

# Upton Junior School



## Broadstairs



The Governing Body

'One Childhood One Chance'

[www.upton.kent.sch.uk](http://www.upton.kent.sch.uk)



# What do school governors do?...

Governors are people who have an interest in the role of schools in their community and want to make a positive contribution to the success of local schools, improving the education standards and achievements of their pupils.

The main roles of governors are:

## 1. To provide a strategic view, shaping the school's aims and vision

The governing body has important powers and duties but limited time and resources. So it should focus on where it can add most value—that is, in helping to decide the school's strategy for improvement so that its pupils learn most effectively and achieve the highest standards.

The governing body should help to set, and keep under review, the broad framework within which the head teacher and staff should run the school. In all its work, the governing body should focus on the key issues of raising standards of achievement, establishing high expectations and promoting effective teaching and learning.

## 2. To act as a critical friend to the school

The governing body also provides the head teacher and staff with support, advice and information, drawing on its members knowledge and experience. In these ways the governing body acts as a critical friend to the school.

Critical in the sense of its responsibility for monitoring and evaluating the school's effectiveness, asking challenging questions and pressing for improvement. A friend because it exists to promote the interests of the school and its pupils.

## 3. To ensure accountability

The governing body is responsible for ensuring good quality education in the school. The head teacher and staff report to the governing body on the school's performance. It is not the role of governors simply to rubber-stamp every decision of the head teacher.

The governing body has a right to discuss, question and refine proposals—while always respecting the professional roles of the head teacher and other staff, and their responsibilities for the management of the school. In its turn the governing body answers for its actions, above all to parents and the wider local community for the school's overall performance.



# The School Governing Body.....

## Community Governors



Catherine Miller



Mark Webb



Mick White



Phil Votta



Jane Day



Chris Turner

## Chair of Governors



Robin Curtis

## Vice Chair of Governors



Alan Emby

## Parent Governors



Mr Cleveden



Ian Hutchinson

## Staff Governors



Michaela Lewis



Ellie Crine



## Frequently asked questions.....

### How many meetings are held?

Please refer to meeting agenda on opposite page.

### I am interested in becoming a Governor?

Please speak with our Head Teacher Michaela Lewis to discuss what is involved in becoming a Governor.

Please look on our website ([www.upton.kent.sch.uk](http://www.upton.kent.sch.uk)) at the Governor information pages.

### Where can I find more information about School Governors in Kent.

Further information about Governor Services can be viewed on the Kent County Council website : [www.kent.gov.uk](http://www.kent.gov.uk)

Also our website has dedicated Governor information pages.

### Who can I speak to if I have an initial concern?

Our Head Teacher Michaela Lewis is always happy to discuss queries or concerns with our parents. If you have an initial concern please contact Mrs Lewis.

Email : [headteacher@upton.school.uk](mailto:headteacher@upton.school.uk)

### What is the procedure for raising an issue related to the school?

All school related queries must be put in writing to the Chair of Governors at the following address:

School Office  
Upton Junior School  
Edge End Road  
Broadstairs  
CT10 2AH  
Or E-mail

[governors@uptonkent.sch.uk](mailto:governors@uptonkent.sch.uk)





## UPTON JUNIOR SCHOOL: GOVERNING BODY ANNUAL TIMETABLE



### Academic Year 2014-15

Meeting	Terms 1 & 2 2014	Terms 3 & 4 2015	Terms 5 & 6 2015
Full Governing Body Monday @ 5pm	Term 1: 02/09/14 Inset Day: Whole staff: Expectations for the year ahead. Appraisal & Pay Policy 9am - 12pm Term 1: 22/09/14: School Improvement Plan & Skills Audit Completion Term 2: FGB 10/11/14	Term 4: 02/03/15	Term 5: 18/05/15 Budget Rat. 13/07/15: FGB 23/07/15: Staff/Governor buffet (3:30 - 5pm)
Strategy Group Friday @ 12:30pm Quex Barn	Term 1: 03/10/14	Term 3: 13/03/15	Term 6: 10/07/15
Resources	Term 1: 06/10/14	Term 3: 12/01/15	Term 5: 11/05/15
Monday @ 3:45pm	Term 1: 15/10/14	Term 3: 11/02/15	Term 5: 06/05/15
Standards	Term 1: 13/10/14	Term 3: 02/02/15	Term 6: 15/06/15
Wednesday @ 4:30pm	Term 1: Pupil Forum: 17/10/14 Parent Consultation: Meet the	Term 3: Pupil Forum & Parents Meet & Greet: 30/01/15	Term 5: Pupil Forum & Parents Meet & Greet:
Personnel Monday @ 4:45pm			
Governor Clinic:			



## A message from the Chair of Governors:

### Robin Curtis

On behalf of the Governing Body I would like to extend a very warm welcome to all new parents and carers. For new parents to the school we thought we would tell you a little more about what the Governing Body role is within a school.

The governing body :

- sets the strategic direction, objectives, targets and policies;
- approves the school budget;
- reviews progress against the budget, plans and targets;
- acts as a critical friend to the Headteacher and staff by providing support and challenge;
- appoints the Headteacher.

So governors make important decisions on policy and strategy and are answerable to parents and the wider community. They help raise the standards and performance of the school by supporting the work of the Headteacher and the staff. Governors will support and, at the same time, challenge the Headteacher by gathering views, asking questions and helping to decide what is best for the school.

### How Does the Governing Body Work?

The Governing Body conducts most business via a framework of termly meetings, working closely with the Headteacher, the Leadership Team and the Local Authority. Sub-committees are appointed from the full membership to deal with specific resources, curriculum or staff and pupil welfare aspects and these meet separately. Meetings can also be called in order to discuss a particular item of business.

Governors visit the school to monitor the actions the Headteacher and staff have taken to drive school improvement and specific visits to school may be to look closely at a subject or area of school life (eg What do pupils think about the Behaviour Policy?). Governors meet with children and parents to seek views on the strengths and areas of development for Upton.



Most full meetings of the Governing Body are held after school, whilst the opportunity to meet during the day also exists for link governors and sub- committees.

## Who is represented on the Governing Body?

Parents - who are elected by other parents who have children attending the school.

The Headteacher and another member of staff elected by the teachers and non-teaching staff at the school.

A governor nominated by the Local Authority.

Co-opted Governors who can offer advice and support to the school.

Being a school governor is a good way to be involved in the life and development of our school.

## Communicating with the Governing Body

The governors host a 'Meet The Governors' session three times across the school year. This is an informal meeting (held in the library with refreshments) for parents to meet governors, ask about the role we play in school development, ask questions about aspects of school life as well as put forward suggestions for school improvement.

The governors have a direct school email address if you wish to contact us about a specific issue: [governors@upton.kent.sch.uk](mailto:governors@upton.kent.sch.uk). Alternatively messages can be left with the school office.

Governors often attend school events and celebrations across the school year (we wear our official 'Upton Badge' so can be easily recognised!)

The governors also have an area on the school website where you can find out more about us as well as a regular section in the newsletter.

If you are interested in joining our governing body please contact me via the school office or email me on the email given above.

I look forward to seeing you at various functions across the school year. Yours sincerely

Robin Curtis

**Chair of Governors**



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Broadstairs  
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