



Meole Brace School

The Local Governing Body **Handbook 2023/24**

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Responsible Staff Member(s): Headteacher
Responsible Governor(s): Chair of Governors

Meole Brace School

School Values

Meole Brace School is a place for learning, respect and success.

We are committed to being an inclusive, safe environment, free from disruption, discrimination or intimidation, so that we can all learn, make progress and thrive.

LEARNING – We want our students to enjoy learning, remain curious and be inspired to achieve their very best, through a rich, ambitious and coherent curriculum.

RESPECT – We will always endeavour to show care, kindness and tolerance towards each other, valuing and celebrating the contributions and traditions of all. We will use our values to create an inclusive environment and we will learn to take responsibility for our actions.

SUCCESS – We recognise and celebrate success in all its forms, both within school and beyond. We learn from our mistakes and persevere to be the very best we can be.

Core Strategic Functions

The purpose of the Local Governing Body (LGB) is to help the school provide the best possible education for its students and to work with the senior leadership team and Trust to continually improve the school. The LGB answers for its actions to the parents and the wider community for the school's overall performance. Its core functions are:

- i. Ensuring clarity of vision, ethos and strategic direction, by:
- ii. Holding senior leaders to account for the educational performance of the school and its students, and the effective and efficient performance of staff
- iii. Overseeing the financial performance of the school and making sure its money is well spent

Appointment of Governors to the LGB

All members of the LGB will be appointed by the Trustees. The term of office for any governor will be four years. Governors may be re-appointed by the Trustees. The Trustees may at their discretion or upon request from the LGB vary its constitution subject to the following requirements:

There must be an odd number of Governors, with a minimum number of 9.

The LGB will comprise the following:

- a) the headteacher (ex officio);
- b) 3 elected parents of pupils at the school;
- c) 2 elected member of staff, one teacher and one support staff;
- d) All other governors will be co-opted, with the approval of the Trust.
- e) The total number of governors who are employees of the school shall not exceed one third of the total number of members of the LGB.

A governor must be aged 18 or over and must not be a current pupil of the school.

A governor's term of office will be terminated if:

- He/she resigns by serving written notice to the clerk of the LGB, and CSAT;
- He/she has not complied with CSAT's safeguarding/DBS policies or this Scheme of Delegation;
- At any time, the Trustees reasonably consider, after discussions with the LGB, his/her removal to be in the interests of CSAT;
- He/she is absent, unless otherwise agreed by the LGB, for two consecutive full LGB meetings or, even if apology accepted, for four consecutive full LGB meetings, in which case the Trustees may remove a governor at their discretion;

- In the case of a staff member, his/her employment is terminated;
- He/she becomes incapable by reason of mental disorder, illness or injury of managing or administering his/her own affairs;
- He/she would be disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act 1993;
- His/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or if he/she is the subject of a bankruptcy restrictions order or an interim order;
- He/she is included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999;
- He/she is disqualified from working with children under section 28, 29, 29A and 29B of the Criminal Justice and Court Services Act 2000;
- He/she is a person in respect of whom a direction has been made under section 142 of the Education Act 2002.

A list of the current members of the LGB can be found at Appendix A.

Appointment of a Chair of the LGB

The chair and vice-chair of the LGB will be appointed for a term of one year by the LGB from amongst the governors comprising the LGB, subject to the approval of the Chair of Trustees. The clerk will notify the Executive Principal following any appointment.

Where the term of office is due to expire at the end of an academic year, the term of office will be until the beginning of the first meeting of the next academic year.

If both the chair and vice-chair are absent from any meeting of the LGB, those governors present will appoint one of their number to chair the meeting.

The Chair of Governors should not be a Governor that is also an employee of the school.

Disqualification – Staff Governors, Associate Governors, the Headteacher

Role of the Chair of the LGB

The chair, with support from the vice chair, is responsible for ensuring the effective functioning of the LGB. It is the chair's role to give the LGB clear leadership and direction, keeping it focused on its core functions. Chairs should encourage governors to work as an effective team, building their skills, knowledge and experience. They need to ensure that all governors are actively contributing relevant skills and experience, participating constructively in meetings, and playing their part in the work of any committees. It is their role to make sure every governor knows what is expected of them. In fulfilling these duties the chair will:

- Meet regularly with the Headteacher
- Communicate regularly with the clerk to the LGB
- Preside over LGB meetings

