



# Governing Board Newsletter

Wraysbury Primary School

Spring Term Newsletter - Friday 18th February 2022

In this terms Newsletter we are going to look at the Governing Board, who they are, what they do and report to you on our work this year.

- **Who are the Governors at Wraysbury Primary School?**
- **Recent Governor changes**
- **Priorities Report for 2021-2022**
- **Communication Survey Results**
- **Contact us**

## **Who are the Governors at Wraysbury Primary School?**

The Governing Body at Wraysbury Primary School is made up of volunteers from across the communities and school leaders.

It is made up of a mix of staff governors, parent governors and governors from the local community.

The governing board of a school must ensure a balance of members with a variety of skillsets, experience and knowledge. There are Government rules in place to aid this, for example you can have staff making up no more than 1/3 of the total number of governing board positions and a governing board must have a minimum of 2 positions allocated for parent governors (those elected by the parent body at a school). At Wraysbury Primary School, our Instrument of Governance defines the makeup of our Governing Board, 1 Local Authority Governor who is endorsed by RBWM, 1 staff Governor elected by the school staff, 1 Headteacher, 3 Parent Governors elected by the parents and 6 Co-opted Governors. The co-opted Governors are co-opted by the Board of Governors for their particular skill set. The Governing Board are also able to appoint Associate members, usually for a specific project or skillset.



Governors at Wraysbury Primary School are assigned to one of two committees, depending on their skill-set:

- Curriculum, Pupil Welfare and School Community - Chaired this academic year by Mrs Jayne Kennedy
- Resources – which includes HR, Finance and Facilities - Chaired this academic year by Mr Ben Bristow

### **Our Governor Positions**

#### **Headteacher**

- Mrs Alison Fox

#### **Staff Governor**

- Mr Myles Gresswell – Staff Governor

#### **Local Authority Governor**

- Cllr David Cannon

#### **Parent Governors**

- Mr Steven Constable
- Vacancy – election to be held March 2022
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#### **Co-opted Governors**

- Mr Ben Bristow
- Mrs Jayne Kennedy
- Mr Rohail Latif
- Mrs Meghna Khokha
- Mr Ed Barnes

**Associate Governor** - an associate governor is someone who can help out on a regular basis but is not able to commit to serving as a Board Member.

- Mrs Ruth Fogg

#### **Get to know the Governors**

The pen portraits of our governors will shortly be up on our school website for you to see the range of experience, knowledge and skills that we have. In the meantime, we have shared with you the biographies of our Chair and Vice Chair who work closely with the Headteacher and Deputy Headteacher as the Governor leadership team.



### **Chair of Governors - Mrs Jayne Kennedy**



I have been a Governor since early 2014 when I was elected as a parent governor after answering an advert for finance skills. In fact, my first week was when the school was closed to pupils and the emergency services and flood team had moved in. I now sit on the Governing Board as a co-opted Governor, and I have just been co-opted for a third term. I currently hold the position of Chair of Governors, Chair of the Curriculum, Pupil Welfare and School Community Committee and subject lead for English.

Previously for 6 years, I chaired the Finance, Buildings and Lettings Committee, now incorporated into the Resources Committee.

My background is in Corporate Finance and I am a member of the Chartered Institute of Management Accountants. I am currently employed as the Clerk and Returning Finance Officer for Horton Parish Council. I had no experience of the Education sector when I volunteered in this role.

I have had two children attend Wraysbury school both enjoying their time there, and as a Governor, I have always been passionate about the education, opportunities and the support that Wraysbury School offers to all of its pupils.

I have lived in Wraysbury for over 10 years now and in my spare time I like to walk, travel, read and I play competitive badminton in local leagues when time permits.

### **Vice Chair of Governors - Ben Bristow**



I have been a Governor at WPS since 2016 when I was elected as a parent Governor. I now sit on the Board as a co-opted Governor and I'm also the Vice Chair of the Governing Board. Additionally, I chair the Resources Committee, which provides oversight and strategic direction to the school for staffing, finance and all matters related to the school buildings and its surroundings.

My background is in strategic programme management. I've driven change for a large international airline, located not too far from the school, for a number of years. My work has included opening the new crew facilities in Terminal 5, entry into service for new aircraft types and major system implementations. I also spend a fair amount of my time working alongside the pilot union BALPA, so no day is ever dull!

My 2 children have both enjoyed their time and have thrived at Wraysbury. My eldest missed out on a lot during his final year at the school due to the COVID pandemic, but the school adapted admirably which is a great example of how WPS goes to extraordinary lengths for the children in its care. I'm thrilled to be able to support those efforts, in a small way, as part of the governing body.

In my spare time you may see me peddling around the local roads, paddling around one of the local lakes or rivers with the cubs and scouts and in the past, I have played and coached volleyball as part of an international airline volleyball circuit! That's when time permits of course since there are taxiing / supporting duties to fit in for football, tennis, swimming, gymnastics, ballet, hockey...



