



Governors at Eling Infant School

“Governors are responsible for overseeing the management side of a school: strategy, policy, budgeting and staffing. They enable their school to run as effectively as possible, working alongside senior leaders and supporting teachers to provide excellent education to children.”

From ‘Governors for Schools’

The governors of Eling Infant School are essential to the life of the school. They support the school, and enable it to continually improve and to be the best for the children and the staff.

Make up of the Governing Board

There are 12 places for Governors on the Board of Eling Infant School. These are generally made up of parent governors (on the body as representatives of the parents in the school), and co-opted governors (appointed to the body due to their skills and experience). The Head Teacher is also part of the Governing Board. There are special roles which include:

- Chair of Governors: Chairs the governing board meetings, main contact point between the school and the governing board, first point of contact for complaints.
- Vice Chair: Assists the chair.
- Safeguarding Governor: Reviews safeguarding arrangements in the school regularly with the head teacher.
- SEND (Special Educational needs and Disabilities) governor: Represents the views and interests of SEND children in the school.
- Finance Governors: Scrutinises the school finances with the School Business Manager, takes part in pay committee and other financial meetings.
- Wellbeing Governor: Acts for the wellbeing of pupils, staff and parents.
- GDPR Governor: Reviews arrangements and provides expertise regarding GDPR in school.
- Health and Safety Governor: Accompanies the HT and caretaker on health and safety inspections of the school, reviews health and safety arrangements in school.
- Development and Training Governor: Ensures that governors have access to appropriate training and that the governing body has the skills it needs.
- Staff Governor: Represents the views of staff on the governing board.
- Local Authority Governor: Represents the views of the local authority on the governing board.

The Clerk to Governors organises and attends each meeting in order to keep a record, and the School Business Manager also attends as required.

Eling follows the circle model, so, all governors are involved in all the decisions for the school, with each governor having special oversight for one aim linked to the School Improvement Plan which they will investigate and ensure progress of throughout the year.

Meetings of the Governing Board

Dates for the Governing Board meeting are set in advance for the whole academic year. Agendas are set by the Chair and Head Teacher, and are sent out with relevant documents 7 days in advance of the meeting. We use a secure, online system called Governor Hub to distribute and provide access to all documents for the governing board. Meetings are usually in person, but also take place online when appropriate.

Meetings generally begin with the checking of minutes, and updating of actions from the last meeting. Each meeting the Head Teacher gives a report, policies are discussed and approved, monthly finance reports are received and reviewed. Governors regularly report back to the meeting on what they have observed from their visits to the school. There are certain actions that need to be completed at certain times of year:

- September Governing body declarations, appointments and adoptions, School improvement plan is discussed and agreed.
- November Mid Year Budget, school performance data discussed.
- February School improvement plan review, school performance data discussed.
- March Financial Benchmarking and Schools financial values service report, Schools performance data discussed.
- May School budget review
- July School improvement end of year review and plan for next year, school performance data discussed.

There are also things that need to be discussed each year – such as receiving the report about the school from the Lead Learning Partner, analysis of published data, pay decisions and performance decisions for staff and the Head Teacher.

Commitment of the Governing Board

Governors at Eling Infant School meet 6 times a year, usually in September, November, February, March and July. Our meetings are usually in the early evening (around 5.30pm for around 2 hours – sometimes longer or shorter depending on what is to be discussed). Governors also need to spend time in school to observe that what is discussed in meetings is what is happening in reality – Governors can do this during school hours at a time that best suits them. Governors need to attend meetings fully prepared, and having read the documentation provided 7 days prior to the meetings. Governors also are expected to take part in regular training to ensure they are able to fulfil their roles. This is arranged through Hampshire Governor Services, and through the school on some INSET days. Governors also play a key role when OFSTED visit the school. Governors are welcomed to school at any of the times the school is open to parents, and during key events such as school open days where their support is much appreciated.

Governors require an enhanced DBS check.

If you are interested in becoming part of the Governing Board, or just want to find out more, please contact the Chair of Governors or Mrs Sillence via the school office (adminoffice@eling.hants.sch.uk or 02380 862 267).