



*Living our Values, Learning for  
Life*

# OATLANDS GOVERNING BODY

Contact

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# GOVERNING BODY – OUR ROLE

Our Governing Body provides strategic leadership and accountability in school with a focus on 3 core areas:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure it's money is well spent.



# GOVERNING BODY – OUR TEAM

14 members – all volunteers

- 2 parent governors elected by parents
- 1 LA governor
- 2 staff governors (including Head Teacher)
- 9 co-opted governors

FGB meeting once a term

4 main committees: Finance, Facilities, Personnel & Curriculum

2 sub-committees: Pay & Head Teacher appraisal

+ Working parties – for example Governor self-evaluation

## Schedule of Publication and Policy Review 2021-22



Autumn 2021	Spring 2022	Summer 2022	Autumn 2022	Spring 2023	Summer 2023
<b>Curriculum</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Mathematics (NS)</li> <li><input type="checkbox"/> SEN (S)</li> <li><input type="checkbox"/> Pupil premium statement</li> <li><input type="checkbox"/> Music (NS)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> English (NS)</li> <li><input type="checkbox"/> Values/PSHE/Citizenship (NS)</li> <li><input type="checkbox"/> Mental Health and Wellbeing (NS)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assessment (NS)</li> <li><input type="checkbox"/> Curriculum (NS)</li> <li><input type="checkbox"/> Children with health needs who cannot attend school (S)</li> <li><input type="checkbox"/> Supporting children with Medical conditions (S)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Science (NS)</li> <li><input type="checkbox"/> RSE (S)</li> <li><input type="checkbox"/> EYFS (S)</li> <li><input type="checkbox"/> Outdoor Environment (NS)</li> <li><input type="checkbox"/> RE</li> <li><input type="checkbox"/> Pupil Premium statement</li> <li><input type="checkbox"/> SEN</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Art (NS)</li> <li><input type="checkbox"/> Geography (NS)</li> <li><input type="checkbox"/> History (NS)</li> <li><input type="checkbox"/> Educational visits (NS)</li> <li><input type="checkbox"/> Intimate care and toileting</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> DT (NS)</li> <li><input type="checkbox"/> Computing (<u>inc safety</u>) (NS)</li> <li><input type="checkbox"/> Physical Education (NS)</li> <li><input type="checkbox"/> Children with health needs who cannot attend school (S)</li> <li><input type="checkbox"/> Supporting children with Medical conditions (S)</li> </ul>
<b>Personnel</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Protocol for electronic communication (NS)</li> <li><input type="checkbox"/> Data protection (S)</li> <li><input type="checkbox"/> Recruitment &amp; selection (S)</li> <li><input type="checkbox"/> Disciplinary/Capability (S)</li> <li><input type="checkbox"/> Privacy notice (S)</li> <li><input type="checkbox"/> Attendance management of staff</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CPD (NS)</li> <li><input type="checkbox"/> Fairness and dignity (NS)</li> <li><input type="checkbox"/> Grievance procedures (S)</li> <li><input type="checkbox"/> Single equality policy (inc racial, disability, accessibility plan ) (S)</li> <li><input type="checkbox"/> Complaints (S)</li> <li><input type="checkbox"/> Early career teachers (S)</li> <li><input type="checkbox"/> Statement of procedures for dealing with allegation of abuse against staff (S)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Admissions</li> <li><input type="checkbox"/> Teacher Appraisal (S)</li> <li><input type="checkbox"/> Home school agreement (S)</li> <li><input type="checkbox"/> Freedom of information (S)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Attendance management staff (NS)</li> <li><input type="checkbox"/> Attendance management pupils (NS)</li> <li><input type="checkbox"/> Disciplinary/capability (S)</li> <li><input type="checkbox"/> Special leave of absence (NS)</li> <li><input type="checkbox"/> Data protection (S)</li> <li><input type="checkbox"/> Recruitment &amp; selection (S)</li> <li><input type="checkbox"/> Staff grievance procedures</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complaints (S)</li> <li><input type="checkbox"/> Statement of procedures for dealing with allegation of abuse against staff (S)</li> <li><input type="checkbox"/> Whistleblowing (NS)</li> <li><input type="checkbox"/> Grievance procedures (S)</li> <li><input type="checkbox"/> Early career teachers (S)</li> <li><input type="checkbox"/> Single equality policy (<u>inc racial, disability, accessibility plan</u> ) (S)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Admissions</li> <li><input type="checkbox"/> Teacher Appraisal (S)</li> <li><input type="checkbox"/> Home school agreement (S)</li> <li><input type="checkbox"/> Freedom of information (S)</li> </ul>
