Annual review with Clerk	Working closely with the Clerk to prepare for FGB meetings, checking minutes, meeting regularly with the HT (every few weeks), preparing strategic documents with Co-Chairs for wider dissemination to FGB, termly school learning walks... Three HTPM meetings, Pay Committee meeting, Ad-hoc meetings with Head to discuss urgent matters 1 x FGB every Half Term	Predominantly Head teacher, School Office, Head of Finance and PFSI Advisor	Minutes, HTPM Report, Annual Governor Report to Parents, Parent Survey, Staff Survey, Communication with parents (Complaints, issues)
Vice Chair of Governors	Robert Schumann				
Chair of Resources Committee	Robert Schumann	Charing Committee Meetings. Creating agenda, liaising with HT and Clerk to ensure documents are provided in advance of Resources meetings, checking minutes post meetings and using Resources Annual Calendar to ensure all annual items are covered. Signing off SFVS.	1 x every Half Term	Jane Green, Office Manager (Liz Bowen)	Resources Committee Minutes
Vice Chair of Resources Committee	TBC				
Chair of Children's Committee	Martin Brown	Charing Committee Meetings. Creating agenda, liaising with HT and Clerk to ensure documents are provided in advance of CC meetings, checking minutes post meetings and using Children Annual Calendar to ensure all annual items are covered.	1 x every Half Term	Jane Green,	Children's Committee Minutes
Vice Chair of Children's Committee	Lisa Wakley-Davies				
Safeguarding	Jessica Lechner	The role is to support the Head Teacher with all processes relating to safeguarding in the school. Including: Prevention, Child Protection, Safer Recruitment and monitoring the Single Central Register. Some aspects of the role include: - Understanding the safeguarding requirements - Supporting the work of the Designated Safeguarding Lead - Reporting back to the Governing Body about how effective safeguarding is - Checking that the school is compliant with statutory guidance - Checking whether there is a consistency in safeguarding across the whole school - Making sure there are effective systems in place to keep vulnerable children safe	Termly to check SCR, meeting to discuss Safeguarding report	Head and Deputy Head and Office Manager, and School Office (SCR)	SR Report
PPF (inc. LAC & PLAC)	Lisa Wakley-Davies	The governor role involves looking at the strategies to help support the children with PPF and the impact and outcomes achieved. PPF is integral to the school development plan. The governor will meet with the PPF lead (Ingrid Tregoing) usually twice a year. This allows discussion to take place about the data on progress of children with PPF compared to other children in the school. There is an inherent gap in learning levels which may be for various reasons. Some of the children with PPF also have some learning needs so it is sometimes quite helpful for the Special Educational Needs link governor to also do the PPF reviews. It is important to be able to discuss with Ofsted what the resources for PPF are being used for and what is being achieved as well as outlining what the ongoing challenges are.	Termly	SENCO	PPF Report

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SEND	<i>Lisa Wakley-Davies</i>	Special Education Needs and Disability (SEND) Governor Role This governor role involves reviewing the SEN policy and looking at how children with SEN are supported within the school. The role involves meeting the SENCO (special Education Needs Co-ordinator/Inclusion manager) once or twice a year. It is useful to get an understanding of the numbers of children on the SEN register and understanding whether they are making appropriate educational progress. This is then feedback to the curriculum committee via report. It is helpful to think about how inclusion is evidenced and how any strategies of support are implemented and monitored for their effectiveness. It is helpful to be guided through the data by the inclusion team.	Termly	SENCO	Send Report
Health & Safety	Mark Spedding	Reviewing H&S Policy prior to sharing with FGB -Check the H&S framework/policy complies with legislation, meets best practice, and ensure the procedures set out in the policy reflect the school's actual current practice (as part of school visits) -Ask staff members for risk assessments and check they're up to date (for example, not containing names of staff who have left), check that accidents and 'near misses' are being recorded and look for any patterns that might cause concern -Monitor that site walks are happening. You could accompany staff members such as the school business manager/premises manager on a site walk and monitor how they assess and follow up on any health and safety issues they identify -Establish a key performance indicator (KPI) for health and safety to help keep it a high priority	H&S Walk around School, annual meeting, follow up meeting after any incidents	DHT Lindsey Ogilvie	Review and report back to FGB
(HTPM) Head Teacher Performance Management	MSp, JHal, AM (Chair)	The Headteacher Performance Management team work with/appoint an external adviser to support the headteacher's appraisal. The panel appraise the performance of the headteacher, assessing their performance of the role and responsibilities against the relevant standards and objectives set in the previous appraisal period. They then set new objectives after consultation with the external adviser. Objectives are often aligned with School Development Plans.	Objective setting is held in September at the end of the Conclusion of the previous academic years review. At least one interim meeting to be held in the Spring term, ideally a second during the summer, to ensure all is on track.	HT	Appraisal Documentation
Pay Committee/Chair	MSm, LWD, RS	Pay Committee meets annually to work with the HT to consider the pay of Teachers (TA's are not dealt with). Any proposed changes are discussed and agreed (or not). Any decision about HT pay increases are the decision of the HTPM and should be communicated to the Pay Committee in advance.	Annual. Autumn 1. The meeting is minuted.	Jane Green, Finance Manager	Pay Committee Minutes
Staff Governor	Terry Gilzean	Reports on matters that need raising on behalf of the Staff of WCPS and as TG is Site Manager, on site related matters		—	—
Link Governor	See below	Annual meeting to discuss developments in subject area and report back to committees/FGB. Link Governors will be the main contact with staff member. Staff contact may be invited to a Committee or FGB meeting to share information.	Link Governor visits vary in remit and frequency but on average are at least one annual visit and ideally one interim visit. These may increase depending on the focus during the year.	See below	

Link Governors	Current Link Governor	WCPS Staff Contact
PE	Jessica Lechner	
Diversity & Inclusivity	Rebecca Pharo	
Maths	Mark Smith	
Science	Martin Brown	
Assessment	Martin Brown	
Well-being	Jessica Lechner	
English, Phonics, Reading and Vocab	Anne Morten	
Staff CPD	Jon Hall	
PSHE (with focus on RSE)	Rebecca Pharo	
Curriculum	Mark Smith	
Outdoor Curriculum	Martin Brown	
Finance	Jon Hands	