



English Martyrs' Catholic Primary School

Governors' Induction Pack

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Welcome to English Martyrs'

Firstly, a warm welcome to you from the whole of the Governing body at English Martyrs. We are excited to have you on board and are here to answer any questions that you may have along the way. The Governing Body and Head Teacher believe it is essential that all new Governors receive an induction covering all relevant issues and topics. There is a commitment to ensure that you are given the necessary information and support so that you fulfil your role with confidence.

This pack is designed, however, to give you some initial things to think about and to give you some context about the school, the staff and your role as a governor here.

The Role of the Governor

The role of the governing body is a strategic one, our key functions are to:

- Set the aims and objectives for the school
- Set the policies for achieving those aims and objectives
- Set the targets for achieving those aims and objectives
- Monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- Be a source of challenge and support to the head teacher (a critical friend)

Click on the link below for a great explanation on the role of a school governor from the National Governors Association.

http://www.nga.org.uk/getattachment/News/NGA-News/NGA-releases-free-role-description-for-governors/What_does_a_governor_do.pdf.aspx

It is important to remember that we are here to think and question, not to do!

Throughout your training with Southwark you will hear Governors referred to as a 'critical friend.' By attending the relevant training, visiting the school and attending meetings builds your knowledge to allow you to fulfill your role as the critical friend.

Governor Code of Conduct

Governing Bodies are the strategic leaders of schools and have a vital role to play in making sure every child gets the best possible education.

We have three core functions:

- To ensure clarity of vision, ethos and strategic direction
- To hold the headteacher to account for the educational performance of the school and its pupils
- To oversee the financial performance of the school and make sure money is well spent.
- Governors are **NOT** inspectors so it is not our role to assess the quality or method of teaching.

- Governors are **NOT** managers, so it is not our role to interfere with the day to day management of the school.

Governors are critical friends to the school, holding the head teacher to account in a positive supporting relationship and bringing skills and commitment to help the headteacher in his/her role.

Our Code

1. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the governing body.
2. We will abide by the agreed protocol for meetings.
3. We will observe the same principles of courtesy, confidentiality and collective responsibility when communicating online as we would in other forms of interaction, following the Co-ordinators of Governor Services' guidance on Online Participation for School Governors.
4. We will only speak or act on behalf of the governing body when we have been specifically authorised to do so.
5. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.
6. Our visits to school will be undertaken within the framework established by the Governing Body, in agreement with the head teacher and staff.
7. In discharging our duties, we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

All Governors are given a copy of the Code of Conduct and Governors will sign the Code at the first governing body meeting of each school year.

English Martyrs', Our Story

English Martyrs' RC Primary School is an inclusive school with over 460 children. Our School Community aims to follow the example of Christ, in welcoming, recognising, fostering and developing each individual, as a unique and special gift from God with value and dignity.

Our vision is for excellence in learning, in terms of both achievement and progress. English Martyrs' provides a broad, balanced and challenging curriculum to enable each pupil to develop all those attributes and skills for lifelong learning.

Ofsted inspected the School in March 2014 and was judged to be "Requires Improvement". In addition, a Section 48 Inspection undertaken on the 19th September 2014 by the Schools Commission, Southwark Catholic Education Service who assessed the School as 'Good' for leadership and management. However, the School was assessed as 'Requiring Improvement' due to the fact that there was no evidence available for monitoring and evaluation.

An HMI visit in July 2014 judged the school to have acted quickly to address the issues from the inspection in March 2014 and that we were determined in our approach. The school's plan for improvement addresses the key areas for improvement. It includes termly milestones for key performance indicators, such as the proportions of teaching expected to be good or better. In March 2015 the school commissioned two independent consultants (who are Ofsted Inspectors) to undertake an inspection of the school utilizing the 'Ofsted framework' and they judged the school as 'Good' with many outstanding features.

English Martyrs', Self Evaluation Form (SEF)

This is a document provided by English Martyrs' that outlines its strengths and its areas to improve. The Headteacher sends it to Ofsted before they come to inspect us to paint a picture of the school, its context and its plans. It is a fantastic way for you to find out what our focus as a Governing body at English Martyrs' is and to build a better understanding of the school and its challenges. Individual Governors of the School have been identified to monitor and report back to the Governing Body on the progress and effectiveness of the SEF.

