



Governor's Handbook

Fixby Junior & Infant School | Lightridge Road | Fixby | Huddersfield | HD2 2HB
T: 01484 226650 | E: office.fixby@kirkleeseducation.uk | www.fixby.org



This handbook has been put together to help you understand the role of school governor and the important part you play in ensuring we live by our motto of 'Happy, Safe & Learning'.

Our School Vision

At Fixby, we strive for every member of the school community to be **happy, safe and learning.**

- We provide an **inclusive environment** where every child is challenged to maximise their potential and become confident, life-long learners.
- We inspire our pupils to be **inquisitive, curious and independent learners**, who are able to offer challenge and have the resilience to be challenged.
- We teach our pupils to become **capable communicators**, being effective listeners and confident speakers.
- We support our pupils to be **reflective and understand their own, and others, emotions and well-being**, having effective coping strategies to self-regulate, recognise and seek help when needed.
- We provide opportunities for our pupils to be **open to new experiences** and to have the courage to try new things and through this, have the ability to discover their own interests.
- We nurture our pupils to be **compassionate, responsible citizens**, who understand their role and place in the modern world and who recognise and celebrate diversity.

Our School Vision and Values are at the forefront of all that we do and we look forward to sharing these with you as you become part of the Fixby Family.

Our School Values

 Confidence – Having self-belief in our own abilities.	 Compassion – Recognising the needs of others and taking action to help.
 Curiosity – Showing a desire to know more.	 Cooperation – Working together towards a common goal.
 Courage – Being resilient, never giving up and always trying our best.	 Tolerance – Recognising, accepting and respecting differences and celebrating what makes others different.



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The following policies, guidance and documents also accompany this handbook:

- Communication Policy
- KCSiE Policy
- Ofsted Report
- Finance Handbook
- Complaints Policy
- Governor Visits
- Whistleblowing Policy

Chair of Governors
Shaun Conroy



The Governing Body of Fixby Junior & Infant School



Vice-Chair of
Governors
Nicole Whitelaw



Ex-Officio
Headteacher
Claire Allen



Parent-Governor
Yousaf Aftab



Observer
Deputy Head
Saima Ahmed



Co-opted
Governor
Angie Baggley



Co-opted
Governor
Abida Bashir



Co-opted
Governor
Sue Brewster



Co-opted
Governor
Anthony Douglas



Staff
Governor
Vickie Garside



Observer
SBM
Adrienne Hatfield



Co-opted
Governor
Katie Hunt



Parent
Governor
Ashi Hussain



Co-opted
Governor
Helaina Oldfield



Co-opted
Governor
Matthew Rutter



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Who is Who at Fixby Junior & Infant School?

Chair of Governors

Shaun Conroy

E: shaun.conroy@kirkleeseducation.uk

The Chair of Governors is your first point of call. They will share with you:

- Link you with a Governor Mentor
- Dates of future governors' meetings
- List of governors and the committees to which they belong
- Contact details of the other governors
- Details of the governing body committees including their terms of reference
- Copies of the minutes of the previous two governing body meetings
- Copy of the latest budget report
- The latest headteacher report to governors

Headteacher

Claire Allen

E: Claire.allen@kirkleeseducation.uk

The Headteacher will invite you for a tour of the school and cover:

- Context of the school
- Current issues facing the school
- The relationship between the headteacher and governing body
- The current School Self-Evaluation
- The current School Improvement Plan

Kirklees Governor Clerking Service Amerjit Sohata

E: kirklees.governors@kirklees.gov.uk

The Governor Clerking Service are the body who minutes our meetings and guides us with statutory compliance. They will provide you with:

- A copy of the school's Instrument of Government
- An invitation to attend an LA New Governor Welcome Session
- An invitation to attend an induction course
- A New Governor Induction Pack which includes: – welcome letter from the Assistant Director for Learning and Skills, information relating to LA support for Governors, an information sheet about what governors and schools should expect of each other

School Business Manager

Adrienne Hatfield

E: adrienne.hatfield@kirkleeseducation.uk

The SBM will take copies of your ID for your DBS clearance, organise ongoing training, provide you with an ID badge and provide you with any further information needed along your journey as a governor.