Role of the Clerk

- a) To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the LGB
- b) To advise the LGB on Constitutional and Procedural Matters, duties and powers
- c) To convene meetings of the LGB
- d) To attend meetings of the LGB and ensure minutes are taken
- e) To maintain a register of members of the LGB and report vacancies to the LGB
- f) To send out the Welcome Pack to new members of the LGB
- g) To maintain links with the National Governors Association
- h) To give and receive notices in accordance with relevant regulations
- i) To perform such other functions as may be determined by the LGB from time to time

Disqualification – Governors, Associate Governors, the Headteacher

Meetings of the LGB

LGB meet at least once each academic half term, usually on a Thursday, starting at 5pm and lasting for no more than 2 hours. The LGB will hold such other meetings as may be necessary. A quorum must be present, being one half of the governors (excluding vacancies).

Each meeting will consider a number of themes linked to the core functions, and in doing so will ensure coverage of the Scheme of Delegation.

All meetings of the full LGB will be convened by the clerk, who will send to the governors and to the Executive Principal written notice of the meeting and a copy of the agenda at least 7 days in advance of the meeting.

The LGB must make arrangements for clerking of committees.

A special meeting of the LGB will be called by the clerk whenever requested by the chair or at the request in writing of any three governors. Where there are matters demanding urgent consideration, the chair or, in his/her absence, the vice-chair, may waive the need for 7 days' notice of the meeting and substitute such notice as he/she thinks fit.

The convening of a meeting and the proceedings conducted will not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

If the number of governors assembled for a meeting of the LGB does not constitute a quorum, the meeting must not be held. If in the course of a meeting of the LGB the number of governors present ceases to constitute a quorum, the meeting must be terminated forthwith.

If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the chair will, if he/she thinks fit, determine the time and date at which a further meeting will be held and will direct the clerk to convene the meeting accordingly.

All motions to be decided at a meeting of the LGB will be determined by a majority of the votes of the governors present and voting on the question. Every governor will have one vote. Where there is an equal division of votes the chair of the meeting will have a second or casting vote.

A governor may not vote by proxy.

No resolution of the governors may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

Any governor who is also an employee of CSAT must withdraw from that part of any meeting of the LGB at which his/her remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The LGB may resolve to hold meetings via Video Conference should circumstance mean that it is deemed necessary to do so.

Any governor will be able to participate in and vote at meetings of the LGB by telephone and video conference provided that he/she has given reasonable notice to the clerk, which, due to exceptional circumstances has been approved by the LGB, and that the governors have access to the appropriate equipment.

Minutes must be prepared of all LGB meetings and meetings of all sub-committees. Drafts of those minutes must be sent to the chair of the LGB and the Executive Principal no later than 14 days after the date of the meeting. Final minutes, as approved by the LGB, must be sent to the Executive Principal within 7 days of approval.

The Terms of Reference for the LGB can be found at Appendix B.

The dates for LGB meetings can be found at Appendix C.

The meeting themes for each of the LGB meetings for the current year can be found at Appendix D.

General Responsibilities of Governors

All governors within CSAT will be required to complete and sign a registration form on appointment, in which the governor agrees to comply with:

- The Funding Agreements
- The Articles of Association
- The Governance Manual and Scheme of Delegation
- Any terms of reference of committees which may apply to that governor
- Contents of this LGB Handbook

All governors should act in accordance with the seven principles of public life, also known as the “Nolan principles”. These are:

- **Selflessness.** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity.** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness.** Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership.** Holders of public office should promote and support these principles by leadership and example.

The governors must keep confidential all information of a confidential nature obtained by them relating to the school and/or CSAT.

Each governor will be required to carry out appropriate training as provided by the school and/or CSAT and such other training as is required to enable them to effectively undertake their role as a governor.

Each governor will be required to take part in regular self-reviews and skills audits and is responsible for meeting his/her own training and development needs.

Each governor will be required on an annual basis to complete and then periodically update his/her entry in the Register of Interests.

Conflicts of Interest

The income and property of CSAT must be applied solely towards the provision of the Objects as detailed in the Articles of Association. The restrictions and procedures that apply to Trustees in the Articles of Association with regard to having a personal financial interest will also apply to the governors.

Any governor who has any duty or personal interest (including but not limited to any personal financial interest) which conflicts or may conflict with his/her duties as a governor must disclose that fact to the governors as soon as he/she becomes aware of it. A governor must absent himself from any discussions of the governors in which it is possible that a conflict will arise between his/her duty to act solely in the interests of the school and/or CSAT and any duty or personal interest (including but not limited to personal financial interest).