4 Key areas of SEF

- **Section 1 - The quality of leadership in and management of the school**
 - Secure the effectiveness of the new leadership structure by establishing their role and responsibilities within a clear school improvement cycle.
 - Ensure new middle leaders are role models of teaching, particularly in their own subject.
 - To further develop the new curriculum by ensuring more explicit skills progression alongside expectations of subject knowledge –especially in mathematics
 - Explore and develop 'coaching skills' within the senior leadership team as a basis for further broadening range of leadership styles and improve teaching quality
 - To further develop the independence and self-reliance of the Governing Body toward a model for outstanding governance
 - As a means for the Governing body to ensure appropriate controls and checking mechanisms over key aspects of school performance

- **Section 2 - The Quality of Teaching**
 - To secure the proportion of good and outstanding teaching, including the use of critical thinking skills through questioning and differentiation. Strengthen the breadth of the 'good+' teaching profile beyond core subjects.
 - To improve the quality of teaching through increased personalisation and precision, including:
 - Increased attention on teaching and marking for different pupil groups (Disadvantaged, SEN, EAL, Boys/Girls, Less able, More able, Exceptionally able)
 - Effective transition from national curriculum levels to new performance descriptors linked to new curriculum.
 - To introduce and trial a clear, systematic whole school approach to planning, assessing and target setting linked to age related expectations within new national curriculum.
 - To improve staff knowledge of statutory compliance and good practice in relation to SEN-D pupils (in line with new code of practice)

- Improve literacy provision through ensuring a more systematic approach to the teaching of reading and English grammar, punctuation and spelling (EGPS) across the school.
 - To increase the effectiveness of support staff
 - To improve presentation and handwriting
 - To ensure teacher subject knowledge in mathematics enables pupils to achieve highly
 - To develop robust assessment systems to meet the needs of new curriculum and assessment and reporting requirements
- **Section 3 - Personal Development, Behaviour & Welfare**
 - To improve attendance
 - To secure outstanding behavior for learning through pedagogy which focuses on developing pupils intrinsic motivation, critical thinking skills and stamina
 - To develop Pastoral Team based on Rotherhithe/Dog Kennel Hill Federation model of practice
- **Section 4 - Outcomes of pupils at the school Standards**
 - To continue to raise achievement and build capacity for sustained improvement by:
 - Continue to secure attainment above the age related expectations floor target by July 2016
- **Section 5 - Early Years and Childcare**
 - Ensure effective self-evaluation and the overall effectiveness of EY provision in line with new OFSTED criteria for Early Years.
 - Ensure consistency of good/outstanding provision across all Reception classes- especially for more able children

English Martyrs', School Improvement Plan

The School Improvement Plan (SIP) identifies the mission of the school and the main priorities that it is working on. Our Mission and Values at English Martyrs is as follows.

"For excellence in learning, in terms of both achievement and progress. It provides a broad, balanced and challenging curriculum to enable each pupil to develop all those attributes and skills for lifelong learning."

Our Core Values are:

- **Faith**
- **Respect**
- **Responsibility**
- **Compassion**
- **Wisdom**
- **Fairness**

towards the mission and what we are doing to achieve this. Following Ofsted, the SIP has remained under continuous review as the key issues identified by Ofsted around

improvement of teaching and learning and improvement of management and governance are addressed in detail, with a short term and long term action plan, and key milestones.

Useful Links and Information

As a Governor, there are many places that you can find information. The best way to learn is by attending your induction training provided by Southwark (more on that later!) but here are some useful links if you would like to find out more.

Our School Website

The school website will provide you with lots of information about the school. <http://www.englishmartyrsrsrcprimary.co.uk>

Ofsted Data Dashboard

The school data dashboard gives an overview of the standards, attainment and demographics of the school compared to national averages. The information here comes from our year 2 and year 6 SAT results from the previous year. <http://dashboard.ofsted.gov.uk/dash.php?urn=100824>

RAISE online

This is a more detailed look at the SATs data. You will notice that some of the pages have a purple 'G' in the top corner. This means that it is 'Governor Information' and useful for you to look at. Many of the tables and graphs are the same information presented in different ways so don't be too daunted by the size of it! A printed copy of RAISE is available on request from the school or you can access it online. Please email Nicola Johnstone for this njohnstone2.210@lgflmail.org

The Education Commission - Catholic Diocese of Southwark

This site provides news, information, training, guidance and resources for schools, governors, clergy and parents. As a new Governor you will be given a copy of the Guidance for Governors which covers the role of the Governor in a Catholic Voluntary Aided School. <http://www.educationcommission.org.uk>

The National Governors Association

This is a website that has lots of useful information about being a Governor, you can also sign up to attend the Governors association meetings if you would like to. <http://www.nga.org.uk/>

Clerk of Governors

If you have any questions about governance in general, please email the Clerk of Governors - David Keeton at David.Keeton@southwark.gov.uk He will be able to send you useful and up to date reports

and resources about the role of the governor and answer any questions from a Southwark perspective.

