

Knights Enham Junior School



At Knights Enham Junior School we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

'Together We Achieve'



Governor Induction Pack

WELCOME

Dear Governor,

We are delighted to welcome you to our governing body at Knights Enham Junior School 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 fourteen 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 ambitious learning experiences for all children at Knights Enham Junior School. 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.

This pack has been put together by governors and we hope it will give you useful guidance in the early stages of your governorship and help you to become, and to feel, part of our team.

The Clerk to the Governing Body will also send you an induction pack and Governor's Guide to the Law which, together with information from the school, will help you through the first stages of your governorship.



Some of the content may be very unfamiliar to you as much has changed in education since we were all in school, but given training and support from the rest of the team it will all begin to fall into place. You can access excellent local and national support for governors on line, for example; www.milton-keynes.gov.uk/mkgovernors and www.nga.org.uk

The full governing body meets once a term; and all the current governors are also members of one (or more) committees which meet at other times to discuss issues in depth and report back to the full governing body. You will be invited to join one (or more!) committees as soon as you feel able to, and you're welcome to go along to any of these meetings to get to know what goes on and to help you decide where you would be happiest to make a contribution.

The main point to remember is that we were all new at one time! We welcome questions and discussion of points that may be puzzling to you – they may be matters we all want to know about as well, or they could be issues that we have worked out and we can explain them to you. We look forward to seeing you at our next meeting.

Best wishes.

Yours sincerely

Chair of Governors & Headteacher

THE VISION FOR OUR SCHOOL

Together We Achieve!

Our Vision

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

Our Aims and Values

The whole staff team, parents and pupils are involved in promoting our values. The values developed have been selected after consultation with pupils, staff governors and parents as which values are important within the school community. We believe these are important for our children throughout their life.

- Respect
- Independence
- Collaboration
- Nurture
- Resilience

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.

Core Functions for 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
- Ensuring that the school meets its obligations regarding safeguarding

The term of office for a school governor is normally four years. You will also be expected to attend a full governing body meeting each month (for approximately 2 hours).

In addition, governors find they usually attend monitoring visits at the schools on a few occasions each term. There is an expectation that you will be prepared to contribute to additional governor activities, e.g. interviewing, performance management, developing policies, projects – to assist the governing body with its work and ensure that it fulfils its statutory obligations.

SO WHAT NEXT?

You've met the Chair of Governors, 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:

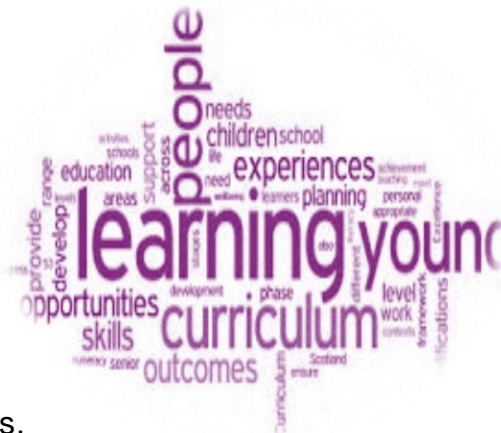
- The DTG (Development & Training Governor) & Clerk to the Governing Body will assist you with arranging your Governor Induction Training. This is normally held over two evenings over two consecutive weeks, or as a full day session and will normally be accessible locally.

- 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 ensure that you are given access to all governor documentation and will register you onto GovernorHub, so that you will be able to book yourself on training courses.
- 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 work that you will be engaged in, on the board.
- 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 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 training and dialogue with school leaders.
- 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 the details to log into the Hampshire Governor Services website, which will enable you to access information, resources and e-learning opportunities.



As a governor of Knights Enham Junior School, we ask for the following **commitment from you.**

- That you read, sign and abide by the governor Code of Conduct for the school.
- 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 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:



Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.



CURRENT GOVERNING BODY

Our governing body consists of 8 governors (including the Headteacher).. Our governing body constitution is as follows:

- **Headteacher (ex-officio Governor) X 1**
- **Local Authority Governor X 1**
- **Staff Governor X 2**
- **Parent Governors X 3**
- **Co – Opted Governors X 3**

Total of 8 Governors

*Associate Members can be appointed by the board as deemed appropriate, however, do not count towards the quorum for meetings and do not have voting rights on the Full Governing Body. They can though, bring knowledge and expertise to board meetings, that the governing body considers valuable.

In addition to the above, the governing body employs a Clerk (via Hampshire Governor Services) who assists the governing body with the organisation of its work and provides support, advice and guidance in relation to the board functioning appropriately.

Further information regarding governor 'types' and the function of the Clerk can be found in the Governors Handbook (October 2020), alongside information with respect to:

- the government's vision and priorities for effective school and trust governance
- the core role and functions of the governing board
- summaries and first point of reference on all the legal duties on boards
- information on the support available to boards to be effective

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf

KNIGHTS ENHAM JUNIOR SCHOOL

We are a busy but friendly school, with lots going on to ensure that we maintain our core value that 'Together We Achieve'.

