

## GOVERNING BOARD – MEMBERSHIP and DETAILS

	Category /Appointed by:	Name	Date of Elect/Appt	Term of Office	Committee Membership	Posts of Responsibility	% Attendance Record at Meetings in 2017/2018	Declared Interests
1	Headteacher Governor	Mr Mark Wignall	01/09/2016	From 01/09/2016	Ex officio on all committees	Headteacher	N/A	
2	LA Governor	Mrs Diana Hunt	01/09/2018	4 Years until 31/08/2022	Ex officio on all committees	Chair of Governors Chair of Challenge and Development Group	100% (18/18)	
3	Elected Staff Governor	Mr Matthew Stokes	02/09/2015	4 Years until 02/09/2019	Finance and Buildings. Staffing, Learning and Leadership.		66% (8/12)	Governor of St Lawrence Primary Academy Hurstpierpoint
4	Elected Parent Governor	Mr Colin Brace	22/05/2015	4 Years until 21/05/2019	Finance and Buildings Challenge and Development Group	Chair of Finance and Buildings. Health and Safety	55% (6/11)	
5	Elected Parent Governor	Ms Anra Kennedy	22/05/2015	4 Years until 21/05/2019	Pupil Outcomes and Well-being Challenge and Development Group	Chair of Pupil Outcomes and Well-being	100% (11/11)	
6	Elected Parent Governor	Mrs Claire Preissener	07/03/2015	4 years until 06/03/2020	Pupil Outcomes and Well-being		55% (5/9)	
7	Elected Parent Governor	Mrs Hannah Wilson	10/10/2018	4 Years until 09/10/2022				
8	Co opted	Mrs Claire Brittain	02/06/2015	4 Years until 01/06/2019	Ex officio on all committees	Vice Chair of Governors. Special Educational Needs and Disabilities	95% (17/18)	Related by marriage to a Downlands teacher

	Category /Appointed by:	Name	Date of Elect/Appt	Term of Office	Committee Membership	Posts of Responsibility	% Attendance Record at Meetings in 2017/2018	Declared Interests
9	Co-opted	Mr Peter Griffiths	02/06/2015	4 Years until 01/06/2019	Pupil Outcomes and Well-being. Staffing, Learning and Leadership.	County Link Governor	75% (9/12)	Governor of: Albourne C of E Primary Chailey Heritage (Special) School
10	Co opted	Mrs Sue Hatton	02/06/2015	4 Years until 01/06/2019	Pupil Outcomes and Well-being. Staffing, Learning and Leadership.	Safeguarding	75% (9/12)	Governor of Windmills Junior School HKD Transition - Shareholder
11	Co opted	Mrs Emma Lake	21/03/2016	4 years until 20/03/2020	Pupil Outcomes and Well-being.	Vice Chair of Pupil Outcomes and Well-being.	56% (5/9)	Executive Headteacher and Governor Hangleton Primary School and Benfield Primary School - Brighton
12	Co opted	Mr Jim McMahon	05/12/2018	4 years until 04/12/2022	Staffing, Learning and Leadership.			
13	Co opted	Mrs Judith Ward	12/06/2015	4 Years until 11/06/2019	Staffing, Learning and Leadership. Challenge and Development Group	Chair of Staffing, Learning and Leadership.	90% (9/10)	
14	Co opted	Dr Colin Wilsdon	02/06/2015	4 Years until 01/06/2019	Staffing, Learning and Leadership.	Vice Chair of Staffing, Learning and Leadership.	88% (7/8)	Hassocks Community Cycle Hire -Volunteer manager
15	Vacancy							

<b>Associate Governors</b>								
	<b>Category /Appointed by:</b>	<b>Name</b>	<b>Date of Elect/Appt</b>	<b>Term of Office</b>	<b>Committee Membership</b>	<b>Posts of Responsibility</b>	<b>Attendance Record at Meetings in 2017/2018</b>	<b>Declared Interests</b>
	None	None	None	None	None	None	None	None

<b>Former Governors who have served at any time since 01/09/2017</b>				
	<b>Category /Appointed by:</b>	<b>Name</b>	<b>Date Of Elect/Appt</b>	<b>Date of Stepping down</b>
1	Associate Governor	Mrs Rose Hetherton	01/09/2016	21/03/2018
2	Parent Governor	Karen Liddell	15/12/2016	14/05/2018

<b>Clerk to the Governors</b>			
1	Clerk to the Governors	Mr Mark Hill	Appointed 04/09/2018

## Structure of the Downlands School Governing Body

Committee	Chair and Vice Chair of Committee	Remit
<p><b>Full Governing Body</b></p>	<p>Chair – Mrs Diana Hunt Vice Chair – Mrs Clare Brittain</p>	<p>Objectives</p> <p>In all types of schools, governing bodies should have a strong focus on three core strategic functions:</p> <ol style="list-style-type: none"> <li>a. Ensuring clarity of vision, ethos and strategic direction;</li> <li>b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;</li> <li>c. Overseeing the financial performance of the school and making sure its money is well spent</li> </ol> <p>Downlands Community School Governing Body has a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. Within this general responsibility are specific tasks that form the core of the Governing Body's activities through the year including:</p> <ul style="list-style-type: none"> <li>• helping to set the strategic direction and vision for the school</li> <li>• holding the Headteacher and senior leaders to account for the educational achievement of all pupils</li> <li>• setting appropriate targets for pupil achievement</li> <li>• ensuring equality of opportunity for pupils and staff</li> <li>• making sure the school's budget is spent well</li> <li>• making sure the curriculum for the school is balanced and broadly based</li> </ul>