Meetings, Committees and Link Roles

Full Governors

We meet once a term as a full governing body, usually from 5pm until around 7.30pm on a weekday. You will be emailed an agenda and the Headteacher's report before the meeting and any other information that we will cover. It is important that you read the documents sent to you prior to the meeting as we have to work through them relatively quickly to get through everything! The Full Governor's meeting is where we report back on any relevant committee meeting decisions, we discuss whole Governing Body issues and we have the opportunity to ask questions to Hyacinth Appah, on her report and make suggestions.

Committee Meetings

We ask that each Governor joins a committee, and it is best to choose one that best suits your interests and experience following a discussion with the Chair of Governors.

At English Martyrs' we have 2 committees:

- Premises, Personnel and Finance Committee
- Curriculum and Pupil Progress Committee

During our committee meetings (also held once a term and times vary based on the committee but usually between 5pm until 7.30pm) we delve into more detail and really get to grips with what is going on at the school. Here we make suggestions and ask more questions to fill our 'critical friend' role and ensure that our committee areas are being managed effectively.

The Chair of Governors will discuss with you which of these committees is best for you to join based on your interest and skills. If you are unsure, you can contact the Chair of Governors or organize to visit before you decide which you would like to join. Please contact Patrick Gillespie, Chair of Governors at gillespiepmca@outlook.com

Becoming a Link Governor

Being a link Governor is another important and great way to support the school. Each of our Governors comes from a different background and has different skills to offer. When you become a link Governor, you choose an area that you have knowledge or an interest in and spend some time observing and learning about this area. You can use your link responsibility as a focus for visiting the school and for arranging meetings with relevant staff. The Link areas we have at English Martyrs have been chosen because they relate to areas of particular importance for the school. These Link areas, current staff members responsible (in brackets) and current link governors are as follows:-

| Governor | School Link |
|------------------------|--|
| Jackie Odukoya | Achievement and Standards, Numeracy, Teaching & Learning |
| Janet Douglas Gardener | Achievement and Standards, Literacy, Teaching & Learning |

| | |
|--------------------|--|
| Marie Southall | Behavior and pupil safety, R.E. , Safeguarding |
| Fr Anthony Plummer | Behavior and pupil safety, R.E. |
| Nicholas Ajaegbu | Early Years |
| Patrick Gillespie | .C.T, Leadership and Management, Safeguarding |
| Julius Ogunmuyiwa | Leadership and Management |
| Nicola Johnstone | Literacy |
| Jan Mintram | Achievement and Standards, Teaching & Learning |

We have more than one Link governor for each Link area wherever possible, as this gives governors a chance to work together, share the responsibility and benefit from discussion and feedback.

Please contact Patrick Gillespie, Chair of Governors, to let him know which Link role you would like to take.

Governor Learning Walks

In 2014 we introduced Governor Learning Walks which have proved very popular and useful. They take place once or twice a term, and run from 8.30 am to 10.45 am. We start these meetings together with a governor briefing, or a review of some aspect of importance to the school development (e.g. Pupil Premium, RE, Reading, Math's improvement). We then visit some classes of the school and observe specific teaching and learning activities, as agreed in advance and/or meet parents at the school gate to get their views on the school and whether they have any concerns. After observations we reconvene as a group for feedback and discussion.

School Visits

We expect each of our governors to visit the school at least twice a year to see the school at work, and to observe some aspect of teaching and learning or behaviour and safety. Very often your visit will tie in with the link responsibility that you have chosen.

The following information gives guidance on the procedure you should follow when making a school visit. Again if you have any questions do ask either H. Appah headteacher@englishmartyrs.southwark.sch.uk or Patrick Gillespie gillespiepmca@outlook.com

One of our responsibilities is to monitor the progress and performance of the school. Visits allow us to see in action what we discuss in meetings and build a better understanding of the school so we can really fulfill our role in supporting them.

