

## FORDLEY PRIMARY SCHOOL GOVERNING BODY INFORMATION 2023/24

### Governing body membership

| Name of Governor             | Category        | Appointing body               | Start date | Expiry date |
|------------------------------|-----------------|-------------------------------|------------|-------------|
| Carol Featherstone           | Co-opted        | Governing body                | 03/03/23   | 02/03/27    |
| *Janice Mole                 | Co-opted        | Governing body                | 05/12/22   | 04/12/26    |
| Gemma Wrightson (Vice Chair) | Co-opted        | Governing body                | 05/12/22   | 04/12/26    |
| Emma Foody                   | Co-opted        | Governing body                | 01/05/24   | 30/04/28    |
| Emily Neder                  | Co-opted        | Governing body                | 10/07/24   | 09/07/28    |
| Brian Peutherer              | Foundation      | North Tyneside Learning Trust | 14/02/23   | 13/02/27    |
| Jackie McHanwell (Chair)     | Foundation      | North Tyneside Learning Trust | 30/09/20   | 29/09/24    |
| Claire Withers               | Headteacher     |                               |            |             |
| Sarah Burtenshaw             | Local Authority | Governing body                | 20/03/24   | 19/03/28    |
| *Lawren Rae                  | Parent          | Elected by parents            | 25/09/23   | 24/09/27    |
| Simon Coates                 | Parent          | Elected by parents            | 10/07/24   | 09/07/28    |
| Graham Parker                | Parent          | Elected by parents            | 15/04/21   | 14/04/25    |
| *Tracy Willis                | Parent          | Elected by parents            | 10/07/24   | 09/07/28    |
| Laurie Topping               | Parent          | Elected by parents            | 12/09/22   | 11/09/26    |
| Christopher Stewart          | Staff           | Elected by staff              | 04/10/23   | 03/10/27    |

\*L Rae resigned on 29/11/23

\*J Mole resigned on 20/03/24

\*T Willis resigned on 2/09/24

### Associate member

| Name        | Committee | Start date | Expiry date |
|-------------|-----------|------------|-------------|
| Chris Maule | Resources | 25/01/23   | 24/01/27    |

\*C Maule resigned on 31/08/24

## Committees Membership

|   |   |
|---|---|
| <b>Admissions</b><br>Carol Featherstone<br>Claire Withers (Head)<br>+ x 1 other governor (not staff)  | <b>Performance Management</b><br>Carol Featherstone<br>Brian Peutherer<br>Janice Mole   |
| <b>Resources</b><br>Carol Featherstone<br>Gemma Wrightson<br>Graham Parker<br>Brian Peutherer<br>Chris Maule (Associate)<br>Claire Withers (Head) | <b>Standards</b><br>Jackie McHanwell<br>Janice Mole<br>Laurie Topping<br>Sarah Burtenshaw<br>Chris Stewart<br>Claire Withers (Head) |

C Featherstone is the Safeguarding Governor  
G Wrightson is the SEN Governor

### Governing body attendance

| Name of Governor             | GB mtgs | Resources mtgs | Standards mtgs |
|------------------------------|---------|----------------|----------------|
| Carol Featherstone           | 6/7     | 6/6            | -              |
| *Janice Mole                 | 4/4     | -              | 6/6            |
| Gemma Wrightson (Vice Chair) | 6/7     | 5/6            | -              |
| Emma Foody                   | 0/1     | -              | -              |
| Emily Neder                  | 1/1     | -              | 1/1            |
| Brian Peutherer              | 6/7     | 5/6            | -              |
| Jackie McHanwell (Chair)     | 7/7     | -              | 6/6            |
| Claire Withers               | 7/7     | 6/6            | 6/6            |
| Sarah Burtenshaw             | 2/3     | -              | 1/3            |
| *Lawren Rae                  | 0/1     | -              | -              |
| Simon Coates                 | 1/1     | -              | 1/1            |
| Graham Parker                | 3/7     | 5/6            | -              |
| Tracy Willis                 | 1/1     | -              | -              |
| Laurie Topping               | 4/7     | -              | 4/6            |
| Christopher Stewart          | 7/7     | -              | 6/6            |

\*L Rae resigned on 29/11/23

\*J Mole resigned on 20/03/24

### Associate member

| Name        | GB meetings | Resources mtgs | Standards mtgs |
|-------------|-------------|----------------|----------------|
| Chris Maule | 7/7         | 4/6            | 6/6            |