Where there is any dispute as to whether a relevant person is required by this regulation to withdraw from a meeting of the school and not vote, that question must be determined by the other governors present at the meeting.

The LGB must maintain a register of governors' business interests, which is updated by means of a standard agenda item at meetings.

Rules and Operating Procedures

The LGB may delegate to any sub-committee (or individual, where permissible) such of their powers or functions as they consider desirable to be exercised by them. Any such delegation shall be made subject to any conditions governors may impose, and may be altered or revoked. The Trust may direct the LGB to delegate functions to sub-committees in a manner consistent with the Trustees' preferred structure and corresponding terms of reference.

Where any delegated power or function of the LGB has been exercised that sub-committee or person shall report to the LGB in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the governors immediately following the taking of the action or the making of the decision.

Where the circumstances are that a delay in exercising a function of the LGB would likely be seriously detrimental to the interests of the school, any pupil at the school (or their parent), or a person who works at the school, the chair (or vice-chair when the chair is unable to do so by reasons of vacancy in the office or otherwise) may exercise that function subject to the approval of CSAT's Chair of Trustees.

The LGB has power to make rules and develop operating procedures in respect of the governance and conduct of the school as appropriate. Such rules and operating procedures and any amendments to them will be subject to the provisions of this document and approval by the Trustees.

Committees and Working Groups

The LGB has 'ad hoc' committees that only meet to discuss specific business. The Terms of Reference for these committees are set out in other documents.

Ad hoc/less frequent committees:

- Pupil Discipline Committee
- Staff Discipline/ Dismissal Committee
- Staff Discipline/Dismissal Appeals Committee
- Employment Issues Appeals Committee
- Complaints Committee
- Headteacher Performance Management Review Committee

At the first meeting of the academic year in September, the LGB appoints governors to serve on various committees. Clerks to committees are appointed by the LGB at that meeting. The chairs of these committees are either also agreed.

The membership of these committees can be found at Appendix E.

Working groups may also set up from time to time for specific purposes

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference:

- 1) To liaise with the Headteacher and appropriate member(s) of staff

- 2) To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- 3) To regularly report to the LGB or appropriate committee on developments and progress within their area of responsibility
- 4) To raise the profile of the area of responsibility when related matters are considered by the LGB
- 5) To attend training as appropriate

Link Governors

In addition to serving on committees, governors will be asked to link with, and develop a particular understanding of, a particular aspect of School life. Link governors should aim to meet with their senior lead counterpart 2-3 times a year. Each meeting should be arranged in advance and for a specific purpose. A record of the meeting should be written up by the link governor using the Visits Form (Appendix G) and handed to the Clerk of Governors c/o Reception. Visits forms will be circulated with the agenda for the next LGB meeting, and link governors may wish to be asked to comment on their visit at the meeting.

'Link Governors' are appointed at the first LGB meeting in the Autumn Term. A list of the link governors can be found at Appendix F.

Visits to School

In addition to meeting after school for committee purposes, governors are welcome to visit the school during normal school hours. Three times a year there is a 'Governor Walkabout' when governors have the opportunity to see the school at work (see Appendix C for dates). Governors with specific responsibilities (link governors) are also encouraged to visit the school at least twice a year to meet with their senior lead. Visits to school by governors should be pre-arranged and for a specific purpose. Governors are required to complete a Visits Form at the end of their time in school, and hand it into Reception. A copy of the Visits Form can be found at Appendix G.

The Chair of Governors and Vice-Chair of Governors meets with the Headteacher monthly.

Policies

The school is required by law to have in place a number of policies on a wide variety of issues. Some policies will be general to the Trust (e.g. those relating to employment), others specific to the school. Policies specific to the school are scrutinised and approved by the LGB.

Meeting dates

Dates for meetings of the LGB are set in the summer term and are listed in the school calendar. They may be altered by the Chairman in agreement with the members. The normal notice with agenda and minutes of the previous meeting should be sent to members 7 days before the date of the meeting. Where possible any discussion papers should be included with the notice, although sometimes these have to be tabled on the day of the meeting.

Training

A variety of training courses are offered by different providers. All Governors should attend New Governor training, and governors with particular responsibilities or interests may attend other courses. Courses should be booked by the Clerk of Governors. Governors who have attended courses are asked to report to the LGB on their experience.