Visits help us to:

- See the school at work
- Get to know the staff and show our commitment to the school
- Give active support

- See the effect of change and different approaches to teaching and learning
- See resources and discuss with staff further requirements
- Gain first hand information to help make decisions
- Work in partnership with the staff

Before making a visit:

- Check the visits timetable
- Contact the relevant person and agree a date, time and focus for the visit and a short context (cc Hyacinth Appah at headteacher@englishmartyrs.southwark.sch.uk)
- Plan the visit with the relevant person and discuss set up with the teacher you will visit.

During the visit:

- Arrive on time
- Act as an observer and only participate in the class if the teacher asks you to
- Respect the professionalism of the teacher, supporting but not interfering
- Be calm and enjoy the visit!

After the visit:

- Thank the teachers and children
- Meet with the relevant person to give a verbal report, and to discuss any issues
- Write up the visit (see example report)
- Send your report to the people you saw for comment
- Send your report to David Keeton at David.Keeton@southwark.gov.uk cc Hyacinth Appah at headteacher@englishmartyrs.southwark.sch.uk for records (this will then be circulated to all governors)

The visit is NOT about:-

- Inspection
- Making judgments about the professional expertise of the teacher
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Recording Attendance to visits

Please do let us know if you have visited the school, it is great to keep on our records so that Ofsted can see evidence of all of the fantastic work we are doing. Please email Hyacinth Appah at headteacher@englishmartyrs.southwark.sch.uk with your report and the date and focus of your visit.

Governor Visit Report

You can find an example of a visit report at the end of this pack. The reports do not need to be long essays, but it is very important that there is a written report after the visit, both as a way of sharing information with other governors, and as a source of information to refer back to at the next visit.

School Governor Training from Southwark and the Education Commission

Southwark Council

Southwark Council provides a great set of trainings for us to attend for free. The school will cover your expenses and food and drinks are provided. The trainings are really helpful in setting your expectations and guiding you through the role. There is a great induction set of trainings that we strongly recommend that you attend and then various other useful trainings which are all optional.

The trainings are mostly held at Tooley Street near London Bridge and you will receive emails directly from Southwark about these. For more information please email Ela Cleary who coordinates all of the trainings and will happily answer any questions and book your courses for you. Ela.Cleary@southwark.gov.uk

Induction Training

Please book to attend the following trainings

- Roles and Responsibilities – Part 1
- Roles and Responsibilities – Part 2
- Personnel Framework
- Special Educational Needs
- Curriculum (all phases)
- School Finance

Additional Training

These trainings vary each term but some of the available trainings include:

- How do Governors ensure accountability?
- The Role of the Staff Governor
- Managing Complaints
- Developing a partnership with parents
- Safer Recruitment
- The Strategic Role of Governors
- Preparing for Ofsted

Education Commission

In addition to the training offered by Southwark Council the Schools Commission – Catholic Diocese of Southwark also provides excellent training as follows:

- Governor Briefing Meetings (Various dates throughout the year)

- Recruitment and Succession Planning: The Role of the Governing Body in the Recruitment of Senior Leadership
- [Early Years Foundation Stage \(EYFS\) Religious Education Curriculum and Prayer: 22/Sep/2015 - 22/Sep/2015](#)
- Commissioning Mass and Governing a Catholic School
- The Effective Governing Body: Hearings and Panels - Managing the Process
- What Does "Outstanding" Religious Education Look Like?
- The New Ofsted Framework: The Essential Guide
- S48 and Inspections of Denominational Religious Education for Governors and Senior Leaders
- Diocesan Governor Conference – 12th March 2016
- Building and Strengthening the Home/School/Parish Partnership
- Making Pupil Premium Review Work for You

All the training is provided at venues within South East/West London or at the Education Commission, St Paul's Wood Hill, Orpington, BR5 2SR. Please visit the Education Commission website <http://www.educationcommission.org.uk> to book a place.

The majority of the trainings for us to attend are for free. Where there are course fees the school will cover any fees and your expenses. Refreshments are provided.

Claiming Expenses for attendance to Training

Please see below the relevant part of our expenses policy. For the full policy please email Frances Bates at office@englishmartyrs.southwark.sch.uk All claims for allowances must be supported by a written claim detailing the expenditure and the reasons for the expenditure. Receipts, which must be a VAT receipt where applicable, must support claims for reimbursement.