<b>Finance</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Finance (NS)</li> <li><input type="checkbox"/> Statement of Internal cont.</li> <li><input type="checkbox"/> Best value statement</li> <li><input type="checkbox"/> School fund statement</li> <li><input type="checkbox"/> Pay policy (S)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Financial procedures (NS)</li> <li><input type="checkbox"/> Charging and remissions</li> <li><input type="checkbox"/> Governors allowances</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Budget plan</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Finance (NS)</li> <li><input type="checkbox"/> Statement of Internal cont.</li> <li><input type="checkbox"/> Best value statement</li> <li><input type="checkbox"/> School fund statement</li> <li><input type="checkbox"/> Pay policy</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Financial procedures (NS)</li> <li><input type="checkbox"/> SFVS</li> <li><input type="checkbox"/> Charging and remissions</li> <li><input type="checkbox"/> Governors allowances</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Budget plan</li> </ul>
<b>Facilities</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Site review</li> <li><input type="checkbox"/> Risk assessments</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site review</li> <li><input type="checkbox"/> Health and safety (S)</li> <li><input type="checkbox"/> Risk Assessments</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site review</li> <li><input type="checkbox"/> Lettings memorandum</li> <li><input type="checkbox"/> Risk Assessments</li> <li><input type="checkbox"/> First aid</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of reference (S)</li> <li><input type="checkbox"/> Site review</li> <li><input type="checkbox"/> Lettings (NS)</li> <li><input type="checkbox"/> Risk assessments</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site review</li> <li><input type="checkbox"/> Risk assessments</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site review</li> <li><input type="checkbox"/> Risk assessments</li> </ul>
<b>FGB/staff</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> CP (S)</li> <li><input type="checkbox"/> <u>Behaviour</u> policy (S)</li> <li><input type="checkbox"/> Governor self review</li> <li><input type="checkbox"/> Instrument of Gov (S)</li> <li><input type="checkbox"/> School development plan</li> <li><input type="checkbox"/> Whistleblowing policy</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Brochure (Website)</li> <li><input type="checkbox"/> Emergency plan (NS)</li> <li><input type="checkbox"/> Staff handbook (NS)</li> <li><input type="checkbox"/> Update Govs skills audit</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Brochure (Website)</li> <li><input type="checkbox"/> Emergency plan (NS)</li> <li><input type="checkbox"/> Staff handbook (NS)</li> <li><input type="checkbox"/> Update Govs skills audit</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CP (S)</li> <li><input type="checkbox"/> <u>Behaviour</u> policy (S)</li> <li><input type="checkbox"/> Governor self review</li> <li><input type="checkbox"/> Staff code of conduct</li> <li><input type="checkbox"/> School development plan</li> <li><input type="checkbox"/> Whistleblowing policy</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School self review and evaluation policy (NS)</li> <li><input type="checkbox"/> Intimate care (NS)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School brochure (Website)</li> <li><input type="checkbox"/> Emergency plan (NS)</li> <li><input type="checkbox"/> Staff handbook (NS)</li> <li><input type="checkbox"/> Update Govs skills audit</li> </ul>



# CURRICULUM COMMITTEE

Oatlands' curriculum is Values-based and hence Values are relevant to everything we do.

