



The world in a school
learning together

NORBURY SCHOOL

GOVERNING BOARD HANDBOOK 2020 - 2021

Norbury Behaviour Code



**Our vision as Governors at Norbury is
to Create, Nurture and Support**



Norbury School is a Gold Level Rights Respecting School

This Handbook has been updated to include Guidance related to Covid-19 Working conditions since March 2020.

The Composition of the Governing Board

The Governing Board comprises of the following:

- 1 representatives from the Local Authority (LA) (Harrow)
- 4 representatives elected by the parents
- 1 representatives elected by the staff
- 6 co-opted representatives from the local community
- The Headteacher

Each appointment is for **4 years** with the exception of the Headteacher.

Elections and co-options to the Governing Board are arranged as soon as possible after a vacancy occurs.

Our expectations of Norbury School Governors

- All Governors are expected to attend **Full Governing Board meetings** and to take part in at **least one committee**, working group or panel. The role of a Norbury Governor is to support and challenge the school as it moves to further developments and improvements and to have an impact in the schools' journey by attending meetings, having a voice and being prepared for all meetings.
- Committees carry out the detailed work on specific areas and report back to the Full Governing Board.
- Governors usually join committees or groups which reflect their interests or abilities.
- Governors are **expected to send apologies** as soon as possible to the Chair of any committee or Governing Board meeting which they cannot attend. (If a Governor does not attend Governing Board meetings for 6 months they may forfeit their place as a Governor).
- **As of March 2020, Governor meetings have been conducted online via Microsoft Teams.**
- If a governor cannot make a meeting, it is expected that they would **still read the minutes of previous meetings and the agenda** and send in points or questions via the chairperson or Headteacher who are more than delighted to pass on comments and answer questions.
- **All Governors** are expected to be up to date with current education developments both in school and nationally.
- **All Governors** are expected to visit the school **at least once a year** to see it in action, this can be during the normal school day (with permission from the Headteacher) or for an evening event.

Norbury School Governing Board Meetings

How often?

The Full Governing Board usually meets twice each term (6 times in a year).

What happens?

The agenda may include:

- **Headteacher's Report**, which will include items on how the School Development Plan is being implemented, SEF updates, Inclusion & events
- **Chairpersons' Report**, which will include borough related items too.
- **Reports from committees:** Finance, Premises, Standards & Achievement

- The committees will bring **revised** policies for discussion and approval
- **Making decisions** on issues affecting the school.
- **LA reports for Governors to respond** to (*usually only in the second meeting of the term*).
- Items about **Governor training and visits** * **governor visits have been suspended until further notice due to Covid-19 Guidelines and working conditions.**
- **All meetings are reviewed by the members**, to reflect on the meeting. **There is a designated observer selected per meeting to share reflections, with the opportunity for others to contribute too.**
 - **Covid-19 Reports**
 - **Well-being Reports**
 - **GDPR Reports**

Sometimes a meeting will contain items of a confidential nature. These will be put in **Part 2** of the agenda and minutes of the meeting, and governors are **expected to maintain confidentiality within and beyond the meeting.**

Members of staff, who are governors or the Clerk (if they are a member of staff) are expected to not be present whilst Part 2 items are discussed, particularly if they relate to another member of staff or the Headteacher. When the Clerk has to leave the meeting, the Chair of Governors will make note of the details of the meeting and

Papers relating to items on the agenda are normally circulated **a week** before the meeting.

Governors must read these before coming to the meeting so they can be ready to question, support and challenge and show their impact.

Overview of Main Annual Duties for Norbury Governors

Autumn Term First Half	<ul style="list-style-type: none"> • Election of Chair and Vice-Chair • Review of Committee Membership; update lists • Pay Panel Meetings • Review Teaching • Staff Pay • Update of Register of Interests • SDP: main areas explained • Set dates for visits to school * Visits have been suspended during Covid 19 working. Safeguarding panel meetings with the Safeguarding Governor are conducted online until further notice. • Meeting dates for year confirmed • Review of previous years dates
Second Half	<ul style="list-style-type: none"> • Responding to LA reports and Proposals • Target Setting • Review of Headteacher’s and Deputy Headteacher’s pay. • SDP progress discussed & impact

	<ul style="list-style-type: none"> • One training session concerning data
Spring Term First Half	<ul style="list-style-type: none"> • Preparation of the Budget Proposal • In depth discussion of SDP & impact already and planned
Second Half	<ul style="list-style-type: none"> • Approval of the budget • Responding to LA reports and Proposals • SDP updates & impact • Assessment Analysis
Summer Term First Half	<ul style="list-style-type: none"> • Health and Safety Report • Staffing updates • Assessment
Second Half	<ul style="list-style-type: none"> • Responding to LA reports and Proposals • Staffing structure for next year discussed • Dates given for first meeting • Evaluation of the year from all governors