There are other ways in which governors can increase their knowledge, skills and understanding:

- Talk to the Headteacher, Chair of Governors, Clerk to the Governors, other longer-serving governors/members of the senior leadership team
- Spend time in school (e.g. governor walkabouts)
- Read school policy documents
- Refer to the School Bus and National Governor Association (including Learning Link modules)

Under employment law, employers must give employees who are school governors, 'reasonable time off' to carry out their duties. Employers may give time off with pay, but do not have to do so.

Communication

The school compiles a list of governors' addresses, e-mail addresses and telephone numbers. Where possible, communication is by email, using the governors' school email address. Governors must look at their emails at least once a week.

Safeguarding

All governors read, and sign to say that they have read, the latest safeguarding advice; governors also scrutinise the School's Child Protection Policy and understand their duties relating to this area. In addition, all governors undergo a DBS check; there is always at least one governor who has undertaken Safer Recruitment Training; and the link governor for Safeguarding has undergone Governor for Safeguarding training.

Governors who have complete Safer Recruitment Training are:

- Alan Doust (Headteacher)
- Tracey Capstick

New governors

New governors will meet with the Headteacher and/or Chair of Governors and will receive a Welcome Pack, which will include:

Welcome letter	School prospectus	Ofsted report
LGB Terms of reference	Headteacher's report (previous two terms)	Keeping Children Safe in Education (KCSiE) policy ³
Register of business interests ¹	Code of conduct for staff	Safeguarding and child protection policy
Governor skills audit ²	School organisation chart	Trust board organisation
LGB minutes (previous two)	Admin chart	Dates of meetings
Committee membership		Term dates

New governors will be access these via 'Teams' once they have been allocated their school email account. They will also be given access to the 'Key' and the NGA.

1. New governors are to sign the business interest form and return to the Clerk of Governors.
2. New governors will be asked to complete the Governor Skills Audit (probably in advance of their acceptance on to the LGB).
3. New governors should read KCSiE and email the Designated Safeguarding Lead (Simon Iddon at simon.iddon@meole.co.uk) to declare this has been done.

Local Governing Body Membership

A governing body acts as a single person with an identity separate from its members. Responsibility for the actions and decisions of the governing body lies with the whole governing body rather than individual members.

Governing bodies must act as a group. Individual governors have no power outside the governing body and cannot act on behalf of the governing body unless authorised to do so or, in special cases, where emergency action is needed. All governors have to register any business interests annually. New governors should complete a form held by the school.

	Name	Governor	End of Term of Office	Contact Information
1	Alan Doust (e)	Headteacher	-	Alan.doust@meole.co.uk
2	Claire Pennal (e)	Staff (Support)	5/10/27	Claire.pennal@meole.co.uk
3	Rio Hurlstone (e)	Staff (Teacher)	9/2/27	Rio.hurlstone@meole.co.uk
4	Fiona Iddon (p)	Parent	4/3/25	Fiona.iddon@meole.co.uk
5	Catherine Jeffries (p)	Parent	9/2/27	Catherine.jeffries@meole.co.uk
		Parent		
6	Andrea Richardson (p)	Co-opted	4/3/25	Andrea.richardson@meole.co.uk
7	Liz Malpass (p)	Co-opted	4/3/25	Liz.malpass@meole.co.uk
8	Ruth Ashbee	Co-opted	17/3/26	Ruth.ashbee@meole.co.uk
9	Vince Dovey (p)	Co-opted	5/5/26	Vince.dovey@meole.co.uk
		Co-opted		
		Co-opted		
10	Tracey Capstick	Trustee	9/2/27	Tracey.capstick@meole.co.uk
11	Jo Evans (e)	Trust appointed	9/10/27	Jo.evans@trustedcsat.co.uk
N/A	Mr Nick Hooper	Link Trustee	N/A	nick.hooper@trustedcsat.co.uk

(p) = parent of current student; (e) = employee

Chair of the Governing Body:

Mrs Liz Malpass

Vice-Chair:

Mrs Ruth Ashbee

Clerk to the Governing Body:

Zoe Keeling/Jennie Fisher

Quorum: One half of the number of Governors rounded up to the nearest whole number, with at least one parent governor and one co-opted governor present.

