

Being a Governor at Holy Trinity

Thank you for your interest in our school, and becoming a Governor at Holy Trinity.

This briefing contains a summary of key points about our school, and the expectations we have of our Governors.

About Holy Trinity

Holy Trinity School is a single-form entry Church of England school including a nursery and a single two-form “bulge” year (currently Year 4).

As a small school, we promote a close and caring community where every child matters. We aim to create a happy and secure Christian environment in which children can grow in confidence and independence, and our dedicated team of staff and governors are passionate about providing opportunities for every child to be the best that they can be. We take great pride in ensuring that our children are safe, happy, comfortable and learning. The Governing body plays an active role in the school’s continual development.

The school has all necessary governance structures in place to ensure the finances are managed appropriately and effectively with support from the school business manager (part-time), including tracking and reporting on the use of specific funds such as pupil premium. The school’s budget is planned carefully to ensure that the maximum funds can be allocated to delivering its educational goals and objectives.

We are very fortunate to have a large playing field on site and sport plays an important part in school life. We have comprehensive afterschool provision with wide participation from both girls and boys in all sports, and representative teams in gymnastics, swimming, football, cricket, athletics, netball and dance.

Our Mission Statement

- We promise to provide opportunities for every child to be the best that they can be.
- We aim to create a happy and secure Christian environment in which children can grow in confidence and independence.
- We strive for excellence in teaching and learning to achieve High Standards Together

Governors Role

Purpose

To contribute to the work of the governing body in raising standards of achievement for all pupils which involves the setting of a strategic plan for the

school, acting as a critical friend and holding the school to account for student outcomes, and use of public resources. Governors hold the main responsibility for finances at the school and are responsible for appointing the Head Teacher and Deputy Head Teacher.

Who we are looking for

We want to recruit Governors who share our vision and passion for the continuing success of the school, and have the capability, commitment and capacity to be effective. Currently, we are looking for a parent with a child/children at the school, who has experience working in communications, more especially someone who can help the Governing body with promoting our school within the local community, by means of social media, the local press and our school internet site.

Accountability

Our governors are accountable to each other and to the entire school community – parents, students and staff, whom we serve. There is a written code of conduct, which we all agree to abide by. Additionally, some Governors are elected or nominated to particularly represent specific parts of the community, for example our staff, parents, the London Diocesan Board for Schools and our Parish Church, Holy Trinity.

Responsibilities of the Governing Body

The role of the governing body is a strategic one. It is responsible for the conduct of the school, and must promote high standards of educational achievement. All governors at Holy Trinity recognise that they should focus on three key strategic areas:

- Ensuring clarity of vision, ethos and strategic direction, by setting aims and objectives for the school and putting in place policies and targets to achieve those aims;
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure money is well spent.

Tasks

Individual governors are expected to:

- To work as a member of a team.
- To speak, act and vote in the best interests of the school .
- To respect all governing body decisions and to support them in public.
- To act within the framework of the policies of the governing body and legal requirements.
- To commit to training and development opportunities.
- To get to know the school: its needs, strengths and weaknesses.
- To learn and interrogate financial and performance data.

Time commitment and availability

Being a Governor at Holy Trinity involves significant commitments of time and work. At a minimum, you will be asked to

- Attend meetings of the Full Governing Body, usually one meeting per term
- Attend and participate in more detailed subcommittees, such as in the areas of Finance, Staff and Buildings (FSB), Curriculum, Pupils and Community (CPC), Admissions, or RE and Worship.
- Attend appropriate training.
- Specialise in particular aspects of the school's work, for example safeguarding, special educational needs or communications.
- Be regularly in school in your role as governor, monitoring school development and participating in relevant panel work such as admissions, complaints, behaviour and staff matters.
- Undertake 'desk based' preparation for, and work in support of the above.

The required time commitment varies, but is unlikely to be below 15 hours per month, some of this will be in school during and around the school day.

Confidentiality

All governors will be required to work in a way that protects and respects confidentiality of pupils and school business. The proceedings of committee meetings are mostly a matter of public record, however there are many occasions where you will be party to confidential discussions and data about the school, students and staff.

Child protection and safeguarding

Holy Trinity has a duty of care to implement effective policies and procedures to ensure the safeguarding and welfare of children and young people. In order to achieve this, all staff and Governors must share this commitment and the Governing Body is ultimately responsible for safeguarding staff and students. This commitment includes accepting a responsibility for ensuring that all concerns about a child's safety or well-being that come to the attention of Governors, staff or volunteers in the course of their work will be followed up and dealt with as quickly and as sensitively as possible. It also includes ensuring that all activities are provided in a safe environment.

Because Holy Trinity is committed to safeguarding all children, a criminal record disclosure will be required prior to appointment of Governors – a DBS check. Governors are also expected to undergo formal training in the safeguarding of young people.

Term of Office

The term of office for any governor is four years. Governors may then be re-appointed or re-elected. Should personal circumstances change, governors may also resign by giving written notice to the Clerk.