

## **SCHOOL GOVERNANCE (TRUSTEE)** **DOCUMENT 2020 /2021**

**11 January 2021**

- **Role of the Trustees**
- **Organisation of the Committee**
- **Individual Responsibilities**
- **Sub-Committees**
- **Membership**
- **Leadership Team**
- **Meeting Cycle 2020 -2021**
- **Trustee Involvement and Visits to School**

**Chair of Trustees: Mrs R Whipps**  
[rwhipps@huntcliffschool.co.uk](mailto:rwhipps@huntcliffschool.co.uk)



## **The Role of the Trustee at Huntcliff School**

In accordance with recent legislation and the relevant Education Acts our Trustees will:

- Act with integrity, objectivity and honesty in the best interests of the school
- Be open about their decisions and actions

### **The Trustees will act strategically by:**

- Setting the aims and objectives for the school
- Setting policies for achieving those aims and objectives
- Setting targets by which progress towards the aims and objectives can be measured
- Reviewing and monitoring progress in achieving the aims, objectives and targets

In all of the above, the Trustees will act in accordance with Education Law, and will consider any advice given by the Headteacher and the Senior Leadership Team.

The Trustees will act as a 'critical friend' offering an external perspective to the Headteacher and the school: monitoring its work, offering support and advice, an external opinion, asking challenging questions and offering constructive criticism when appropriate.

### **The Role of the Headteacher**

The Headteacher is, by right of office, a Trustee of the school.

The Headteacher, as the principal leader and manager for the school, is responsible for the internal organisation, management and control of the school, for advising the Trustees and for implementing the strategic development plan.

The Headteacher will be supported in the day-to-day management of the school by the Senior Leadership Team.

Incorporated in the role of the Headteacher and Lead Professionals in advising the Trustees are:

- Formulating aims and objectives for the school, for adoption, modification or rejection by the Trustees.
- Formulating policies and targets for the Trustees to consider adopting
- Reporting to the Trustees on progress
- Completing the School Improvement Plan presentation to the Trustees



## Delegation of the Trustees Functions

The full Trustees has taken decisions about delegation, and that delegation has been considered in the light of:

- The requirement for the Trustees to fulfil a largely strategic function within the school.
- The responsibility of the Headteacher and Senior Leadership Team for the internal organisation, management and control of the school.
- The requirement for the Headteacher to comply with any legal and reasonable direction of the Trustees in carrying out a function delegated by the Trustees

## Meeting Cycle

The Trustees will meet six times in the academic year 2020-2021

<b>Term 1</b>	14th October 2020
<b>Term 2</b>	25 <sup>th</sup> November 2020 + AGM
<b>Term 3</b>	27 <sup>th</sup> January 2021
<b>Term 4</b>	17 <sup>th</sup> March 2021
<b>Term 5</b>	19 <sup>th</sup> May 2021
<b>Term 6</b>	7 <sup>th</sup> July 2021

**The Audit & Personnel Committee** will meet on: 19<sup>th</sup> November 2020, 21<sup>st</sup> January 2021, 6<sup>th</sup> May 2021 (5.45pm). The Chair of the Audit Committee is Mr Ian Haywood.

**The Inclusion Committee** will meet on 18<sup>th</sup> September 2020, 8<sup>th</sup> January 2021, 30<sup>th</sup> April 2021 (8.30am). The Chair of the Inclusion Committee is Mr Ewart Gibbs.

**The Teaching and Learning Committee** will meet on 13<sup>th</sup> January 2021 and two further dates TBC.

All Trustees meetings are clerked. The Clerk for the Trustees is Mrs Donna Senior. The Clerk will normally issue the meeting agenda at least 7 days in advance of each meeting.

Trustees with a vested interest in any item discussed should declare their interest, withdraw from the meeting and not take part in any voting.

Decisions will be determined by a majority of the full Trustees members present and voting. In the event of a tied vote, the Chair will have a second and casting vote.

The un-adopted minutes of Trustees meetings will be circulated by the Clerk to all Trustees as soon as possible after the meeting.

The un-adopted minutes of each meeting will be discussed, amended if necessary, and adopted / signed by the Chair at the next meeting.

