

WELCOME FROM OUR GOVERNING BODY

I would like to take this opportunity to give you information regarding the work role and responsibilities of our Governing Body. If you are interested in becoming a governor of the school, please contact either myself or the Headteacher. We will send you information about how to apply to become a governor.

Mrs. Caroline Comer
Chair of Governors

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1. WHO ARE WE, WHAT DO WE DO?

Members

Chair: Mrs Caroline Comer
Headteacher: Mrs Lisa Wood
Vice-Chair: Mr Iain Duigan

Safeguarding Governor: Mrs D Wilson (including Child Protection, Children Cared For/Previously Cared For and Prevent)

Early Years Governor: Mrs A Bolden

SEND Governor: Mrs C Comer

Quality of Education: Mrs D Wilson, Mrs D MacKnight

SFVS Governor: Mrs C Comer

Behaviour & Attitudes: Mrs K Webster, Mrs L Matthews

Safer Recruitment Governor(s): Mr I Duigan, Mrs D Wilson

Personal Development: Mrs K Webster, VACANCY

Disadvantaged Governor: Mrs L Matthews, Mrs K Wysokinska-Lakomska

Leadership & Management: Mrs C Comer, Mr I Duigan

Religious Education: Mrs K Wysokinska-Lakomska, Mrs L Matthews

CONSTITUTION OF GOVERNING BODY

- 6 Co-opted Governors
- 3 Parent Governors
- 3 Staff Governors (including the Headteacher), and
- 1 Local Authority (LA) Governor

Full Governing Board Meetings	
Chair: Mrs C Comer	Vice-chair: Mr I Duigan
Membership: 12 Governors, including Headteacher + Associate Members (Chairs appointed every 4 years at the 1 st Full Governing Board meeting of the Academic Year)	Clerk: Mrs S Edwards
	Quorum: 50% of current Governor Membership
	Frequency: Once Per Half Term
<p>The Full Governing Board will meet 6 times per year. An annual planner and agenda for each meeting will include all the tasks which the Governing Board is required to consider over the course of an academic year.</p> <p>The Governing Board, in order to ensure its core functions are fulfilled, will delegate monitoring responsibilities to 'Link Governors' or 'individuals' in line with priorities within the School's Development Plan.</p> <p>Papers for each meeting will be circulated in advance by the appointed Clerk. It is governors' responsibility in preparation of the meeting to read the papers and to come prepared to deliver Link Governor Visit Reports or to provide Feedback from Committees/Panels. If governors are not able to attend a meeting they may submit written reports in advance of the meeting so they may be shared with Governors for consideration by the Full Governing Board.</p> <p>In each case where a function has been delegated there is a statutory duty to report any action or recommended decision to the Full Governing Board at the next meeting.</p>	
1st Half Term Full Governing Board Focus	2nd Half Term Full Governing Board Focus
School Improvement Focus, including: <ul style="list-style-type: none"> - Approval of priorities within School Improvement Plan - Review of progress towards School Improvement Plan priorities - Review / Approval of SEF - Monitoring of student Attainment and Progress for all groups, including Disadvantaged, SEND and Other Pupils - Monitoring of Attendance - Review of Curriculum / Remote Learning Offer - Feedback from Link Governors 	Strategic Management Focus, including: <ul style="list-style-type: none"> - Finance, Premises and Personnel Updates - Approval of Proposed Budget - Approval of Schools Financial Value Standard - Approval of Whole School Pay Policy - Approval of Whole School Staffing Structure / Reduction/Increase in Staffing Establishment - Review of Terms of Reference / Committee Membership - Accept resignation of Headteacher / Agree Salary Scale and Membership of recruitment panel. - Monitoring of Safeguarding / Wellbeing and Mental Health Agenda - Review and ratification of school policies

Panels	
<p>Aside from the twice termly meetings, the following 'panel's' will meet as required. Representation for these panels will be sought from the current membership of the Governing Board and will exclude Staff Governors when not appropriate.</p>	
Personnel Panel (Quorum 3)	<p>To consider the following:</p> <ul style="list-style-type: none"> - Staff Disciplinary and Capability - Staff Performance Management / Review of

	Salaries (including Headteacher) <ul style="list-style-type: none"> - Consideration of Flexible Working / Leave of Absence Requests - Attendance Management - Consider representations in relation to redundancy process
Headteacher Performance Management Panel (Quorum 2-3 Governors)	To consider the following: <ul style="list-style-type: none"> - Review of performance management Objectives - Setting of new objectives
Pupil Discipline Panel (Quorum 3 Governors)	To consider the following: <ul style="list-style-type: none"> - Representations against suspensions (fixed term) - Permanent Exclusions/Exclusions
Complaints Panel (Quorum 3 Governors)	To consider the following: <ul style="list-style-type: none"> - Complaints, in line with the school's complaints policy
Selection Panel (HT/DHT Appointments) (Quorum 5 Governors, including Chair)	To consider the following: <ul style="list-style-type: none"> - Job Description / Role Profile - Advert - Interview timetable - Interview process
Selection Panel (Teaching Staff) (Headteacher + 1 Governor with Safer Recruitment)	To consider the following: <ul style="list-style-type: none"> - Recruitment and selection of teaching staff - Interview and appointment of teaching staff
Personnel Appeals Panel (Quorum to match existing committee. Staff would be excluded from attending)	To consider the following: <ul style="list-style-type: none"> - Appeals in relation to Staff Disciplinary - Appeals in relation to Capability - Appeals in relation to Flexible Working Requests / Leave of Absence Requests

