

WELCOME

Dear Governor,

We are delighted to welcome you to our governing body and to our federation of schools. The Federation of Elson & Gomer Infant Schools was formed in 2015 and we are very fortunate to have an experienced and dedicated team of governors who are skilled in their role and who strive to ensure that the children receive the best educational opportunities. We believe that effective school governance is essential to maintain the high standards across the federation and we do all we can to support and develop our governors through coaching/mentoring and providing access to a comprehensive range of training provided by Hampshire Governor Services.

Our governing body consists of sixteen governors and they serve a term of office for four years although this can be shorter if they wish. The primary objective for our governing body is to deliver our 'vision', to provide an outstanding education for children across both communities. Learning is at the very heart of everything we do and we strive to ensure that all our children are excited and curious about the world, about themselves and develop the life skills they will need to be happy, successful, confident and resilient young people. We want every child to be a brilliant learner, to feel successful and safe and to know that they learn in a school which is part of a federation committed to excellence.



Our schools are outward looking and we believe that the children across The Federation of Elson & Gomer Infant Schools benefit greatly from the strong partnerships and sense of common purpose which the school has developed with our governors, parents and members of our local communities.

You may already be familiar with the schools, however, we would suggest that on appointment to the governing body, you accept our invitation to visit the staff and children across the federation, prior to your first governor meeting.

We look forward to working with you and are hopeful that you will find your role as a governor to be an immensely rewarding one.

THE VISION FOR OUR FEDERATION

To develop one, self-critical partnership, in which learning is irresistible, relevant and standards are high for all groups of children. A partnership, where the two schools retain their uniqueness and continue to provide for the needs of their individual communities. A partnership that is committed to the long term educational outcomes for children and understands that we are a critical part of this journey. To achieve this we need to:

- *Create consistently high expectations in all aspects of both schools' work, including governance, through the sharing of best processes and systems and developing a joint model of excellence. This includes self-evaluation and strategic planning processes.*
- *Create an action research culture with a large group of professionals, in which talent is unleashed and staff are highly motivated and committed to sharing within the federation and the wider community*
- *Provide an increased range of staff development opportunities to further motivate people's ambition and provide increased security to both school's staffing models.*
- *Develop excellent transition processes for children joining and leaving the school. To commit to continual dialogue with pre-schools, nurseries, Elson Junior School and Gomer Junior School.*
- *Take opportunities to share resources and costs where possible*

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THE ROLE OF THE GOVERNING BODY

The role of the school governor is demanding but very rewarding and is a good way to give back to your local community. School governing bodies are responsible for working with the school to ensure that it delivers a good quality education. Together with the headteacher, who is responsible for day-to-day management, they set the school's aims and policies.

Key roles of governors:

- 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, and the performance management of staff
- To oversee the financial performance of the school and make sure its money is well spent

They also carry out a number of other important duties, which include:

- Determining how the school's budget is spent
- The appointing and dismissing of staff
- Hearing appeals and grievances
- Forming policy on the school's curriculum and collective worship
- Setting standards for pupils' behaviour and discipline
- Making sure school buildings are welcoming and safe
- Setting and monitoring the school's aims and policies

The term of office for a school governor is normally four years. Most schools have a full governing body meeting once a term (for approximately 2 hours). You will also be expected to join a committee which usually meets once a term. Most governors find they usually attend meetings or visit a school three or four times each term, although there is an expectation that you will be prepared to contribute to additional governor activities, e.g. interviewing, performance management, developing policies, projects etc...

SO WHAT NEXT?