## Governors' Register of Interests

| Governor             | Relevant business/pecuniary interests  | Governor/Trustee of other schools/academies | Relationships with school staff |
|----------------------|--|---|---------------------------------|
| Claire Withers       | None   | None  | Headteacher                     |
| Christopher Stewart  | None   | None  | Member of staff                 |
| Jacqueline McHanwell | Trustee of North East Child Poverty Trust  | None  | None                            |
| Sarah Burtenshaw     | <ul style="list-style-type: none"> <li>Owner of Sarah Burtenshaw Badminton Coaching</li> <li>Councillor with North Tyneside Council</li> <li>Husband is also a Councillor with North Tyneside Council</li> </ul> | None  | None                            |
| Emma Foody           | Assistant General Secretary with the Co Operative Party  | None  | None                            |
| Carol Featherstone   | None declared  |   |                                 |
| Gemma Wrightson      | None declared  |   |                                 |
| *Janice Mole         | None declared  |   |                                 |
| Brian Peutherer      | None declared  |   |                                 |
| Graham Parker        | None declared  |   |                                 |
| Laurie Topping       | None declared  |   |                                 |
| *Lawren Rae          | None declared  |   |                                 |
| Simon Coates         | None declared  |   |                                 |
| Tracy Willis         | None declared  |   |                                 |
| Emily Neder          | None declared  |   |                                 |

\*L Rae resigned on 29/11/23

J Mole resigned on 20/03/24

## Associate member

| Name              | Relevant business/pecuniary interests | Governor/Trustee of other schools/academies | Relationships with school staff |
|-------------------|---------------------------------------|---|---------------------------------|
| Christopher Maule | None                                  | None  | Member of staff                 |

## GOVERNING BODY STANDING ORDERS

### FORDLEY PRIMARY SCHOOL (DFE No 2085)

#### Terms of Office

Term of Office for Chair: 1 year      Term of Office for Vice Chair: 1 year

***Prior to the election of the Chair and Vice Chair the Governing body must determine the date on which the term of office will end.***

Date on which term of office of Chair will end: Autumn 2024

Date on which term of office of Vice Chair will end: Autumn 2024

#### Election Procedures

Written nominations to be sent out in advance of the meeting, with names of nominees listed on the agenda of that meeting ☐

Governors can nominate themselves or another Governor ☒

If names appear on the agenda, nominations will not be accepted at the meeting ☐

Nominations for Chair and Vice Chair will be invited at the meeting ☒

#### Election Process

The Election process will be by Open vote ☒

The Election process will be by Secret ballot ☐

Nominees will leave the room for the vote to take place ☐

In the event of a single nomination, the Governing body will still vote on the nomination ☒

#### Clerking Services

Name of Clerk to the Governing body Mrs Jacqui Sugden

Clerked by Governor Services No

DBS checks carried out by Governor Services No school

Governing body subscribes to Governor Services Training SLA Yes

## Terms of Reference and Committee Membership

Date Committee Terms of Reference Agreed/Reviewed

1st Autumn term  
mtg annually

Either: Governors to elect Committee Chair

☐

Or Committee to elect Com Chair

☒

### Names of Committees:

- Admissions
- Performance Management
- Resources
- Standards

## Staffing Appointments

### Refer to School Staffing (England) Regulations 2009 and The School Staffing (England) (Amendment) Regulations 2013

Staff appointments or dismissals may be delegated to either 'the Headteacher', or 'one or more Governors', or 'one of more Governors acting together with the Headteacher'.

Please refer to Committee Membership list for named Governors if applicable, and Committees Terms of Reference for Committee responsibilities relating to Staffing.

### Appointing Staff delegated to the following:

Appoint Support Staff:

One of more Governors and the  
Headteacher

Appoint Support Staff – additional info

In relation to Teaching Support staff

Appoint Teachers

One of more Governors and the  
Headteacher

Appoint Teachers – additional info

Panel of 5 consisting of Senior Leaders and  
Governors

Appointment of Headteacher/Deputy  
Headteacher

Selection Panel consisting of at least 3  
Governors

### Dismissing Staff delegated to the following:

Dismiss Support Staff:

1 or more Governors and the Headteacher

Dismiss Support Staff – additional info

HT may attend and offer advice at all  
relevant proceedings

|                                       |  |
|---------------------------------------|--|
| Dismiss Teachers/Deputy HT/LS Team:   | 1 or more Governors (HT may attend and offer advice at all relevant proceedings) |
| Dismiss Headteacher                   | Panel of at least 3 Governors  |
| Dismiss Headteacher – additional info | With HR support  |