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

Knights Enham Junior is currently rated a GOOD school. Leadership Team:

- Headteacher - Mr Whitehouse
- Deputy Head/ SENCo - Mrs White
- School Business Manager - Mrs V Goodier
- Parent Support Advisor (Education Welfare officer) Mrs J McIlwaine

**Knights Enham Junior School
King Arthurs Way
Andover
Hampshire
SP10 4BS**

Telephone: 01264 394777

Numbers on Roll: – approx. 190

Common Education Acronyms Buster

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AO	Administrative Officer
AP	Alternative Provision
ARE	Age Related Expectations
ASD	Autistic Spectrum Disorder
ASP	Analyse School Performance (replaces RAISE Online)
BESD	Behavioural, Emotional and Social Difficulties
BME	Black and Minority Ethnic
BST	Behaviour Support Team
CATs	Cognitive Ability Tests
CEO	Chief Executive Officer (in an Academy/MAT)
CFO	Chief Financial Officer

CiC	Children in Care, sometimes referred to as LAC (Looked After Children, or CLA (Children Looked After)
CPD	Continuing Professional Development
CSD	Children's Services Department
CYPP	Children and Young People's Plan
DBE	Diocesan Board of Education
DBS	Disclosure and Barring Service
DfE	Department for Education
DPO	Data Protection Officer
DSL	Designated Safeguarding Lead
EAL	English as an Additional Language
EBacc	English Baccalaureate
EFA	Education Funding Agency
EHCP	Education Health and Care Plan
Ed. Psych	Educational Psychologist (often referred to as EP)
ELSA	Emotional Literacy Support Assistant
EMTAS	Ethnic Minority and Traveller Advisory Service
EOTAS	Education other than at school
EPS	Education Personnel Services
ERG	External Review of Governance

EWO	Educational Welfare Officer
EYFS	Early Years Foundation Stage: for children up to the age of 5
FE	Form Entry
FE	Further Education
FFT	Fischer Family Trust
FOI	Freedom of Information
FS	Foundation Stage
FSM	Free School Meals
GCSE	General Certificate of Secondary Education: The main secondary school examinations taken at sixteen.
GDPR	General Data Protection Regulation
GIAS	Get Information About Schools
HIAS	Hampshire Inspection and Advisory Service: Inspectors and Teacher Advisors who assist with the delivery of the curriculum.
HLTA	Higher Level Teaching Assistant
HMI	Her Majesty's Inspectorate for Education
HMRC	Her Majesty's Revenue and Customs
HSE	Health and Safety Executive
ICO	Information Commissioner's Office
IDACI	Income Deprivation Affecting Children Index
KPI	Key Performance Indicator

KS	Key Stages within the National Curriculum
IDSR	Inspection Data Summary Report: Ofsted report available for each school
INSET	In-service Education and Training of Teachers
LA	Local Authority
LADO	Local Authority Designated Officer
LAC	Looked After Children
LGB	Local Governing Body (in a multi-academy trust)
LLP	Leadership and Learning Partner
LSA	Learning Support Assistant
LSCB	Local Safeguarding Children Board
MAT	Multi Academy Trust
MFL	Modern Foreign Languages
MLD	Moderate Learning Difficulty
MPR	Main Pay Range
NC	National Curriculum
NCTL	National College for Teaching and Leadership
NEET	Not in Education, Employment or Training
NFF	National Funding Formula
NGA	National Governance Association
NLE	National Leader of Education
NLG	National Leader of Governance

NOR	Number on Roll: The total number of pupils on the school's register
NPQH	National Professional Qualification for Headship - a qualification to prepare people for headship
NQT	Newly Qualified Teacher
NVQ	National Vocational Qualification
OFSTED	Office for Standards in Education: The agency set up by the Government to administer school inspections.
P levels	Pre-levels, used to assess pupils pre-national curriculum achievements. (Special schools only)
PAN	Published Admissions Number
PPA	Planning, Preparation and Assessment time
PP	Pupil Premium
PPG	Pupil Premium Grant
PSHE	Personal, Social and Health Education
PTA	Parent Teacher Association
QTS	Qualified Teacher Status.
RAG	Red Amber Green (used for rating progress)
RE	Religious Education
RSC	Regional Schools Commissioner
SACRE	Standing Advisory Council on Religious Education
SAP	A financial and human resources computer system used by Hampshire County Council

SAR	Subject Access Request
SAT	Single Academy Trust
SATS	Standard Assessment Tasks: Activities designed to find out if a child is below, meeting or exceeding Age Related Expectations.
SCR	Single Central Record
SDP	School Development Plan
SEAL	Social and Emotional Aspects of Learning
SEF	Self Evaluation Form
SEND	Special Educational Needs and Disability
SENCO	Special Educational Needs Co-ordinator
SIDNEY	Screening and Identification of Dyslexia in early years: All infant schools in Hampshire are recommended to use this.
SIAMS	Statutory Inspection of Anglican and Methodist Schools
SIM	School Improvement Manager
SIP	School Improvement Plan
SLD	Severe Learning Difficulties
SLT	Senior Leadership Team
SMSC	Spiritual Moral Social and Cultural development
SSE	School Self-evaluation
SSP	School Strategic Plan
TA	Teaching Assistant

TLR	Teaching and Learning Responsibilities
UISFM	Universal Infant Free School Meals
UPR	Upper Pay Range
VA	Voluntary Aided
VC	Voluntary Controlled

OTHER USEFUL RESOURCES

Hampshire Governor Services

Monarch Way
Winchester
SO22 5PW
Phone 0370 7790800
Email governors@hants.gov.uk

Governor Services Co-ordinator for Gosport & Fareham is:

Jo Pryce-Jones

Governor Services Website:

<https://www.hants.gov.uk/educationandlearning/governors>

EPS (Education Personnel Services) Helpdesk - Phone: 023 80 383500

Email: hr.business.support.team.shared@hants.gov.uk

EFS (Education Financial Services) Helpdesk - Phone: 01962 847549

Email: efs.help@hants.gov.uk

GovernorHub:

<https://governorhub.com>

Should you require any signposting to further information/contacts then please do speak with the Chair of Governors and Clerk in the first instance. They will endeavour to signpost you to the information you require.

