

Holy Trinity CE Primary School

Staffing Structure & Operational Areas of Responsibility (2020-2021)

Heads Team		
Jo Griffith (Head Teacher)	Carmel Barnes (Assistant Headteacher)	Michelle Wallbanks (Assistant Headteacher)
- Whole School Development - Health and Safety - Safeguarding & Child Protection (DSL) - Vision & Values - Strategy - Admission Arrangements - Support for SEND - Outcomes for pupils - Performance Management - Standards & Progress - Leadership & Management - Teaching and Learning - Website	- SIAMS - RE - Collective Worship - Data analysis and analysis - Assessment - Data tracking and analysis - Safeguarding & Child Protection (DSL) - Performance Management - MFL	- Behaviour & Safety - School Council - PTA link - TA Lead - Music - Student Placements - Feedback and Marking - Performance Management - Creative Curriculum - P4C and Growth Mindset
Governors assigned to specific areas of responsibility Chair: Aileen Boaler Overview (Tim Fettes shadow)		
Clerk to the Governing Board: Carol Elsasser		

Fiona Fargher (SENCO 3.5 days)	Anita Titre (ELSA/Nurture)
SEN+D	
- Intervention arrangements - Parent liaison - Vulnerable groups (provision map, pupil premium, EAL, LAC, GnT)	
LINK GOVERNORS: Belle Moss (SEN & Wellbeing) (Jo T shadow) Revd Jon Hutchinson & Peter Grover (Safeguarding) Dolapo Ugunbawo shadow and LAC link	

Team Leaders			
Su Tomes EYFS & KS1: Outdoor learning & Forest School	Anna Prince KS1: KS1 English & Phonics Art	Stacey Harding Lower KS2: PE, Sport & KS2 English	Elizabeth Neale Upper KS2: Science
Tracy Duncan	Emma Free (Art)	Janine Bohdjalian & Rhian Hunt (English) Beth Cullen & Yvonne Hunter (PE/Sport)	Fiona Fargher (Science)
EYFS LINK GOVERNOR: Jo Taylor	ENGLISH LINK GOVERNOR: Andi Williamson ART LINK GOVERNOR: Revd Jon Hutchinson		SCIENCE LINK GOVERNOR: Tim Fettes

Staff Responsibilities						
Michelle Wallbanks P4C & Growth Mindset Music	Beth Cullen Maths (PE & Sport)	Janelle Rhodes DT	Liz Boyd MFL	Carmel Barnes Collective Worship & RE	Jo Griffith Computing Geography & History	Jo Griffith RSE & PSHE
Anita Titre (Mindfulness) Tori O'Neill (Music)	Debbie Marriner (maths) Stacey Harding & Yvonne Hunter (PE/Sport)	Fiona Jans Sharon Reader (cooking)	Carmel Barnes	Jane Jeremiah	Yvonne Hunter (computing) Alisa Lazar (Geography) Sarah Hing (History)	June Puckett Anita Titre
	MATHS LINK GOVERNOR: Aileen Boaler	DT LINK GOVERNOR: Mark Lomax		RE & CW LINK GOVERNOR: Barry Aherne		RSE GOVERNOR: Jo Taylor & Peter Grover

Link Governors based on SDP priorities for 2020-2021

Caretaker	Sandra Hill	Financial & Safety Manager	Wendy Poulter	Administration	Sarah Lawson
- Grounds Maintenance - Building Maintenance - Cleaning - After school opening - Site Safety and Security - Main key holder		- Budget planning/finance - Staff wages - Purchasing & Sales - Caretaker line manager - Catering - Breakfast club - Single Central Record Keeping/DBS - Lettings		- Receptionist - Newsletter - Pupil administration/attendance - Admission arrangements - General administration & record keeping - Club liaison - SIMS updates - Medical	
LINK GOVERNOR for H&S: Tim Fettes		LINK GOVERNOR: Barry Aherne		LINK GOVERNOR for ADMISSIONS: Belle Moss (Andi Williamson shadow)	

'I know there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12