You've met the Chair of Governors, the Executive Headteacher and other governors, staff and the children. You're keen to embark on your role as a governor. So here is **our commitment to you**, to get you started:

- The DTG (Development & Training Governor) & Clerk to the Governing Body will arrange to book you on your Governor Induction Training. This is normally held over three evenings over three consecutive weeks and will normally be run in either Gosport or Cosham.
- We will pair you up with an experienced governor who will act as your mentor and will be able to guide you through certain processes, answer any questions and demonstrate good practice.
- We will appoint you to a committee (either the Quality Teaching, Learning Outcomes & Assessment or Leadership, Behaviour, Personnel Development & Welfare committee), based on your skills, experience and general preference.
- The DTG will recommend additional Hampshire Governor Services training courses for you to attend, that will increase your knowledge of education and will be relevant to the committee that you have been appointed to.
- We will supply you with a 'glossary of terms' that will aid you with respect to contributing at meetings. If you are not from an educational background, then it will take you a little while to become familiar with the many acronyms used in education.
 - We will supply you with the governing body/committee meeting schedule for the academic year and will indicate which meetings you will need to attend.
 - We will invest in developing your knowledge of data and your understanding of available internal and external reports, through invitation to Self-Evaluation group sessions.
 - All governors will be willing to support and guide you with respect to any aspects of governance and we will supply you with all governor's contact details. We will also ensure that you have key contact numbers for personnel/officers of Hampshire Governor Services.
- Finally, we will supply you with details for the NGA (National Governor's Association) and The Key websites, which are valuable resources for all governors.



As a governor on the board of our federation, we ask for the following **commitment from you.**

- That you read, sign and abide by the code of conduct for the Federation of Elson & Gomer Infant Schools.
- That you commit to developing your knowledge of primary education by participating in the opportunities offered, e.g. courses recommended by the DTG (Development & Training Governor), internal training and development opportunities from external sources.
- That you prepare for committee and full governing body meetings, ensuring that you have read all of the supplied documentation and made relevant notes with respect to questions you may wish to ask at these meetings.
- That you contribute to the self-evaluation of the schools, ensuring that you commit to conducting governor visits across the federation.
- Finally, that you contribute to all aspects of work conducted by the governing body and help us to realise our vision:



“We want every child to be a brilliant learner, to feel successful and safe and to know that they learn in a school, which is part of a federation committed to excellence”.



CURRENT GOVERNING BODY

Our governing body consists of 16 governors (including the Executive Head Teacher). We also have scope to recruit associate governors – in addition to the core sixteen, who are able to bring expertise and knowledge to some of our meetings.

Governor Category	Name	Committees	Key Roles
Executive Head Teacher	Mrs Debby Marshall	QTLO&A/ LBPD&W	Executive Head Teacher: Federation of Elson & Gomer Infant Schools
LEA Governor	Mr Tim Wood	LBPD&W	Safeguarding Governor
Parent Governor (Gomer)	Mrs Jessica Walton	QTLO&A/ LBPD&W	EYFS Link Governor/ Community Engagement
Parent Governor (Elson)	Mr Richard Gell	LBPD&W	Chair of LBPD&W Committee
Staff Governor	Mrs Sarah Hughes	QTLO&A	Staff Representative (Gomer)
Co-opted Governor	Mr Gordon Duff	QTLO&A/ LBPD&W	Chair of GB SEN Governor
Co-opted Governor	Vacancy		
Co-opted Governor	Mrs Erin Sutcliff	LBPD&W	Vice-Chair of GB
Co-opted Governor	Mrs Maureen Hughes	QTLO&A	Chair of QTLO&A Committee & Hampshire Forum Rep
Co-opted Governor	Mrs Cecily Headley	QTLO&A	
Co-opted Governor	Mrs Tina Mears	QTLO&A	
Co-opted Governor	Miss Amy Elsdon	QTLO&A	Staff Representative (Elson)
Co-opted Governor	Mrs Lucy Wallace	QTLO&A	DTG
Co-opted Governor	Mrs Tony Sheppard	QTLO&A	
Co-opted Governor	Mr Mark Flanagan	LBPD&W	Behaviour & Welfare Link Governor
Co-opted Governor	Mr Steve Whitworth	LBPD&W	
Associate Governor	Vacancy		
Associate Governor	Miss Gemma Jarrett	QTLO&A	Staff Member (Elson)

THE FEDERATION

The Federation was established in June 2015, after the two schools had worked successfully together in an informal partnership, over a two year period.

Gomer is currently rated an outstanding school and Elson a good school by Ofsted.

The schools are situated approximately 2 miles apart and share their sites with their respective junior schools.