### **Current vacancies on the Governing Body**

We have recently placed an emphasis on Governor recruitment to replace our governors who have left us over the last 18 months. As a result, we have welcomed 2 new co-opt Governors

- Mrs Meghna Khokha - a former parent at the school recruited for her experience in finance and digital marketing.
- Mr Ed Barnes - a deputy head from another school
- and we will be welcoming 2 new parent governors in March 2022.
- The Board also reappointed Mrs Jayne Kennedy for another 4-year term at the end of January 2022.

We said goodbye and would like to say a big thank you to:

- Mrs Sian Thomas, an Early Years specialist who left us in July 2021 after 4 years.
- Mrs Natalie Griffin-Smith after 4 years as a parent governor. You might still see her around the school as she is also a teacher there
- Mr Doug Robinson also left us after 4 years as a parent governor.

We wish them all well for the future.

### **Clerk to the Governing Board**

Wraysbury Primary School is actively recruiting for a Clerk to the Full Governing Board and hope to begin the interview process very soon. This is a paid role working closely with the Chair of Governors providing agendas, minutes, keeping the information on the Governing Board up to date as well as offering procedural and administrative advice and support to the Board looking both locally and nationally.

The role is part time, approximately 60 hours per academic year, at £13.64 p/h, term time only and will be a mix of working from home, attending Governing Board meetings in person and clerks briefings and trainings in Windsor.



## **Volunteering as a Governor at Wraysbury Primary School**

Being a school governor is a chance to experience leadership at board level at any point in one's career. Governors balance the school's budget, hire the headteacher and make strategic decisions. The role provides individuals with the opportunity to develop and hone skills such as negotiation, influencing and teamwork.

Volunteers need to be dedicated people who care about improving education, but they do not need prior board experience. It makes the role perfect for professionals looking to improve their business and leadership skills, give back to society and enhance children's futures.

One of the most important things to have as a school governor is the time to give the role the professionalism it requires. All new governors are surprised by the time they are expected to commit because it is a volunteer role. The role goes beyond the time spent in meetings and preparing for meetings and as a new Governor you should expect to be volunteering for a minimum of 8 hours per month.

Some of the further expectations that are placed on Governors at Wraysbury Primary School are clerking and chairing. We as Governors provide our own clerking service at committee level so it is normal for two of our governors to be asked to produce committee minutes within a specified period of time. We have 3 Chairing positions all elected by the Governing Board, 2 Committee Chairs and the Chair of Governors. These positions and the Headteacher make up the Governor Leadership team. The Chairs will prepare agendas to a specific deadline working with the Headteacher and using the available information. They will be responsible for keeping the meetings on track so as a board we stick to our annual plans and targets. It sounds a bit scary but if you make the time to attend the RBWM training sessions and do some reading then with the support of your mentor you should have an enjoyable experience which will enhance any CV.

## **Training and support for new Governors**

Many new volunteers are first time governors with no previous experience of working in education, so training is essential. While new governors learn on the job and become more confident with every meeting, training is essential in bridging the initial gaps and helping volunteers contribute effectively from the start.

There are a range of training sessions offered by RBWM on an annual basis, and you can choose from a suite of business and educational subjects based on your requirements and desires, including a suite of four introduction to School Governance sessions that are mandatory training for any new governor at Wraysbury. There is no cost to the individual Governor for these sessions.



## 2021-2022 Governor Priorities

As Governors we have agreed longer term priorities under 5 different areas that we will monitor within our committees and support the SLT with projects and consultations that will allow our aims to be achieved over the next 3-5 years.

- **Priority 1 - Improved Pupil catch up, attainment and Progress** - this year we are focusing on monitoring the delivery of the curriculum that was started before the pandemic. The new documents and curriculum maps have been uploaded to our learning tab of the school website and the staff in school continue to review and improve the content of the delivered lessons. As Governors, we are looking forward to visiting the classrooms to see a snapshot of the learning on Governors into school day which will take place in March. In addition, each meeting of the Curriculum, Pupil Welfare Committee has a subject lead visitor to talk us through how we are meeting the required standards and any issues faced in doing so. So far, this academic year we have had informative and knowledgeable talks from Mrs Woodhart our English KS2 lead and Miss Hooker who leads Science.
- **Priority 2 - Behaviour and Attitudes to learning.** Following the long periods of absence from school due to the pandemic the Curriculum, Pupil Welfare Committee are monitoring the impact of the implemented policies and programs on behaviour through the incident logs. Absence is also being monitored so we can understand what we need in place to ensure the best outcomes for each and every child at our school.
- **Priority 3 - Staff Wellbeing.** We cannot give our children the best outcomes if we do not have staff at school so the Governing Board are taking a keen interest in staff wellbeing and supporting the SLT to deliver measures needed to staff a school in a pandemic.
- **Priority 4 - Engagement and Relationships** - This priority is looking at how we engage with our school community as a Governing Board and a school. This year we have looked at communication and are monitoring events taking place and attendance from parents evening to school performances. We did a survey at parents evening in November, the results of which are below. The outcomes were overall positive as to the general communication between school and parents. Further groups will be surveyed throughout the rest of this year as we aim to gather your views in other areas. We also identified the need to share our work with you via a school newsletter.
- **Priority 5 - Development of Leaders.** Under this heading we are tackling improving Governance which has seen us recruit new Governors, work to improve the Governor induction process, currently we are advertising the Clerk position and finalising the candidates and we will finish off the appraisal of the Governing Board process. Governors are also keen to support offering development to middle leaders which has started with inviting subject leads to the committee meetings which supports measures being put in place by the SLT in school and at RBWM.