### **Suspension of Staff:**

**Both the Governing body and the Headteacher have the power to suspend on full pay anyone who works at the school, if it seems necessary. Each must inform the other, and the LA, if it takes such action. Only the Governing body may end a suspension.**

## **Meetings**

|  |   |
|--|---|
| Number of Governing body meetings per annum: | 6 |
| Number of meetings per term:                 | 2 |

## **Miscellaneous**

|  |                                     |
|--|-------------------------------------|
| Clerk to the Governing body to keep signed minutes in a Minute book or file  | <input checked="" type="checkbox"/> |
| The Governing body agrees draft minutes will be available for inspection   | <input checked="" type="checkbox"/> |
| The Governing body agrees a statement on the Agenda will declare Confidential Items  | <input checked="" type="checkbox"/> |
| The Governing body agrees a statement on the Agenda will declare interests e.g. Pecuniary                                  | <input checked="" type="checkbox"/> |
| Code of Conduct adopted (05/10/22)   | <input checked="" type="checkbox"/> |
| Freedom of Information requests delegated to the Headteacher   | <input checked="" type="checkbox"/> |
| Nominated member of staff responsible for School Policies  | Headteacher                         |
| The Governing body agrees that Governors tel no's and email addresses can be shared between Governors to aid communication | <input checked="" type="checkbox"/> |
| The Governing body agrees that governors can take part in meetings remotely as and when required                           | <input checked="" type="checkbox"/> |
| Date of meeting Standing Orders agreed/reviewed  | 4 October 2023                      |

**Signed: J McHanwell**  
**Chair of Governors**



## FORDLEY PRIMARY SCHOOL GOVERNANCE STATEMENT FOR 2023/24

The three core strategic functions of the Governing body are:

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, and the effective and efficient performance management of staff;
3. Overseeing the financial performance of the school and making sure its money is well spent.

### **Governance Arrangements**

The Governing body consists of:

- 6 Co-opted Governors
- 2 Foundation Governors
- 1 Local Authority Governor
- 4 Parent Governors
- 1 Staff Governor
- The Headteacher

The full Governing body meets twice per term with additional meetings if required. It has two Committees (Resources and Standards) which consider different aspects of the school enabling the full Governing body to adopt a strategic approach. There are also two Committees (Admissions and Performance Management) that meet as and when required during the academic year. The Committees list for 2023/24 is detailed below:

| COMMITTEE                     | GOVERNORS   |
|-------------------------------|---|
| <b>Resources</b>              | Carol Featherstone<br>Gemma Wrightson<br>Brian Peutherer<br>Graham Parker<br>Chris Maule (Associate)<br>Claire Withers (Head) |
| <b>Standards</b>              | Janice Mole<br>Jackie McHanwell<br>Laurie Topping<br>Sarah Burtenshaw<br>Chris Stewart<br>Claire Withers (Head)               |
| <b>Admissions</b>             | Carol Featherstone<br>Claire Withers (Head)<br>X 1 other Governor   |
| <b>Performance Management</b> | Carol Featherstone<br>Brian Peutherer<br>Janice Mole  |



## Attendance Record of Governors

Meetings have to be attended by a minimum number of governors to ensure that decisions are legally binding. The Governors' attendance record for 2023/24 is detailed below:

| Name of Governor         | GB mtgs | Resources mtgs | Standards mtgs |
|--------------------------|---------|----------------|----------------|
| Carol Featherstone       | 6/7     | 6/6            | -              |
| *Janice Mole             | 4/4     | -              | 6/6            |
| Gemma Wrightson (VC)     | 6/7     | 5/6            | -              |
| Emma Foody               | 0/1     | -              | -              |
| Emily Neder              | 1/1     | -              | 1/1            |
| Brian Peutherer          | 6/7     | 5/6            | -              |
| Jackie McHanwell (Chair) | 7/7     | -              | 6/6            |
| Claire Withers           | 7/7     | 6/6            | 6/6            |
| Sarah Burtenshaw         | 2/3     | -              | 1/3            |
| *Lawren Rae              | 0/1     | -              | -              |
| Simon Coates             | 1/1     | -              | 1/1            |
| Graham Parker            | 3/7     | 5/6            | -              |
| *Tracy Willis            | 1/1     | -              | -              |
| Laurie Topping           | 4/7     | -              | 4/6            |
| Christopher Stewart      | 7/7     | -              | 6/6            |