2. [MEET OUR GOVERNORS](#)

Mrs. Caroline Comer (Chairperson)

I have been a governor at Hylton Castle Primary since 2009 and Chairperson since 2012. My background is in education – both as a teacher and supporting and advising parents and young people with special educational needs. I have been retired for a number of years now, but I am still passionate about education and making sure all our children and young people get the most out of their time in school.

My role as Chair of Governors means that I lead meetings of the full governing body and liaise with Mrs Wood about decisions that come up between meetings. I come into school to monitor how what was agreed at the Governors meetings is put into place – and what difference it is making to the children. I am also Special Educational Needs governor and I have regular meetings with Mrs Meldrum about the children on the Special Needs register and how their needs are being met.

I do lots of other things now that I am retired but I am also a governor at another school in Sunderland and I think that it is very useful to be able to compare and contrast two very different schools and learn from each.

Unbelievably our 'new' school building is now over six years old, and we have already seen lots of changes. I am especially proud of the outdoor learning and play that is such a big part of the children's lives now. I think that's what I like most about being a governor – seeing how the school, the staff and especially the children are always finding ways to make things better and be the best that they can be.

Mrs. Louise Matthews (Co-opted Governor)

I have been a governor at Hylton Castle Primary School since January 2017, prior to this appointment I also have over 9 years' experience as both a parent and co-opted governor. with another local authority

I am a business development manager at the North East Business and Innovation Centre in Sunderland and hope my wealth of knowledge and experience working with businesses for over 30 years will be useful to the school.

My main hobbies outside of work are keeping fit, gardening and I love travelling and walking. I am also a volunteer for a local hospice.

Although my own children are now adults, I am very interested in early years education and how this is so important as the foundation of a child's future. I feel my role as a governor is one in which I can support both the school and its pupils to achieve their goals.

Mr. Iain Duigan (Vice Chair of Governing Body)

I've been a Governor since January 2016.

My background is in communications and business. I work for Fusion Contact Centres, part of the BGL group (famous for Compare the Meerkat), in the role of Contact Centre Manager. I have a wealth of experience in project management, people engagement, training and I specialise in organisational behaviour.

My primary interests at the moment, apart from the work-related ones, are my children and their education. I have a son in Year 1 at a different school and am very grateful for an opportunity to see the inner workings a primary school.

I've yet to undertake any specific governor training, although I intend to go through the Anti Bullying session 23rd March and take advantage of whatever else I believe will assist me in being a top notch governor.

The impact I can make as a governor has yet to be proven, but I drive a high challenge, motivational culture at work and believe I can offer both high challenge and a motivational perspective in my governorship. I'm sure it's a role I will grow into and my experience in business, transferrable into positive at Hylton Primary."

Mrs. Doris. Macknight, JP

I have lived in then North area of Sunderland most of my life. I am married, with two sons and four grandsons.

I have done lots of voluntary work over the years, including running Play Group and Brownies. I'm a member of my local church and I am involved in City Challenge in 1993-97.

In 1997 I became a magistrate in the City of Sunderland and over the years I have chaired Adult, Youth and Family courts.

I recently resigned from being a governor, after 15 years, at Redhouse Academy where my main role was on the Behaviour Panel.

I was elected as a Ward Councillor in 2010; sitting on many committees, including Young People and Children's Scrutiny.

Since 1993 I have been involved the restoration of Hylton Castle to its former glory (nearly there) With my experience in these areas I am sure I can support Hylton Castle Primary Governance diligently.

Mrs. Denise Wilson (Co-opted Governor)

I trained as a teacher before working for Springboard Sunderland Trust in 1978 becoming the Chief Executive Officer in 2002 until my retirement in 2017.

I am Executive Officer of the Sunderland City Provider Network supporting employment and skills development in the City.

I have been a School Governor at Hylton Castle Primary School since 2017 and am the Safeguarding governor. I'm a Trustee at Springboard and recently joined the Cultural Spring Charity as a Trustee.

I believe it is really important for children to have a good educational experience at Primary School as it is where a passion for learning is developed.

I have been involved with the Hylton Castle area since City Challenge days and my husband is a Trustee of the Castle.

I enjoy travelling, painting, art, and history.

Mrs Ashleigh Bolden (Parent Governor)

My background is in adult youth and family criminal work within the Justice system. I work for Her Majesty Courts and Tribunal Service, in the role of Delivery Manager at South Tyneside Law Courts. I

have a very good understanding of the court process and the administration of the work that goes on within the justice system.