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Governor Mentor

To be assigned by Chair of Governors

Your Governor Mentor will be your buddy to answer any questions or direct you to who may be the best person to help. They will provide you with:

- An overview of the governor's role
- How the full governing body and committee meetings are conducted
- How to propose agenda items
- Accompany you to your first full governing body meeting (if appropriate)
- Review your first meeting and answer any questions
- Support to observe committee meetings

Important Links and Information

Keeping Children Safe in Education (KCSiE) (Safeguarding)

This is the foremost responsibility of every adult in school regardless of your role. Our Designated Safeguarding Lead is Claire Allen the Headteacher and the governor responsible for ensuring our statutory, advisory and ethical duties are compliant is Sue Brewster. It is a statutory requirement for you to attend the training involved so that you are fully aware of your responsibilities. The SBM will book this training for you. The latest KCSiE document can be found here www.gov.uk/government/publications/keeping-children-safe-in-education--2

Emails

You will be set up with a school email account hosted by Microsoft Outlook. This is usually in the format of [firstinitial.surname@fixby.org](mailto:firstname.lastname@fixby.org) This email will be used by school staff and governors, Kirklees Governor Clerking Service and Kirklees Business Solutions (KBS). The Communications Policy included in this Welcome Pack offers guidance on the code of conduct when communicating electronically.

School Website

You will be invited to log into the school website www.fixby.org The invitation will come from a company named Primary Site. Primary Site is the school website host and they are a subsidiary of Juniper Education. This invitation often goes to the spam box; therefore, it is good practice to check it on a regular basis.

You will be given access to the page Governor Zone where the Governing Body upload important information to share with other members such training material, minutes of meetings, etc.



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Kirklees Business Solutions (KBS)

Our named person at Kirklees Governor Clerking Service will create a log in on the website www.kirkleesbusinessolutions.uk It is sometimes referred to as SLA (Service Level Agreement). This is where the agenda, minutes, statutory documents and other information is uploaded for all governors to access. It is really important to familiarise yourself with this website and raise any questions for guidance or support with your Governor Mentor. This is also the site for Kirklees Governor Learning and Development (GLAD) which the SBM will use to book any training.

Register of Business Interest

It is a statutory requirement for all governors and budget holders within school to complete a Declaration of Business Interest every year. New governors are required to complete this at the beginning of their term and then annually at the beginning of the new academic year. More information about the Declaration of Interest is contained in the Kirklees Finance Handbook.

National Governance Association (NGA)

Kirklees Governor Clerking Service will create a login on the website www.nga.org.uk/Home.aspx and forward you the link. This is your free access to all things governance related including latest documents from the Department for Education (DfE), skills audit and training.

The Key

School purchases the package The Key for School Leaders from <https://schoolleaders.thekeysupport.com/> There is a separate package for governors only but we have found this is a duplication of information available from KBS, NGA and Kirklees Governor Clerking Service. The SBM will email you the link to create your account where you can access current information, discussions and templates.



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Abbreviations Key

There are a number of abbreviations that you may see or hear in governor reports and meetings which can sometimes feel a little overwhelming when you are new to a school setting. The table below is not exhaustive but is designed to help you get to grips with the terminology used.