## Results of our Communications Survey run at the recent Parents' evening

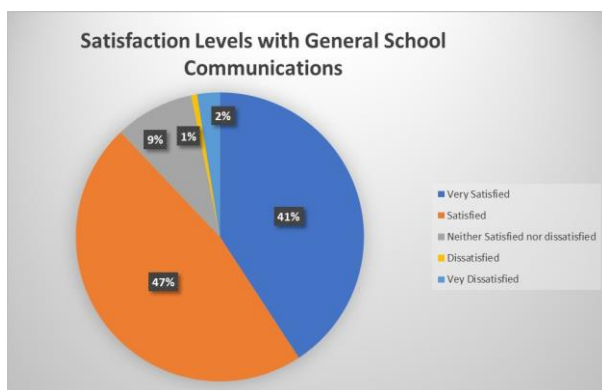
We ran a survey at the recent Parents' evening to try to better understand what you think about communication from the school and how you receive it.

A whopping 88% of people were satisfied with the school communications, specifically highlighting that the regular email updates were informative. However, a lot of people said that it can be very last minute, especially for upcoming events.

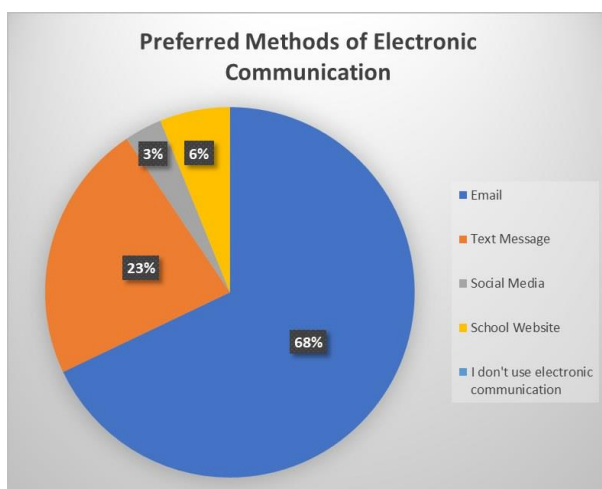
Interestingly approximately a quarter of people preferred to receive text messages from the school.

We were surprised to see a very small response to wanting to receive school communication through social media, despite the majority of people using it regularly. However, around 50% of people would like to see the school more on social media, with an equal balance across Instagram, Facebook and WhatsApp.

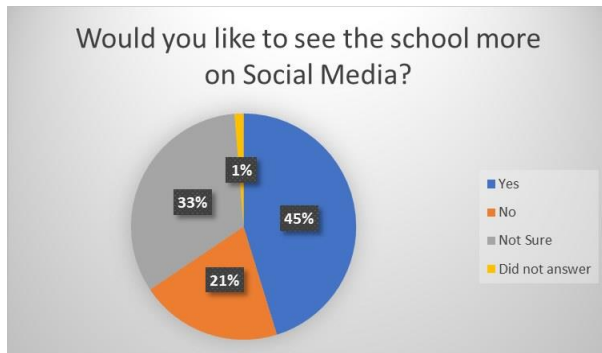
We will feed this information into our strategic planning on communication.



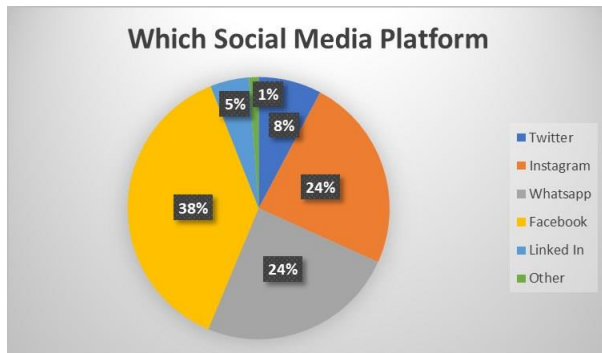
1 - 88% of people were satisfied with general communication from the school.



2 - Email was still the preferred method of communication and is certainly easier for Newsletters like this.



3 - 45% wanted more of the school on social media.



4 - The preferred social media platforms were Facebook and Instagram.

## Contact us

The best way to contact the Governors is through the email address below but you can write to us care of the school office or leave a message with them.

Email: [Governors@wraysburyschool.org.uk](mailto:Governors@wraysburyschool.org.uk)

Telephone: 01784 482603.

Visit us at [www.wraysburyprimaryschool.co.uk](http://www.wraysburyprimaryschool.co.uk) where you will find us in the all about us tab.