## Individual Responsibilities

### Chair's responsibilities:

To liaise with the Clerk and Headteacher to agree the agenda

To chair meetings

To liaise with the Headteacher

### Clerk's responsibilities:

To liaise with the Chairs and the Headteacher to agree the agenda

To arrange meetings & notify trustees and members

To note decisions/options

To provide written report/minutes

## MEMBERS as of November 2020

Name	Position/ Appointed Ceased		Pecuniary
Dr P Frankish	01/09/19		Mayor of Kirton in Lindsey
Mr S Chandler	15/01/20		Commissioned manufacture of trailer for GPC project.
Mr N Clarke	15/01/20		
Mrs J Coote	15/01/20		
Mr P Mack	04/02/20		
Mrs M Rands	01/09/19		

## TRUSTEES January 2021

Name	Position/ Appointed Ceased	Department Link	Pecuniary
<b>CHAIR</b> - Mrs R Whipps	01/09/19	English, Maths, SEN, Inclusion, PP, CP, CiC, Anti Bullying and Behaviour/Safety (Heads of House), Performance Management, NQT's.	None
Mr I Haywood <b>CO-VICE CHAIR</b>	01/09/19	Performance Management, Data Protection Officer, NQTs.	None
Mr E Gibbs <b>CO-VICE CHAIR</b>	01/09/19 14/10/20	SEN, Inclusion, PP, CP, CiC, Anti Bullying and Behaviour/Safety (Heads of House), Safeguarding & Childhood Resilience Champion (Mental Health), Performance Management.	None
Mr P Daley- Headteacher	01/09/19		Headteacher
Mrs J Amlani – Parent Trustee	09/10/20	Science and PE	



Mrs J Clarke	06/12/19	Humanities (History, RE, MFL, Geography, Music)	None
Mr D Cronshaw	04/03/20	Health and Safety, Careers and Work Related Learning (Careers)	None
Mrs T Harvey – Parent Trustee	01/09/19	English, NQT's.	None
Mrs J Lawson – Parent Trustee	14/09/19	Design,	
Mr J Wigmore	01/09/19	Design (ICT, Tech, Art & Design, Food Prep & Nutrition), Humanities (History, RE, MFL, Geography, Music)	None

Donna Senior	Clerk	<a href="mailto:donnasenior@northlincs.gov.uk">donnasenior@northlincs.gov.uk</a>
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### **The Senior Leadership Team**

<b>Name</b>	<b>Position</b>
Mr P Daley	Headteacher
Mrs K Ashwood <a href="mailto:kashwood@huntcliffschool.co.uk">kashwood@huntcliffschool.co.uk</a>	Assistant Headteacher - Inclusion
Mr P Clayton <a href="mailto:pclayton@huntcliffschool.co.uk">pclayton@huntcliffschool.co.uk</a>	Assistant Headteacher - Progress
Mrs P Hartley <a href="mailto:phartley@huntcliffschool.co.uk">phartley@huntcliffschool.co.uk</a>	Deputy Headteacher - Curriculum
Mrs J Gorthorp <a href="mailto:jgothorp@huntcliffschool.co.uk">jgothorp@huntcliffschool.co.uk</a>	Business Manager

**Meeting attendance 2020-2021**

Name		18 09 20 Inclusion	14 10 20 TRUSTEE	Audit Cottee 29 10.20	19 11 20 Audit	25 11 20 TRUSTEE	25 11 20 AGM	8.1.21 Inclusion	13 01 21 T&L	21 1 21 Audit	27 1 21 TRUSTEE	17 1 21 TRUSTEE	30 4 21 Inclusion	6 5 21 Audit	19 5 21 TRUSTEE	7 7 21 TRUSTEE		
Mrs J Amlani	Parent Trustee		Y	N	N	Y												
Mrs J Clarke	Trustee	-	Y	Y	Y	Y												
Mr Cronshaw	Trustee	-	Y	N	N	N												
Mr Daley	Trustee	Y	Y	Y	Y	Y		Y										
Mrs Davies	Trustee	Y	N	N	N	N		Y										
Mr Gibbs	Trustee	Y	Y	N	N	Y												
Mrs Harvey	Parent Trustee	-	Y	N	Y	Y												
Mr Haywood	Trustee	-	N	Y	Y	Y												
Mrs J Lawson	Parent Trustee		Y	N	Y	N												
Mrs Whipps	Trustee	Y	Y	Y	Y	Y		Y										
Mr Wigmore	Trustee	-	Y	N	N	Y												
Mr S Chandler	Member	-					Y											
Mr N Clarke	Member	-					Y											
Mrs J Coote	Member	-					N											
Dr P Frankish	Member	-					Y											
Dr P Mack	Member	-					Y											
Mrs M Rands	Member	-					N											

