

Governor Visits Protocol

In order to ensure clarity for the Governor conducting the visit and for the staff member meeting with the Governor, the following guidelines are in place:

Prior to the visit:

1. All subject areas that are a focus in the current SDP have a nominated link Governor (See Appendix 1)
2. The timings of meetings will be agreed in accordance with the SDP priorities
3. The **staff member will contact the appropriate Governor via school email to arrange a mutually convenient time to meet** to discuss their HUGG (action plan for SDP)
4. The subject leader will share their HUGG via email with the Governor prior to the arranged visit

During the visit:

5. The meeting will take place in the school building
6. Both the staff member and the Governor will be aware of previous visits for the subject/improvement area and be aware of previous action points/next steps
7. The subject leader will share their Subject Leader File with the Governor pointing out monitoring activities and any data relevant to their subject (including any national/local comparisons)
8. The meeting will focus on steps already taken towards achieving HUGGS and identify next steps
9. The subject leader will show the Governor any relevant displays around the school environment that will enable to the Governor to get a sense of how the subject area is celebrated and developing
10. If it is appropriate, Governors may look at pupils' work as part of their visit. They may also interview pupils to gain insight into pupils' views.

After the visit:

11. The Governor will produce a Governor Visit Report and share with the staff member and the Headteacher
12. The visit report will be shared with Governing Board on the Governor Zone of the website
13. The Headteacher will update the rolling list of Governor visits to ensure a reference of next steps is accessible

Staffing Structure & Operational Areas of Responsibility (2021-2022)

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 Appraisal - Standards & Progress - Leadership & Management - Teaching and Learning - Website	- KS1 Team Leader - SIAMS - RE - Collective Worship - Assessment - Data tracking and analysis - Safeguarding & Child Protection (DSL) - Performance Appraisal - MFL	- KS2 Team Leader - Maths - Behaviour & Safety - School Council - PTA link - TA Lead - Music - Student Placements - Feedback and Marking - Performance Appraisal - Creative Curriculum - P4C and Growth Mindset
Governors assigned to specific areas of responsibility Chair: Tim Fettes Overview (Aileen Boaler support)		
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: Jo Taylor (SEN & Wellbeing including Pastoral Hub) (Belle Moss support)	
Revd Jon Hutchinson & Dolapo Ogunbawo (Safeguarding) and LAC/PLAC and Pupil Premium link	

Subject Leadership				
Su Tones EYFS & KS1: Outdoor learning & Forest School	Stacey Harding PE, Sport & KS2 English	Anna Prince KS1 English & Phonics Art	Michelle Wallbanks Maths P4C & Growth Mindset Music	Elizabeth Neale Geography & History
Tilly Winfield	Janine Bohdjalian & Rhian Hunt (English) Yvonne Hunter (PE/Sport)	Georgie O'Brien (Phonics) Emma Free (Art)	Anita Titre (Mindfulness) Tori O'Neill (Music) Debbie Marriner (maths)	Tonia Pinkerton Alisa Lazar (Geography) Sarah Hing (History)
EYFS LINK GOVERNOR: Jo Taylor	ENGLISH and PHONICS LINK GOVERNOR: Andi Williamson		MATHS LINK GOVERNOR: Aileen Boaler	

Subject Leadership				
Carmel Barnes Collective Worship & RE	Janelle Rhodes Science DT	Liz Boyd MFL	Jo Griffith Computing	Fiona Fargher RSHE & PSHE
Jane Jeremiah	Shirin Ahmed Fiona Jans Sharon Reader (cooking)	Carmel Barnes	Yvonne Hunter (computing)	June Puckett Anita Titre
RE & CW LINK GOVERNOR: Barry Aherne			Computing GOVERNOR: Jo Steel	RHSE GOVERNOR: Jo Taylor

Link Governors based on SDP priorities for 2021-2022

Caretaker	Financial & Safety Manager	Administration
Sandra Hill	Wendy Poulter	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: Andi Williamson (Belle Moss support)