

Essex County Council

Stebbing Primary School

Stebbing Dunmow Essex CM6 3SH

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The Governing Body of Stebbing Primary School

<p>In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Stebbing Primary School Governing Body are:</p> <ol style="list-style-type: none">1. Ensuring clarity of vision, ethos and strategic direction;2. Holding the Headteacher to account for the educational performance of the school and its pupils;3. Overseeing the financial performance of the school and making sure its money is well spent.	
Governance arrangements	<p>The Governing Body of Stebbing Primary School is made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor and 7 Co-opted governors. Co-opted governors are appointed by the governing body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school. We currently have no vacancies and have the advantage of Associate Governors.</p> <p>The Full Governing Body meets at least 4 times a year (twice in the autumn term and once in spring & summer terms). The governing body hears reports from the Headteacher and committees to assist in making decisions.</p> <p>There are 3 committees:</p> <ul style="list-style-type: none">● Finance & Premises● Pupil & Community● Human Resources <p>The committees look in detail at their different areas of responsibility; probing and questioning the school as well as facilitating solutions, drawing on our wide experience outside Stebbing School.</p> <p>We are a member of an affiliation of Primary Schools in the Great Dunmow area known as DEEP. Schools in the DEEP partnership support each other in school improvement through peer review, shared training and co-operation.</p> <p><i>See p4-5 for a list of Governors</i></p>
Attendance record of governors	<p>Governors have good attendance at meetings and we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). Governors with poor attendance are noted and contacted by the chair to encourage improved commitment to the school.</p> <p><i>See p6 for details of individual governors' attendance at meetings.</i></p>
How you can contact the governing body	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors on the Governors' page of the school website.</p>

Our Governing Body priorities for 2019-2020

A RAG-rated, at-a-glance view of aims, actions and progress

	ACTION	ACTION	ACTION
Objectives	Autumn	Spring	Summer
Improve the effectiveness of the Governing Body, its committees and individual governors			
Review performance of GB to inform 2019-20 priorities			(July 19) Form Strategy Group to select and pilot self- evaluation tool.
			Complete evaluation to inform planning using selected tool (NGA 20 questions for GBs) with input from wider GB on tangible improvements question
Agree priority objectives for GB for 2019-20	Strategy Group to propose priorities for the year at first GB.	Report back on progress to GB via this at-a-glance report	Report back on progress. Complete GB Self-evaluation exercise (July)
Clarify expectations of specific monitoring roles and responsibilities	Produce monitoring role profiles by first GB meeting to include <ul style="list-style-type: none"> • expectations and responsibilities • where to go for additional information or support • useful questions to ask 		Collect feedback and make any recommended changes (CS)
Tighten up on timely reporting which is filed as evidence for Ofsted of regular, focused monitoring. (Chair/Committee Chairs)	Create central record. Monitoring governors to write summary reports, signed off by contact/HT and file in central record Propose and agree time frame at GB	Review monitoring and reporting (Chair/Committee chairs)	Review monitoring and reporting (Chair/Committee chairs)
Coordinate monitoring to best fit school agenda (eg data analysis)	Strat group to agree with HT. Set optimum monitoring dates (Chair/Comm Chairs) Termly monitoring by governors	Termly monitoring by governors	Termly monitoring by governors

	ACTION	ACTION	ACTION
Objectives	Autumn	Spring	Summer
Increase governor knowledge, skills and understanding in relevant area(s) (via external Balance training, on-line training, in-school familiarisation etc) (All gobs)	<p>Training Link Governor to outline upcoming training opportunities.</p> <p>Gobs to sign up for relevant trg/development.</p> <p>Set up in-school familiarisation on data system in use for recording and analyzing pupil performance (for relevant monitoring governors) (Chair P and C Committee with SLT)</p>	<p>Training Link Governor to outline new training opportunities.</p> <p>Gobs to sign up for relevant trg/development</p>	<p>Training Link Governor to outline new training opportunities.</p> <p>Gobs to sign up for relevant trg/development</p> <p>Review training/dev completed (CS)</p>
Good succession planning	Encourage buddying of governors to share and hand over knowledge	Encourage buddying of governors to share and hand over knowledge	<p>Encourage buddying of governors as part of hand over knowledge – particularly for any up-coming role changes)</p> <p>Complete skills audit to identify gaps for future governor recruitment, when required (all Gobs by end May)</p>
Aspiration to further align strategic review/planning cycle - school & GB		Discuss with HT	Assuming agreement, outline details and dates to GB.