## **Trustee Involvement and Visits to School**

### **Rationale**

Trustees have a legal responsibility to be involved in all aspects of the school. By promoting this positively and systematically, a positive community involvement in the life of the school will be encouraged.

### **1. Trustee Involvement**

#### **1.1. Aims**

- 1.1.1. To enhance Trustees' awareness of classroom practice.
- 1.1.2. To use the individual qualities, skills and interests of Trustees to the benefit of the school.
- 1.1.3. To make Trustees aware of legal requirements and their role as decision and policy makers.
- 1.1.4. To offer training for Trustees to fulfill their duties in management and curriculum functions.
- 1.1.5. To share the workload and responsibilities of the Headteacher through the creation of committees in each area of school management.
- 1.1.6. To enable the Trustees to represent the school in the community.

#### **1.2. Guidelines**

- 1.2.1. Trustees will be expected to carry out their duties within the legal framework of the Education Reform Act.
- 1.2.2. The school will provide Trustees with enough information to make responsible decisions.
- 1.2.3. Trustees are encouraged to visit the school during the day where possible.

#### **1.3. Trustees' Visits**

- 1.3.1. The presence of Trustees in the school supports the staff and keeps Trustees informed of the ethos, atmosphere and activities in the school. Trustees are not expected to inspect, advise or assess professional competence. Trustees are expected to observe, ask questions and evaluate. The role is one of the critical friend.
- 1.3.2. Visits should be purposeful and planned and cover every facet of the school reflecting the responsibilities of each Trustee.
- 1.3.3. Before visiting the school Trustees' should:
  - 1.3.3.1. Have made a formal appointment with the Headteacher and Subject Co-ordinator.
  - 1.3.3.2. Have agreed the focus of the visit and have a prearranged programme for the visit.
  - 1.3.3.3. Have remembered that all observation and information acquired during the visit is confidential and only to be shared with the Headteacher and other members of the Trustees.

#### **1.4. The Visit**

- 1.4.1. On arrival and before departure the Trustee should report to the Reception to sign in and out.



- 1.4.2. Trustees should wear their badges for the duration of the visit.
- 1.4.3. The visit should be followed up with a brief verbal report to the Trustees and a brief written report (Appendix 1) to the Headteacher with a copy to the relevant subject co-ordinator.

**1.5. Suggested Focus for Trustees' Visits**

- 1.5.1. The School Improvement Plan / Ofsted Action Plan.
- 1.5.2. Policy implementation.
- 1.5.3. Financial performance.
- 1.5.4. The school's image.
- 1.5.5. Premises and grounds.
- 1.5.6. Pupils' performance and achievements.
- 1.5.7. Pupil behaviour.
- 1.5.8. Pupils' views.
- 1.5.9. Parents' views.
- 1.5.10. The community's views.





**Huntcliff School**  
An Academy for Success

## **School Visits Record for Trustees**

<b>Name:</b>	<b>Date:</b>
<b>Purpose of visit</b>	
<b>Links with the School development Plan/Policies</b> (How does a visit relate to a priority in the School Improvement Plan?)	
<b>Governor observation or comments</b> (eg what was seen or learnt, length of visit).	
<b>Any key issues for the Trustees</b>	
<b>Any action following Trustees meeting</b>	

***Please return a copy of this form to Mrs Tomlinson, Head's PA***

***Mrs Tomlinson to file and send a copy to the Clerk to Trustees***