BSO	Business Support Officer (Office staff)
EAL	English as Additional Language (Child's information)
EHCP	Educational Healthcare Plan (Child's information for SEND)
ESA	Educational Support Assistant (1:1 support for child)
ETA	Educational Teaching Assistant (Classroom support)
EXS	Working at Expected Standard (Assessment outcome)
EYFS	Early Years Foundation Stage (Reception year group)
DfE	Department for Education (Ofsted)
DSL	Designated Safeguarding Lead (Safeguarding)
GDS	Working at Greater Depth within Expected Standard (Assessment outcome)
GLAD	Governor Learning and Development (Training)
GLD	Good Level of Development (Assessment outcomes)
IDACI	Income Deprivation Affecting Children Index (socio-economic banding)
KBS	Kirklees Business Solutions (Website)
KCSiE	Keeping Children Safe in Education (Safeguarding)
KS1	Key Stage 1 (Years 1-2)
KS2	Key Stage 2 (Years 3-6)
LAC	Looked After Child (Child looked after by LA/Social Care)
LTS	Lunchtime Supervisor (Staffing)
NGA	National Governance Association (Website)
NoR	Number on roll (Number of pupils registered at school)
PP	Pupil Premium (Funding for child in receipt of SFSM)
PP+	Pupil Premium Plus (Funding for LAC/PLAC child or parents in armed forces)
RoBI	Register of Business Interest (Finance)
SAP	System Analysis Program (Kirklees Finance)
SBM	School Business Manager (Staffing)
SEA	School's Enabling Account (Finance)
SENDCo	Special Educational Needs and Disability Coordinator (Lead teacher of SEND)
SEND	Special Educational Needs and Disability (Child's information)
SFSM	Statutory Free School Meals (Family in receipt of Universal Credit, etc.)
SP	Sports Premium (Funding)
UIFSM	Universal Infant Free School Meals (Child in years EYFS, Y1 or Y2)
WTS	Working Towards Expected Standard (Assessment outcome)



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Governor's Induction Checklist

Induction with the Chair of Governors		
Action	Date Completed	Notes
Welcome from the Chair of Governors.		
Assigned a Governor Mentor.		<i>Make a note of their name and contact details</i>
Received list of governors, their contact details, the committees they belong to and their responsibilities in school.		<i>Where do your strengths lie? Which committee(s) would benefit from your expertise?</i>
Access to the minutes of the last two governing body meetings and terms of reference for committees.		
Copy of the latest budget report and Headteacher's report.		
Calendar of upcoming meetings and committees.		<i>If these are held virtually, you will need to be aware of your environment as information shared is of a highly confidential nature.</i>
Discuss importance of policies within induction pack.		
Meet the Headteacher		



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Induction from the Headteacher		
Action	Date Completed	Notes
Welcome tour around school		
Discuss context of school and current issues being faced.		
Receive a copy of Safeguarding Information, Self-Evaluation and School Improvement Plan.		
Calendar of upcoming events in school.		<i>Is there anything you can volunteer to help out with, for example a school trip?</i>
Induction from Kirklees Governor Clerking Service		
Action	Date Completed	Notes
Receive Instrument of Governance and Terms of Reference.		
Invitation to attend new LA Governor Welcome Session.		<i>How was this useful?</i>
Receive New Governor Induction Pack & complete Skills Audit via NGA.		
Confirmation of Induction Course dates and times.		
Take physical ID into school for SBM to verify for DBS clearance.		
Complete Declaration of Business Interest.		



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Induction from School Business Manager		
Action	Date Completed	Notes
ID verified and forwarded to Kirklees Governor Clerking Service.		
Photo taken for website, staff board & ID badge ID badge received?		
Received log in for: <ul style="list-style-type: none"> • School website • The Key for School Leaders 		
Induction from Governor's Mentor		
Action	Date Completed	Notes
Organise meeting to discuss the role of governor.		
Accompany new governor on first governing body meeting and committee meeting.		
Follow up meeting to review role so far and answer any questions.		
Check Governor's Induction Checklist for any gaps and address where needed.		



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Actions for the new governor		
Action	Date Completed	Notes
Ask your workplace about time off for governor duties (if applicable)		
Read the Governance Handbook from the Department for Education (DfE)		
Read the school's latest Ofsted report and Ofsted action plan (if appropriate)		
Look at the school website		
Research recent news items on school governance/education		

Most importantly, remember here is no such thing as a silly question.

Joining an established school governing body can be really overwhelming so please just ask, ask and ask again. We've all been new once.