Explanations of Governing Board Terms

Chair and Vice Chair elections:	These are annual elections. (Employees of the school are not eligible to stand).
Committee Membership:	Once a year the membership of all committees, groups and panels is considered. All governors are on at least one.
The School Development Plan:	This identifies the school's priorities for the coming year and is linked to the budget.
Self-Evaluation Form:	A form where the school self-evaluates itself based on current data and performance and targets for the future. Often used as the central piece of evidence for Ofsted inspections
The Budget:	The Finance Committee oversees the preparation of the budget and liaises with the Leadership Team regarding priorities related to the School Development Plan and the overall financial situation.
Register of Pecuniary Interests:	This is a register which lists each member of the Governing Board and any influential business interests they have (or that they have none).
Target Setting:	Once a year the Governing Board has to approve

	targets for Maths and English for children in Year 5 and year 1 predicting what they will get in SATS the following year.
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Norbury Committees

The **three committees** identify items for possible inclusion in the School Development Plan and make recommendations to the **Senior Management Team**. The **Senior Management Team** may also ask a committee to consider items. The committees are instrumental in **overseeing the implementation of the School Development Plan**. Each committee meets **twice** a term and undertakes tasks in their area of responsibility, which involves policy review, tasks delegated from the Governing Board and identifying issues for consideration by the Governing Board.

It is the responsibility of the Chair or coordinator of each committee to see that an agenda and any relevant papers are sent to members before each meeting, and to ensure the minutes have been written and distributed minutes. The Chair or coordinator will also report back to the Governing Board. *Committees may operate a system where the chair, minute taker and observer rotate so that all governors can become practiced in all 3 areas over the course of the year.

Membership

The membership of each committee will be at **least 3 Governors** plus the Headteacher (*or representative*). To be quorate at least two non-staff governors must be present. Members of committees are encouraged to attend relevant training sessions.

Finance Committee

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board.
- To ensure the school operates within Financial Regulations of Harrow Council.
- To look at audited accounts of all voluntary funds kept on behalf of the Governing Board.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as practical, that Health and Safety issues are appropriately prioritised.
- To ensure sufficient funds are available for pay increments.
- To agree all delegations at the first meeting of the academic year.
- Additional items which The Governing Board may wish to include.

Standards & Achievements Committee

- To be informed about current curricular practices and standards of attainment.
- To ensure that the implementation of the National Curriculum and associated assessment procedures meet statutory requirements.
- To consider curricular issues which have implication for Finance and Personnel decisions and
- to make recommendations to the relevant committees or the Governing Board

- To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Board
- To oversee arrangements for individual governors to take a leading role and report on specific areas of provision.
- To review and update School Policies relevant to this committee

Premises Committee

- To provide support and guidance for the school on all matters relating to the school premises and grounds, health and safety and security.
- To advise the Governing Board on priorities for the maintenance and development of the school's premises, to include an annual inspection of the premises prior to budget setting for the forthcoming year.
- To ensure the school complies with health and safety regulations and adheres to the Harrow Borough Health and Safety Policy and to review it annually.
- The Headteacher will report on the costing of maintenance, repairs and redecoration within the budget allocation, to include the overseeing, preparation and implementation of major contracts.
- To ensure any liaison with the local authority's Property Services Department.
- To ensure that the governors' responsibilities under the Environmental Protection Act 1990 regarding litter are discharged.

Staffing and Pay Panel

- To achieve the aims of the whole school pay policy in a fair and equal manner;
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
To observe all statutory and contractual obligations;
To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the Full Governing Board;
To recommend to the Governing Board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- To keep abreast of relevant developments and to advise the Governing Board when the school's pay policy needs to be revised;
To work with the head in ensuring that the Governing Board complies with the Appraisal Regulations (teachers).

Working Groups

These are set up on an ad hoc basis to undertake policy review or special tasks related to the roles and responsibilities of the Governing Board.

Panels

These meet only as required to deal with:

- Appointments
- Exclusions
- Curriculum complaints
- Other parental complaints
- Staff discipline and grievance

Specific Roles Held by Governors

Safeguarding, Inclusion and Provision, Health and Safety, Pupil Premium, EYFS, Physical Education, Young Carers or other links deemed appropriate in the schools development will undertake the following work during an academic year:

- Meet in the Autumn Term with the school based colleague and share aims and objectives, linked to the School Development Plan for the year.
- Have at least two further meetings throughout the year (can be via email) where progress and development of this area can be discussed.
- Report to governors about your area annually.