Elson Infant School
Elson Lane
Elson
Gosport
PO12 4EU

Tel: 023 92581208



Gomer Infant School
Pyrford Close
Alverstoke
Gosport
PO12 2RP

Tel: 023 92580808



Senior Leadership Team:

Executive Head Teacher – Mrs Debby Marshall

Head of School (Elson Infant School) – Mrs Cara Head

Acting Head of School (Gomer Infant School) – Mrs Sarah-Jayne Aspland

Assistant Head Teacher (Elson Infant School) – Miss Hayley Goff

Acting Assistant Head Teacher (Gomer Infant School) – Mrs Jo Bedson

Numbers on Roll: Elson Infant School – approx. 270

Gomer Infant School – approx. 180

SCHOOL GOVERNOR'S GLOSSARY OF TERMS

Academies - Publicly funded independent schools established under Section 482 of the Education Act 1996.

Achievement now takes into account the standards of **attainment** reached by pupils and the **progress** they have made to reach those standards. **Attainment:** this is the standard of academic attainment, typically shown by test and examination results.

Admission Authority - The body responsible for setting the criteria determining the admission number. In our case this is Hampshire County Council.

AfL - Assessment for Learning

Appraisal - A review of an employee's performance.

APS - Average Point Score, a numerical value attributed to progress/attainment for children

ASD - Autistic Spectrum Disorder.

AWPU - Age Weighted Pupil Unit – the sum of money allocated to the school for each pupil according to age. This is the basic funding for the school.

Baseline Assessment - Assessment of a pupil's attainment when they join the school.



Capital Expenditure - Spending on projects, improvements and extensions to the school.

Capital Funds - cannot be spent on day-to-day maintenance work.

Clerk to the Governing Body - A person appointed to carry out administrative duties on behalf of the Governing Body, such as preparing the agenda for and minuting termly Governor Meetings.

Community School - A term to describe an LEA maintained school.

Core Curriculum - English, Maths and Science

DBS Checks - Disclosure and Barring Service. Previously known as Criminal Record Burchecks.

DfE - Department for Education.

DTG - Development & Training Governor

EAL - English as an additional language.

Exclusion - The temporary or permanent banning of a pupil from the school.

Early Years Foundation Stage (EYFS) - formerly called Early Years, this covers children in the Nursery and Reception Classes.

FFT - Fischer Family Trust, an education charity that conducts research and produces data for use by schools.

FSM - Free School Meals.

GEIP - Gosport Education Improvement Partnership, collaborative working across Gosport schools.

HIAS - LEA school support service to promote and sustain continuous improvement in the standards achieved by Hampshire pupils in the quality of their education.

HLTA – Higher Level Teaching Assistant

ICT - Information and Communications Technology.

INSET - In-service education and training for staff.

Instrument of Government - A legal document setting out the composition of the Governing Body.

Key Stage 1-4 - KS1 pupils aged 5-7 KS2 pupils 7-11 KS3 pupils aged 11-14 KS4 pupils 14-16

LA/LEA - Local Education Authority – Hampshire County Council.

LBPD&W – Leadership, Behaviour, Personal Development & Welfare (Governing Body Committee)

LLP – Leadership & Learning Partner. LEA support personnel for schools.

LSA - Learning Support Assistant (or TA)

MPS - Main Pay Spine, which structures incremental pay for teachers

National Curriculum - Established by the 1988 Education Act to ensure that pupils receive a broad and balanced education.

NGA - National Governors' Association.

NOR - Numbers on roll

NQT - Newly qualified teacher in his/her induction year, at the end of which s/he has to meet a range of standards in order to achieve QTS (Qualified Teacher Status).

OFSTED - Office for Standards in Education. The body that arranges and sets standards for school inspections.

Performance Management - A yearly review system for all staff.

PLASC - Pupil Level Annual School Census.

PPA - Planning, preparation and assessment – guaranteed non-contact time for teachers.

PSHE - and Citizenship or PSHCE Personal, Social and Health Education and Citizenship.

PTA - Parent Teacher Association.