Local Governing Body (LGB) Terms of Reference

- a) To agree constitutional and governance matters, including procedures where the LGB has discretion.
- b) To recruit new members as vacancies arise and to appoint (subject to the approval of the Trust) new governors where appropriate.
- c) To hold at least six LGB meetings a year.
- d) To appoint or remove the Chair and Vice Chair.
- e) To appoint or remove a Clerk to the LGB.
- f) To establish the 'ad hoc' committees of the LGB and their terms of reference.
- g) To suspend a governor.
- h) To decide which functions of the LGB will be delegated to committees, groups and individuals.
- i) To receive reports from any individual or groups of individuals to whom a decision has been delegated and to consider whether any further action by the LGB is necessary.

None of these matters above can be delegated to either a committee or an individual.

Financial Responsibilities

- a) Consider budget plans developed and proposed by the Headteacher and Director of Finance & Operations, and monitor budgeted income and expenditure during the year.
- b) Approve the first formal budget plan each financial year.
- c) Consider and review a 3-year budget plan for the school taking into account local and national funding/pay estimates, and projected student numbers.
- d) Analyse cash flow.
- e) Propose financial decisions levels and limits for the Headteacher.
- f) Determine a charging and remissions policy.
- g) Determine a lettings policy.

Staffing

- a) Appoint the Headteacher and Deputy Headteacher selection panel that includes Trustee representation and the Executive Principal, and approve the appointment of other teaching and non-teaching staff.

- b) Propose pay progression for the Headteacher and approve the pay progression for other members of staff at the school.
- c) Dismissal/suspension of other staff.
- d) Approve the staffing structure.
- e) Determine dismissal payments/early retirement.

Curriculum

- a) To keep under review the secular curriculum for the school, ensuring it is sufficiently broad and balanced, that relevant legislation is met and it is a curriculum that meets the needs of all students.
- b) Responsibility for ensuring provision of Religious Education in line with legal requirements and the Locally Agreed Syllabus, and develop a collective worship policy, ensuring that all students take part in a daily act of worship.
- c) Have regard to statutory guidance on relationships and sex education.
- d) Accountability for standards of teaching
- e) Establish a set of behaviour principles and approve the behaviour policy.
- f) To monitor how the school supports well-being.

Performance

- a) Implementation of the appraisal policy.

Quality of Education

- a) Responsibility and accountability for student outcomes.
- b) Scrutinise student outcomes, including examination data and departmental performance.
- c) Receive monitoring reports on the progress and attainment performance of subjects and students (including the progress of students attracting pupil premium, of disadvantaged students, those with an EHC plan or on SEN Support).
- d) Consider student absence levels (including persistent absence).

Admissions and Exclusions

- a) Annually propose the admission arrangements for the school in accordance with admissions law and DfE Codes and with regard to CSAT guidance.
- b) Rank applications and take decisions in accordance the admission arrangements
- c) Decide whether to grant a request by the LA to admit a student under 3.22 of the School Admission Code.

- d) Consider the level of student moves, including fixed term and permanent exclusions, those taken off roll and those on roll by attending education off site.

Premises

- a) Deploy the buildings in the appropriate way to benefit the education of the students.
- b) Procuring and maintaining the school buildings, including developing a 5-year maintenance plan and applying for grants.
- c) Consider planned expenditure on the school's estate, including the implementation of the school's accessibility plan.
- d) Determine the health and safety policy and a disaster recovery plan for the school, review accident reports and make recommendations as appropriate.

Statutory Compliance

- a) Comply with and implement actions required to comply with statutory regulations, act of parliament and funding agreements governing the operation of the school.
- b) Determine the accessibility plan.
- c) Determine child protection policy in accordance with the guidance produced by the Local Children's Safeguarding Board.
- d) Determine an equality policy.
- e) Determine a governors' allowances and expenses policy.
- f) Determine the policy for supporting students with medical conditions.
- g) Determine the school's policy and approach to those with special education needs and/or disabilities and annually update a SEND report
- h) Obtain approval for and publish a freedom of information publication scheme listing the types of information available to the public from the school.
- i) Ensure that all safeguarding and welfare requirements are met.
- j) Ensure duty to have regard to the need to prevent students being drawn into terrorism is met.
- k) Ensure an updated register of student's attendance is kept.
- l) Publish a register of governors' business interests, updated by means of a standard agenda item at meetings