This Committee's principal focus is "Holding the Headteacher to account for the educational performance of the school and it's pupils":

- Regular reviewing of progress data;
- Supporting and monitoring priorities in the School Development Plan / Curriculum Initiatives;
- Monitoring Curriculum provision;
- Rolling programme of review of Curriculum and pastoral policies;
- Ensuring the needs of our SEND pupils are met;
- Safeguarding.



# SUBJECT MONITORING VISITS

<b>Focus:</b> Please circle / highlight: <i>it could be a combination</i>				
<b>Teaching and Learning</b>	<b>Behaviour and Safety</b>	<b>Leadership and Management</b>	<b>Achievement</b>	<b>SMSC</b>
<b>Rationale:</b> To support actions in the School Development Plan and thus contribute to whole school improvement. To enable effective questioning of professionals in order to achieve high level accountability. To ensure the school is carrying out and living its mission and vision.				
<b>Link to School Development Plan:</b> <ul style="list-style-type: none"> <li>• Embed rigorous standards, curriculum and assessment;</li> <li>• Strengthen consistency of outstanding practice within year groups;</li> <li>• Develop an inclusive school community.</li> </ul>				
<b>Nature and purpose of activity:</b> To meet with EL, EYFS Leader, to learn more about: <ul style="list-style-type: none"> <li>• The new Reception cohort – characteristics and settling-in;</li> <li>• Impact and evaluation of the new EYFS outdoor learning area;</li> <li>• Use of the Language Lab; and</li> <li>• Updates to the EYFS Policy document.</li> </ul>				

Subject/Leader	Date of Policy review
Maths – Sam Hoad	Autumn 2019
Computing – Katy Wood	Autumn 2019
SEN – Katie Isaac	Autumn 2019
Music – Julia Veira	Autumn 2019
English – Phil Copsey	Spring 2020
Values/PSHE/Citizenship- Phil Copsey	Spring 2020
Science	Autumn 2020
RSE	Autumn 2020
EYFS	Autumn 2020
RE	Autumn 2020



# FINANCE COMMITTEE

Provide guidance and assistance to the head teacher and the governing body in all matters relating to budgeting and finance.

Prepare and review financial policy statements, including consideration of long term planning and resourcing.

Consider each year's school development plan priorities and present an annual budget to the governing body for approval.

Monitor the income and expenditure of all public funds (i.e. School's Budget Share) and report financial situation to the governing body each term.



# FACILITIES COMMITTEE

Look at the facilities, health & safety from a strategic point of view and help with prioritisation.

Ensure the Head Teacher and staff have good practices and procedures in place.

Review ongoing scheduled maintenance across the whole of the school facilities to ensure it is being completed regularly and on time.

Carry out walk-arounds once a term to identify any general maintenance and repair and follow up to ensure it has been completed.

Review policies related to facilities - e.g. lettings policy - use of school facilities (hall, field etc.) by community clubs.





# PERSONNEL COMMITTEE

Contribute towards the school development plan in the area of staffing; and monitor the implementation.

Assist in the process of developing policies on staffing matters.

Report and make recommendations with respect of the staffing budget to the full meeting of the governing body.

Review and recommend for adoption the procedures for dealing with staff discipline and grievances and ensure that the staff are informed of them.

Short list and interview candidates for teaching posts with additional responsibility points.



# PAY COMMITTEE & HEAD TEACHER APPRAISAL

## Pay Committee

- ? Review and approve statutory policies such as the Pay policy.

## Head Teacher annual appraisal

- ? With the support of an external adviser (SIP) inform the Head Teacher of the standards against which their performance will be assessed.
- ? Set objectives for the Head Teacher.
- ? Appraise the performance of the Head Teacher, assessing their performance of the role and responsibilities against the relevant standards and their objectives.
- ? Assess the Head Teacher's professional development needs and action needed to address them.



# THE 3 SCHOOLS PARTNERSHIP



Head Teacher, Chairs, Business Managers, Clerk, Transition project, Training



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