Staff List and Responsibilities for 2020 - 2021 Academic Year

Responsibility	Name	Class
Headteacher Child Protection/Safeguarding (DSL) Assessment and collecting analysis Appraisal Attendance Pastoral CPD NPCL Curriculum Teaching for Learning	Louise Browning	N/A
Deputy Headteacher Teaching for Learning Work Experience & Placements SMT Minute Taker – Governor S&A Committee Meeting Library Literacy NQTs Class Teacher	Anita Kadirgamar (Nina)	1KL
Assistant Headteacher Assessment – Formative & Summative Assessment – New SIMS Class Teacher SMT NQT Mentor	Alessandra Petrella (Alex)	6PT
Pastoral Manager Wellbeing Parent Ambassador Learning Hub SMT+ PSCHE RSE Parent Engagement	Tanya Mathiason	N/A

Responsibility	Name	Class
ICT Curriculum Development	Laura O'Neill	ICT
Art/DT	Rachel Lowe	4L
Science Lead	Lucy Turnbull	6T
PE Leadership Team Class Teacher Healthy Schools	Lucy Turnbull	6T
Maths	Deepal Amin	6A
EYFS Lead SMT+	Helen Black	RBOB
SENCO Class Teacher Inclusion Manager SMT+	Teri-Louise O'Brien	RBOB
RRSA PSCHE Team Norbury	Shannon Donnelly	2D
Music – Lead Practitioner Leadership Team IPC	Ann Sadan	Performing Arts Room
MFL	Beatriz Clemente	All Classes
History, Geography and RE lead	Sean Bailey	3B
Watching Wednesdays	Tasneem Tayyebi	6T

Class Teachers

Name	Class
Kirsteen Psaras	Nursery
Charlene Brown	Nursery
Andrea Demetriou	RD
Helen Black	RBOB
Teri-Louise O'Brien	RBOB
Hanna Ballantyne	RB
Aisling Hannon	1H
Nina Kadrigamar	1KL
Pippa Lee	1KL
Maria Georgiou	1G
Clare Brown	2B
Shannon Donnelly	2D
Melissa Schumann	2S
Sean Bailey	3B
Fardowsa Mohamad	3M
Amy Edwards	3E
Donna Dillon	4D
Rachel Lowe	4L
Preena Moore	4M

Name	Class
Rebecca Bladon	5B
Sarah Nayeer	5N
Stephen Kirkland	5K
Lucy Turnbull	6T
Alessandra Petrella	6TP
Tasneem Tayyebi	6TP
Deepal Amin	6A

Learning Support Assistants

NNEBs:

- Kathy Bing – Reception (1 days)
- Dolores Chambers
- Priscilla McDonald

UQT:

- Linda Marshall

Associate Teachers:

- Pippa Lee
- Preeti Rege

LSA's

- Amratben Punja
- Kristina Brennan
- Daje Williams
- Dafina Haziri
- Elpida Mallaci-Bocchio
- Naomi Klinger
- Claire Pickavance
- Seema Thobani
- Marianna Fraga
- Ruth Boni
- Humaira Hanif
- Shania McKoy

HLTAs:

- Leena Modha
- Sarah Foley
- James Gibb
- Eileen Smith
- Celene Loucaides

PE and Gymnastics:

- Caroline Burke
- Jack Brown
- Reece Kirk

Learning Mentor:

- Aprille Hassan

Play Therapist

- Nadja Rolli

Parent Ambassadors:

- Mariam Ahamadi
- Elena Cornea

Music Teacher/Lead Practitioner:

- Ann Sadan

MFL Teacher

- Beatriz Clemente

Administrative & Other Staff:

- School Manager - Julie Hastings
- Finance Officer – Michelle Craven
- School Receptionist – Ginette Tricker
- Headteacher’s PA/Clerk to the Governors – Natasha Christian
- Attendance and Admissions Officer – Nicola McAuley
- Welfare Officer – Leanne Kinsella
- Network and Facilities Manager– Mehul Hirani
- ICT Technician - Laura O’Neill
- Caretaker – Alan Walsh
- Senior Caretaker – Jacqueline Hickey

Catering & Lunch Staff

- Cora Bladon – Cook & Senior Midday Supervisor
- Michelle Rosetto - Kitchen Assistant and Midday Supervisor
- Sandya Vaghela - Kitchen Assistant and Midday Supervisor
- Jane Mattingley – Kitchen Assistant
- Jeyarani Sivamalayanathan - Midday Supervisor/Kitchen Assistant
- Sofia Subhani - Midday Supervisor
- Janki Jhalla - Midday Supervisor
- Pushpamala Ponnambalam - Kitchen Assistant
- Jaspal Matharu – Kitchen Assistant
- Barbara Cheang – Kitchen Assistant and Midday Supervisor
- Chriscila Daley – Kitchen Assistant and Midday Supervisor
- Marilia Mendes Soares – Kitchen Assistant and Midday Supervisor
- Natalmond Lewis-Robinson – SMSA
- Magdalena McHale - SMSA

This handbook should be read along with:

- **Norbury Staff, Governor and Volunteer Code of Conduct**

- **DfE Governance Handbook**
- **DfE Governor's Competency Framework**
- **Governors' Written Statement on Behaviour Principles**