*\*J Mole resigned on 29/11/23*

*\*L Rae resigned on 20/03/24*

*\*T Willis resigned on 2/09/24*

## Effectiveness of the Governing body

Autumn term - Governors adopted the National Governance Association's latest Code of Conduct. All governors received safeguarding training which included KCSIE 2023 and cyber security online training. Governors had supported the Headteacher in securing a new Catering Services provider from April 2024. Governor monitoring visits had included pupil voice regarding safeguarding, the EY and engagement with learning.

Spring term – an extraordinary meeting was held in early January 2024 as structural building issues had been identified late in the Autumn term. The school had been temporarily closed whilst a structural inspection had been carried out. Due to the severity of the issues the EY and Y4+5 were relocated to a local primary school with Y6 relocated to the local secondary school. The remaining year groups were accommodated on-site, albeit in different parts of the building. Pupils and staff were taken by coach to the primary and secondary schools each day with SLT working across all sites. Given the nature of the building issues the second governing body meeting of the term was held remotely. The curriculum was adjusted during this time but the quality of teaching and learning had not diminished and staff CPD sessions were suspended to support mental health and well-being. During this term governor monitoring visits were suspended although the Chair had visited school to meet with the Headteacher.

Summer term – the modular classrooms were installed this term with all pupils back on site after the May half term. There was still a lack of clarity on what would happen to the building. A Safeguarding monitoring visit had taken place with the move to the modular classrooms.

## Impact of the Governing body

- Supported the Headteacher during a difficult and uncertain period with regard to the building issues. Monitored the health and well-being of pupils and staff during this challenging time.
- Reviewed and monitored statutory policies as well as school policies

- Benchmarked the school's budget against similar local schools and nationally.
- Signed off the School's Financial Value Standard.
- Direct input into each section of the school's Self Evaluation Form.
- Reviewed the school's Development Plan and priorities.

#### **Plans for next academic year**

- Continue to monitor the health and well-being of pupils and staff, including the Headteacher now that all pupils were back on site.
- Continue with reviewing and monitoring policies, benchmarking the school's budget against other similar schools and monitoring attendance.
- Continue to keep a watching brief around academisation.

#### **How you can contact the Governing body**

We always welcome suggestions, feedback and ideas. Please contact the Clerk to the Governing body via email at: [jacqui@schoolclerk.co.uk](mailto:jacqui@schoolclerk.co.uk).



# GOVERNING BODY CODE OF CONDUCT

Once this code has been adopted by the Governing body, all members agree to faithfully abide by it.

## We agree to abide by the Seven Nolan Principles of Public Life:

- **Selflessness**  
We will act solely in terms of the public interest.
- **Integrity**  
We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.
- **Objectivity**  
We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability**  
We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.
- **Openness**  
We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty**  
We will be truthful.
- **Leadership**  
We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## As governors, we will focus on our strategic functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff
3. overseeing the financial performance of the school and making sure its money is well spent

We recognise the following as the fourth core function of governance:

4. ensuring the voices of stakeholders are heard

## As individuals on the Governing body we agree to:

### Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring or right to work checks.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.

8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the Governing body if we have the authority to do so.
11. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school's reputation in our private communications (including on social media).
14. We will not discriminate against anyone and will work to advance equality of opportunity for all.

### **Demonstrate our commitment to the role**

1. We will involve ourselves actively in the work of the Governing body, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and Governing body protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

### **Build and maintain relationships**

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
2. We will express views openly, courteously and respectfully in all our communications with Governing body members and staff both inside and outside of meetings.
3. We will respect the remit of, and engage constructively with, relevant authorities and other schools.
4. We will work to create an inclusive environment where each board member's contributions are valued equally.
5. We will support the chair in their role of leading the Governing body and ensuring appropriate conduct.

### **Respect confidentiality**

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any Governing body vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

### **Declare conflicts of interest and be transparent**

1. We will declare any business, personal or other interest that we have in connection with the Governing body's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.

6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
7. We accept that information relating to Governing body members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Adopted by Fordley Primary School's Governing body on 4 October 2023

Signed by: **J McHanwell** (Chair of Governors)

The Governing body agrees that this Code of Conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full Governing body.