		<ul style="list-style-type: none"> <li>• reporting assessment and examination results</li> <li>• supporting a healthy and safe learning environment</li> <li>• aspects of staffing and staff management procedures</li> <li>• systems for supporting children with special educational needs</li> <li>• monitoring the resourcing and delivery of the School Development Plan</li> </ul> <ul style="list-style-type: none"> <li>• The role of the Headteacher</li> </ul> <p>The Headteacher is responsible for the internal organisation, management and control of the school. Governors are not expected to be involved in the detail of the day-to-day management of the school.</p> <p>Downlands School Governors and Headteacher work in close partnership.</p>
<p><b>Finance and Buildings Committee</b></p>	<p>Chair –Mr Colin Brace Vice Chair – Mrs Hannah Wilson</p>	<p><b><u>Purpose/Function</u></b></p> <ul style="list-style-type: none"> <li>i. To review and monitor policies and practice regarding financial matters and on matters relating to the school premises.</li> <li>ii. To provide support and challenge to the Leadership Team regarding the above and offer advice to the Headteacher</li> <li>iii. To support the implementation of the School Development Plan</li> <li>i. To report back to the Full Governing Board and Challenge and Development Group on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board or Senior Leadership Team as appropriate.</li> </ul>
<p><b>Pupil Outcomes and Well-being Committee</b></p>	<p>Chair – Ms Anra Kennedy Vice Chair – Mrs Emma lake</p>	<p><b><u>Purpose/Function</u></b></p> <ul style="list-style-type: none"> <li>ii. To review the School’s policies and practice regarding pastoral care including attendance; safeguarding; pupil premium; pupil behaviour; SEND and social inclusion particularly regarding the impact on pupil progress and achievement.</li> <li>iii. To provide challenge to the Senior Leadership Team regarding the above.</li> </ul>

		<ul style="list-style-type: none"> <li>iv. To support the implementation of the School Development Plan.</li> <li>v. To report back to the Full Governing Board and Challenge and Development Group on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board or Senior Leadership Team as appropriate.</li> </ul>
<b>Staffing Learning and Leadership Committee</b>	<p>Chair – Mrs Judith Ward Vice Chair – Mr Colin Wisdon</p>	<p><b><u>Purpose/Function</u></b></p> <ul style="list-style-type: none"> <li>i. To review school policies regarding the curriculum and its delivery; staffing (teaching and non-teaching); pay and performance management</li> <li>ii. To review the pay policy in line with the current School Teachers' Pay and Conditions Document and national conditions of employment legislation.</li> <li>iii. To review the quality of leadership at all levels and to monitor the delivery and targets of CPD and DDP</li> <li>iv. To receive reports on curriculum developments including stretch and challenge.</li> <li>v. To support the implementation of the School Development Plan</li> <li>vi. To report back to the Full Governing Board and Challenge and Development Group on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board or Senior Leadership Team as appropriate.</li> </ul>
<b>Challenge and Development Group</b>	<p>Chair – Mrs Diana Hunt Vice Chair – Mrs Claire Brittain</p>	<p><b><u>Purpose/Function</u></b></p> <ul style="list-style-type: none"> <li>vi. To review the School's policies and practice regarding achievement and standards for the whole school</li> <li>vii. To monitor both formal and informal lifelong learning information which foster the continuous development and improvement of the pupils knowledge and skills needed for employment and personal fulfilment.</li> </ul>

		<ul style="list-style-type: none"> <li>viii. To provide challenge to the Senior Leadership Team regarding the above.</li> <li>ix. To monitor and review the Governor Timeline and Committees Cycle of Business</li> <li>x. To monitor and support the implementation of all aspects of the School Development Plan</li> <li>xi. To monitor the work of the Full Governing Board to ensure that the FGB is providing strategic direction and robust accountability and to highlight areas where further action is needed</li> <li>xii. To report back to the Full Governing Board on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board as appropriate.</li> </ul>
--	--	---

<b>Other Committees:</b>
--------------------------

<b>Sub Committees of the Finance and Buildings Committee :</b>	Health and Safety Committee
<b>Chairmanship:</b>	Chair or Vice Chair of the Finance and Buildings Committee

<b>Sub Committees of the Pupil Outcomes and Well-being Committee:</b>	Pupil Discipline Committee
<b>Chairmanship:</b>	Chair or Vice Chair of Governors or Chair or Vice Chair of Pupil Outcomes and Well-being Committee

<b>Sub Committees of the Staffing, Learning and Leadership Committee:</b>	Pay Committee, Headteacher’s Appraisal Committee, Pay Appeals Committee, Staffing Appeals Committee, Redundancy Committee, Redundancy Appeals Committee, Staff Discipline committee, Staff Dismissal Appeals Committee
<b>Chairmanship:</b>	The committees are chaired in accordance with the terms of reference of the Staffing Committee – this is normally the Chair or Vice Chair of the Governing Body