My interests at the moment as being a governor, is that my daughter attends Hylton Castle Primary and I am interested in my daughter's education within Hylton Castle Primary. I am very grateful for the opportunity to be involved within this friendly outstanding school.

I have undertaken governor training, although I intend to attend a lot more training in the near future and keep myself updated with all the training available so that I can advise and learn from other Governors.

My role within the governors is looking at the Early Years Foundation Stage and this is a key part of a child's future within Hylton Castle Primary School.

Miss Karen Raisbeck

Overall, I have been teaching for over 8 years and have worked at Hylton Castle Primary for 5 of those years. I have been a teacher in Key Stage 1 and 2. This is my first year as a governor and I am committed to the school by offering my support and skills by continuing to make sure our children get the most out of their time whilst at Hylton Castle Primary. It's a pleasure and an honour to be working at such a welcoming and committed school. Because I work in the school, I have the privilege of seeing how much our staff and children go above and beyond.

When I am not teaching, I love going away to the Lake District. I love walking, finding new places and going on unexpected adventures. My family means the world to me, and I love spending time with them, including my dog, Nigel.

I am passionate about teaching and want to continue making an impact at Hylton Castle Primary. I am motivated and thrive on high challenges. I will look for advancement and more chances to grow in my role as a governor.

3. THE ROLE OF THE GOVERNING BODY: INTRODUCTION

The Governing Body is a critical friend to the school. All governors visit the school at least once a year and they regularly work with class teachers and subject leaders in the monitoring or development of key areas of focus. Each meeting of the governing body includes discussion and questioning around a specific area of school improvement that is requested by governors during the previous meeting.

All governors help senior leaders to update and evaluating the School Self Evaluation document. This is a working document which links closely with both the School Development Plan and staff appraisal targets. Targets set are based on identified areas for development and impact Achievement, Teaching and Learning, Behaviour and Safety and Leadership of the school.

As part of the **governors' role** we are invited to make regular visits to school to monitor progress relating to the School Development Plan and also to provide evidence to support the self-evaluation process. As well as being a very enjoyable part of the role these monitoring visits enable us to stay informed about what is happening in school.

Governors, with their **varied backgrounds** bring a wealth of experiences, expertise and ideas. One governor, for example, has a background in town planning; this is helping governors and staff to 'think outside the box' in terms of possibilities with the planning for our new school (building to commence in February 2015). His support is also helping us explore the possibility of selling off some surplus school land in order to provide much needed resources for our new school.

Another governor has secured sponsorship from her company to buy new musical instruments when we move into our new school. The sponsorship may also help to develop partnership working between her workplace and our school.

Parent Governors provide an invaluable link with the school and wider community. They offer advice, support to other parents and play an important role in bring parent / carer thoughts and ideas to the governing body.

Staff governors make a vital contribution to the governing body; they take ideas back to staff and use their knowledge of the school and its community to help the governing body to make informed decisions about our school. One staff governor has an interest in local history and is part of the steering group (which involves pupils from our school) for the development and restoration of the actual Hylton Castle (English Heritage).



Our **Chair of Governors** ha a background and profession in education. In her role as part of the KS2 Behaviour Team she has helped us to develop strategies that support some of our most vulnerable pupils and their families; thus helping us to meet the specific needs of pupils and helping them to reach their potential.

Training and Development of Governors

All governors are involved in training that is provided by the L.A. They complete modules on line and two governors have completed intense training on safer recruitment and safeguarding issues.

4. THE ROLE OF THE GOVERNING BODY: CHALLENGE AND SUPPORT

Impact on School Development

Governors contribute to approve, monitor and evaluate progress against the school's Development Plan each year. This supports the continual raising of standards.

Impact on the Financial Management of the School

The Governing Body sets an appropriate budget each year, this allows the school to achieve its desired outcomes and to give support to children's learning. All budget data is scrutinised each term by the Governing Body. They offer challenge and ensure best value when setting the budget.

Health and Safety / Safeguarding

The Finance and Premises Committee ensure the health and safety of all users of the school premises. Policies are reviewed annually and health and safety is an agenda item at each meeting.

Safeguarding

Safeguarding issues, policies and procedures are discussed during each meeting of the Governing Body.

Citizenship and Community Cohesion

Governors encourage good citizenship in the school and community. Community cohesion is promoted through school policy, community events and governor interactions. Governors are aware of the links between the community and the school, and they offer appropriate challenge to maintain standards.

5. THE IMPACT OF LINK GOVERNORS

From the school development plan link governors follow a line of enquiry based on key priorities each year. In this aspect of their role governors speak with pupils (pupil interviews), follow areas of focus within lessons and speak with subject or area leads. They are also invited to oversee monitoring activities. This gives them a working knowledge of how strengths and areas for development are addressed in the school; it also gives them knowledge and understanding which allows them to ask challenging questions and to contribute to whole school improvement.