Pupil Premium - Extra sum of money from Government paid per pupil who has FSM (Free School Meals) or is a Looked After Child or a child of someone serving in the Armed Forces.

Quorum - The minimum number of members at a meeting before decisions can be made.

QTLO&A - Quality Teaching, Learning Outcomes & Assessment (Governing Body Committee)

RAISEonline - Reporting Analysis for Improvement through School Self-Evaluation is a web-based system to disseminate school performance data to schools.

RAP - Raising Attainment Plan, also called School Improvement Plan (SIP) or School Strategic Plan.

SATs - Standard Attainment Tests, taken at the end of each Key Stage.

Scheme of Delegation - Part of the Finance Committee's Terms of Reference – to specify the responsibilities and limits of the Governing Body's financial delegation to the Finance Committee.

SCITT - School Centred Initial Teacher Training – a scheme for post graduates to train in school to be a teacher.

Self Evaluation Form (SEF) – This was a non-statutory document, containing judgements about the school. *The official SEF document was withdrawn in July 2011, though Ofsted still expect schools to carry out self evaluation, so the document used for this is still sometimes referred to as the SEF.*



SEN - Special Educational Needs – learning difficulties for which special educational provision has to be made. May include children with physical disabilities or emotional and behavioural disorders.

SENCo - Specialist leader in SEN education

SFVS - Schools Financial Value Standard, auditing system completed annually (replaces FMSIS – Financial Management in Schools).

SIMS - School Information and Management System – a computer package to assist schools in managing information on pupils, staff and resources.

SIP - School Improvement Plan

SMSC - Spiritual, moral, social and cultural development.

SofA - Statement of Action (created by LEA to support school improvement)

Sports Premium – Extra sum of money paid to schools by government to be utilised to promote sport and healthy lifestyles for children.

Statementing - The procedure by which a child is formally assessed as having significant special education needs requiring more support than a school can provide from its normal resources.

Support Staff - All employees at the school other than teachers.

TA - Teaching Assistant.

Target Tracker - Computerised data system used by schools to track pupil progress and attainment

TLRs - Teaching and Learning Responsibilities, that warrant salary enhancement

UPS - Upper Pay Spine.

Value Added - When pupils make progress that exceeds expectations based on their prior assessments; the additional benefits from a school's ethos, good teaching or extra-curriculum activities.

Virement - The agreed transfer of money from one budget cost centre to another.



OTHER USEFUL RESOURCES

**Eastern Area Office, Public Service Plaza, Civic Centre Road,
Havant PO9 2AX**

Shared office email: eastern.governor.services@hants.gov.uk

Havant, Fareham, Gosport, East Hampshire and Hart and Rushmoor

Jo Pryce-Jones – Governor Services Co-ordinator
joanna.pryce-jones@hants.gov.uk – 02392 441453

Bob West – Governor Services Co-ordinator
bob.west@hants.gov.uk – 01962 845642

Mike Hiscock – Governor Services Co-ordinator
mike.hiscock@hants.gov.uk – 01962 845593

James Scott - Deputy Governor Services Co-ordinator
james.scott@hants.gov.uk - 02392 244018

Sarah Speller – Governor Services Co-ordinator
sarah.speller@hants.gov.uk - 02392 441510

Alison Webb – Admin officer
alison.webb@hants.gov.uk – 02392 441485

Mandy Lewis – Admin officer
mandy.lewis@hants.gov.uk – 02392 441511

Ruth Barnett – Admin officer
ruth.barnett@hants.gov.uk - 02392 441481

Julie Lumley-Pistor - Admin Officer
julie.lumley-pistor@hants.gov.uk - 023 9244 1526

National Governor's Association (NGA) - <http://www.nga.org.uk>

Ofsted Data Dashboard - <http://www.dashboard.ofsted.gov.uk>

Ofsted Inspection Reports - <http://www.reports.ofsted.gov.uk>

EPS (Education Personnel Services) - [Tel: 023 8038 3500](tel:02380383500)

EFS (Education Financial Services) - [Tel: 023 92441494](tel:02392441494)