Dates of LGB Meetings

<u>Autumn Term</u>
Thursday 5 th October 2023 at 5pm
Thursday 23 rd November 2023 at 5pm
<u>Spring Term</u>
Thursday 1 st February 2024 at 5pm
Thursday 21 st March 2024 at 5pm
<u>Summer Term</u>
Thursday 2 nd May 2024 at 5pm
Thursday 27 th June 2024 at 5pm

Governor walkabouts

Autumn Term: Thursday 30th November 2023
 Spring Term: Tuesday 23rd January 2024
 Summer Term: Wednesday 20th June 2024

Open Evening Wednesday 11th October 2023 at 5.30pm

Committee Membership

Pupil Discipline Committee	
Members	Reserve
1. Mrs L Malpass* 2. Mrs A Richardson 3. Tracey Capstick	All eligible governors
Staff Discipline/Dismissal Committee	
Members	Reserve
1. Mrs R Ashbee* 2. Mr V Dovey 3. Mrs F Iddon	All eligible governors
Staff Discipline and Dismissal Appeals Committee	
Members	Reserve
1. Mrs L Malpass* 2. Tracey Capstick 3. Catherine Jeffries	All eligible governors
Employment Issues Appeals Committee	
Members	Reserve
1. Andrea Richardson* 2. Mrs F Iddon 3. Vince Dovey	All eligible governors
Complaints Committee	
Members	Reserve
1. Mrs L Malpass* 2. Mrs A Richardson 3. Catherine Jeffries	All eligible governors
Performance Management Committee	
Members	Reserve
1. Chair of Governors * 2. Vice Chair of Governors 3. Mrs A Richardson	All eligible governors
Admissions Committee	
Members	Reserve
1. Mr A Doust * 2. Mr V Dovey 3. Mrs S Altinok	All eligible governors

The LGB allows each committee to elect its Chair. Chairs are indicated *.

The LGB appointed Mrs Jennie Fisher as clerk to the committees, although it reserves the right to appoint a different clerk if required.

Link Governors

	School Lead	Link Governor	Link Trustee
Statutory:			
Safeguarding	Simon Iddon (AHT) Simon.iddon@meole.co.uk	Jo Evans Jo.evans@trustedcsat.co.uk	Jane Woodall j.woodall@csacademytrust.co.uk
Looked After Children	Simon Iddon (AHT) Simon.iddon@meole.co.uk	Tracey Capstick Tracey.capstick@meole.co.uk	Jo Flynn j.flynn@csacademytrust.co.uk
Special Educational Needs & Disability	Kate Hare (SENCO) senco@meole.co.uk	Tracey Capstick Tracey.capstick@meole.co.uk	Jo Flynn j.flynn@csacademytrust.co.uk
School Improvement Priority Areas:			
Area 1: Personal development and culture (including careers)	Chris Smith (AHT) Chris.smith@meole.co.uk	Catherine Jeffries Catherine.jeffries@meole.co.uk	
Area 2: Behaviour and welfare	Hannah Wright (DHT) Hannah.wright@meole.co.uk	Ruth Ashbee Ruth.ashbee@meole.co.uk	
Area 3: Quality assurance	Alan Doust (HT) Alan.doust@meole.co.uk	Liz Malpass Liz.malpass@meole.co.uk	
Area 4: SEND and adaptive teaching	Mary Pope (DHT) Mary.pope@meole.co.uk	Tracey Capstick Tracey.capstick@meole.co.uk	
Area 5: Assessment	Mary Pope (DHT) Mary.pope@meole.co.uk Ros French (AHT) Ros.french@meole.co.uk	Fiona Iddon Fiona.iddon@meole.co.uk	
Other Areas of Interest:			
Financial management	Rob Carlyle (Dir. Finance & Ops) Rob.carlyle@meole.co.uk	Andrea Richardson Andrea.richardson@meole.co.uk	
Estate management	Jennie Fisher (Operations Manager) Jennie.fisher@meole.co.uk	Vince Dovey Vince.dovey@meole.co.uk	
Governor Training Coordinator	Jennie Fisher (Operations Manager) fisher.j@meole.co.uk	Vice-Chair of Governors Ruth Ashbee Ruth.ashbee@meole.co.uk	



LINK GOVERNOR VISIT RECORD

Appendix F

Date and time:
Name of Governor:
Name of Member of Staff and department/area:
Purpose/Focus of Link Visit
Summary of main outcomes of visit:
2a. Notable Strengths/achievements:
2b. Development areas noted:

Any Action points from visit:

Please return this form, once completed, to Clerk to the Governors.