Stebbing Primary School Governing Body

Governor	Category	Appointed	Term of Office expiry	Positions of responsibility	Business Interests	External Governor positions	DBS Enhanced certificate
Christina Cant	Co-Opted Governor	22/06/2015	21/06/2023	-Chair of Finance & Premises Committee -Pupil & Community Committee -Financial Standards -Literacy Governor	Stebbing Parish Councillor Dunmow Day Centre Charity Friends Meeting House, Stebbing – village amenity Uttlesford Community Travel Advisory Committee member Trustee of Stebbing Charities	None	✓
Liana Corbett	Co-Opted Governor	27/04/2015	26/04/2024	-Human Resources Committee) -SMSC Governor	Art Data, London	None	✓
Richard Foot	Co-Opted Governor	07/03/2015	06/03/2023	-Human Resources Committee -Pupil & Community Committee -Appeals, Bullying and child protection -SEN/Pupil Premium -Educational Visits	Stebbing Village Stores Ltd., Community Benefit Society - Director	None	✓
Kate James	Co-Opted Governor	01/07/2014	30/06/2022	-Finance & Premises (Committee) -Human Resources (Committee)	Stebbing Primary School Office Manager Mains Home Electrical Centres (spouse of joint owner)	None	✓
Andy Kiberd	Co-Opted Governor	01/07/2014	30/06/2022 (Stood down November 2019)		Electrical Consultancy West Essex Judo Club	None	✓
Caesonia Merritt	Co-Opted Governor	01/07/2014	30/06/2022	-Finance & Premises Committee -Human Resources Committee -Pay Committee -Literacy Governor -Science Governor	None declared	None	✓

Nikki Munson	Co-Opted Governor	23/11/2014	01/10/2023	-Chair of Governing body -Pupil & Community Committee -Human Resources (Committee) -Pay Committee -Exclusion, disciplinary & Grievance -Healthy Schools/Forest school Governor -Foundation Subjects Governor	Trustee of Maynard Montessori Ltd Trustee of Stebbing Charities Custom Modular Construction (Spouse of joint owner)	None	✓
Victoria Roberts	Associate Governor	23/11/2014	01/10/2023	-Pupil & Community (Committee) -Maths Governor -Gifted & Talented	None declared	None	✓
Catherine Smith	Parent Governor	23/11/2015	24/11/2020	-Vice Chair of the Governing body -Chair of Human Resources Committee -Pupil & Community Committee -Pay Committee -Link Governor -EYFS Governor	None declared	None	✓
Stephanie Taylor	Authority from 25/05/2018	25/05/2018	16/04/2022	-Chair of Pupil & Community Committee -Finance & Premises Committee -Literacy Governor -Health and Safety Governor (Temporary)	None declared	The Edith Borthwick School	✓
Lucy Mawson (Headteacher)	Headteacher ex-officio	01/09/2017	N/A	-Pupil & Community Committee -Finance & Premises Committee -Human Resources Committee	Staff Maynard Montessori Trust Ltd, Trustee	None	✓
Jo Clayden	Staff	19/09/2017	18/09/2021	-Pupil & Community Committee	Staff KC Plastering (spouse of owner) Maynard Montessori Trust Ltd, Trustee	None	✓

Vacancies 1 x Co-opted, 1 x Parent

Stebbing Primary School Governors' Attendance Record for 2018-19

Governor	Full Governing Body (4 meetings)	Finance & Premises (3)	Pupil & Community (3)	Human Resources (3)
Christina Cant	100%	66%	---	66%
Joanne Clayden	100%	33%	100%	66%
Liana Corbett	50%	---	---	100%
Richard Foot	100%	---	66%	100%
Kate James	75%	66%	---	100%
Andy Kiberd	50%	0%	---	---
Caesonia Merritt	100%	66%	---	100%
Nikki Munson (Chair)	50%	---	100%	33%
Victoria Roberts	0%	---	33%	---
Lucy Mawson (Maternity leave February to June)	50%	100%	66%	100%
Catherine Smith	75%	---	100%	100%
Stephanie Taylor	75%	66%	100%	---
ASSOCIATES				
Tom Le Masurier	75%	33%	66%	

** Governors have a statutory duty to make one visit each year, although our expectation is for termly visits. Usually three non-staff governors visit the school every week*