Travel and Subsistence

The school will pay travel and subsistence expenses in line with the current regulations and rates for local authority members. Travel expenses will be paid for travel to and from

- Governing Body meetings
- Statutory and non-statutory committee meetings
- Courses arranged by the London Borough of Southwark or Education Commission
- Meetings held on behalf of the Governing Body not at the school.

Taxi or minicab fares will be paid on request for meetings that finish after dark. Reimbursement of travel expenses to and from courses arranged by providers other than London Borough of Southwark or Education Commission will require the prior approval of the Governing Body.

Recording Attendance to training

Please do let us know if you have attended training, it is great to keep on our records and we want to hear about what you have learned!

Please email Frances Bates at office@englishmartyrs.southwark.sch.uk with the details of any training attended. Please note that if you have booked training you must attend!

English Martyrs' Governing Body

Committee Groups and Governor contact details

| Curriculum and Pupil Progress Committee | Premises, Personnel and Finance Committee | Full Governing Body |
|---|---|---|
| Janet Gardener (Chair) | Nicholas Ajaegbu (Chair) | Patrick Gillespie (Chair) – Foundation Governor |
| Fr. Anthony Plummer | Julius Ogunmuyiwa | Janet Gardener (Vice Chair) – Foundation Governor |
| Nicola Johnstone | Marie Southall | Fr. Anthony Plummer – Foundation Governor |
| Jan Mintram | Hyacinth Appah | Julius Ogunmuyiwa – Foundation Governor |
| Jackie Odukoya | Patrick Gillespie | Marie Southall – Foundation Governor |
| Hyacinth Appah | David Keeton (Clerk) | Fr. Thomas Udie - Foundation Governor |
| David Keeton (Clerk) | | Vacancy – Foundation Governor |
| | | Hyacinth Appah (Headteacher) |
| | | Nicholas Ajaegbu - Local Authority Governor |
| | | Nicola Johnstone - Staff Governor |
| | | Jan Mintram - Co-opted Staff Governor |
| | | Jackie Odukoya - Parent Governor |
| | | Vacancy – Parent Governor |
| | | David Keeton (Clerk) |

Recommended Practice

As a school governor, you give whatever time you can. We fully understand that this is a voluntary position and that many of you will have busy lives outside of your responsibilities at English Martyrs. However, many governors ask for guidance on how much time they should give so we have made a few suggestions below.

- ✓ Attend the Induction phase trainings provided by Southwark and as many of the additional ones that you can. (email Frances Bates at office@englishmartyrs.southwark.sch.uk when you do)
- ✓ Attend all Full Governors Meetings (one per term)
- ✓ Join a committee and attend all meetings for this (usually one per term)
- ✓ Visit the school twice in an academic year to build more of an understanding of how it operates.
- ✓ Become a Link Governor and arrange a visit to look at your specific link area.
- ✓ You will often be invited to attend leavers' assemblies or school plays. These are a great way of seeing the school at its best, and for parents, children and staff to meet you.

Thank You for volunteering to be part of our team. Any questions or suggestions that you may have, please feel free to contact Patrick Gillespie at gillespiepmca@outlook.com

NEW GOVERNOR CHECKLIST: Tick

| | |
|---|--|
| | |
| Welcomed to the Governing Body by the Chair | |
| Invited by the Head Teacher to visit the school | |
| Toured the school and met staff and children | |
| Received an informal briefing on the school from the Head Teacher | |
| Met informally with an existing Governor | |
| Reviewed first meeting with mentor | |
| | |
| Have you received: | |
| Governor's Handbook | |
| School's 'Guidelines for Governors' | |
| School Prospectus | |
| LA Governor Training and Development Programme | |
| Details of Governing Body Committees (including their Terms of Reference) | |
| Dates for future Governors meetings including committees | |
| Details of how to contact the other Governors | |
| Details of how to contact the school (including email addresses) | |
| Calendar to school events | |
| School newsletters | |
| School Development Plan | |
| Latest Ofsted report and action plan | |
| Policy documents relevant to committee membership | |
| Performance and Evaluation Policy | |
| School visits policy | |
| | |
| Has the Head Teacher covered: | |
| Background to the school | |
| Current issues facing the school | |
| Visiting the school | |
| Overview of the Governors' role | |
| Relationship between the Head Teacher and Governing Body | |
| | |

Name:
 (Print full name of Governor)

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the Clerk