



# Governor Handbook

**Welcome to Gomer Junior School**

School address	About the school	Times of day	
Gomer Junior School Pyrford Close Alverstoke Gosport, Hampshire PO12 2RP	Type of school: Junior	<b>Registration</b>	8.50
		<b>Assembly</b>	10.40 – 10.55
		<b>Break</b>	10.55 – 11.10
Tel: 023 92524312	DFE No. 850/2631	<b>Lunchtime</b>	12.00 – 1.00
Head Teacher: Mrs Georgina Mulhull	School status: Community	<b>School end</b>	3.25
Email: adminoffice@gomer-jun.hants.sch.uk		<b>Website:</b> www.gomerjuniorschool.co.uk	
<b><u>Assemblies</u></b>			
Monday	Collective Worship	Head Teacher	
Tuesday	Singing	TP + one other	
Wednesday	Teacher led		
Thursday	STEM Assembly	Class assembly	
Friday	Celebration Assembly	Head and Deputy Head	

**School Term Dates** are published on the school website.

**Parents evenings** are published on the school calendar via the website, Gomer App, Facebook Page and Twitter account.

### **School Governors**

Representation	Name of Governor	Role
Local Authority	Paul Lane	Chair
Staff (HT)	Georgina Mulhull	Head Teacher
Co-opted	David Startin	Literacy
Co-opted	Tim Potter	Deputy Headteacher
Co-opted	Elodie Gardner	Curriculum chair
Staff	Sharon Toone	SEN
Parent	Alix Horne	Safeguarding
Parent	Karen Reid	
Co-opted	Sally Roberts	
Co-opted	Penny Smith	Training liaison
Co-opted	Gina Rowe	Finance chair

## **THE GOVERNING BODY: January 2017**

**Clerk to the Governors:** Natasha Kafoor

Email - [n.kafoor@gomerjuniorschool.co.uk](mailto:n.kafoor@gomerjuniorschool.co.uk)

**Mr Paul Lane.**

58 Jellicoe Avenue, Alverstoke, Gosport, Hants. PO12 2PF

Tel: 023 9260 2644 Mobile: 07802770091

Email: [pjrlane@btinternet.com](mailto:pjrlane@btinternet.com)

**Category:** Local Authority – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years – **Committees:** Finance

Paul is recently retired and lives in Alverstoke with wife Margaret. For the past twenty five years Paul has worked in the aerospace industry in varying roles including that of Divisional Chief Systems Engineer, and in latter years heading up business development teams. His interest in education arose through helping a godchild who lost her mother when young to achieve well at her GCSE's and to work hard for her A levels. Paul now teaches Maths on a voluntary basis two days a week at Bay House School and sits on the Bay House STEM management committee. His interests include Social History, Psychology and old machinery of any description. Paul sits on the Finance and Resources Committee.

**Elodie Gardner**

16 Vanstone Road, Gosport, Hants. PO 139SJ

02392 351233 Mobile: 07507 561493

Email: [e.gardner@gomerjuniorschool.co.uk](mailto:e.gardner@gomerjuniorschool.co.uk)

**Category:** Co-opted – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years – **Committees:** Curriculum

'I am a military wife and Mum to a gorgeous 12 year old. My understanding of the services encouraged me to help with the running of the Services Club; I really enjoy the club time with the children. Interestingly, I am most passionate about the stage and following a degree in Performing Arts I was naturally keen to be involved in the after school Drama Club at Gomer. Our most recent production was great fun and I am always proud of how well the children perform. My 'can do' attitude has seen me work with a fabulous team of parents/carers supporting a range of fund raising activities for the school through our FROGJS (PTA) work. It is fair to say I am partial to animal print and am currently most keen on my leopard and tiger print shoe

**Mrs Penny Smith**

31 Gladstone Road, Gosport, PO12 4SU  
Tel: 02392 526028    Mobile: 07786 550001  
Email: [penanddar@talktalk.net](mailto:penanddar@talktalk.net)

**Category:** Co-opted – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –  
**Committees:** Curriculum – **Foci:** Training

‘I applied to be a Governor when my son attended Gomer Junior. He has now moved on to a special needs secondary school. I also have a daughter in another Junior school in Gosport. I have spent my working life in education, either in primary schools, pre-schools and nurseries or out of school clubs. I am a qualified Early Years Practitioner and therefore have knowledge and understanding of children’s needs. I am particularly keen in meeting the needs of children with disabilities and emotional issues, and thoroughly enjoy working with the team at Gomer Junior School.’

**Mr David Startin**

11 Belfry Walk Fareham, PO14 4QD  
Tel: 01489 885049    Mobile: 07415 236109  
Email: [davidstartin@hotmail.com](mailto:davidstartin@hotmail.com)

**Category:** Co-opted – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –  
**Committees:** Curriculum and Finance – **Foci:** SEND

‘I have worked in education for many years, with experience of teaching and management at all ages, from Junior School to A Level, teaching English, Communication Studies and English as a Foreign Language. I am also a Chartered Librarian, and a Specialist Teacher, with a particular interest in Dyslexia, and Asperger’s syndrome. Outside of work my interests include genealogy, local history, swimming, walking, and writing. I wanted to be a Governor to be part of a friendly and caring team which aspires to do its best for every child, and found such a team at Gomer Junior School.’

**Mrs Georgina Mulhall**

Gomer Junior School  
Email: [g.mulhall@gomerjuniorschool.co.uk](mailto:g.mulhall@gomerjuniorschool.co.uk)

**Category:** Head Teacher – **Appointing Body:** Hampshire Governor Services – **Term of Office:** on-going –  
**Committees:** Curriculum and Finance

‘I am really proud to be the Head Teacher of Gomer Junior School. Having worked in education for fifteen years, I joined Gomer having taught in a variety of settings in Portsmouth. Working as an AST (Advanced Skills Teacher) for seven years prior to becoming a Deputy Head Teacher at Flying Bull Academy enabled me to teach from nursery through to secondary. Alongside being a full time teacher, I am Mummy to two small children; term time living is very busy! Living locally enables me to enjoy a variety of water sports in Stokes Bay and participating in a variety of community events. Despite growing up in Suffolk, Hampshire is most certainly home.’

**Mr Tim Potter**

Gomer Junior School

Email: [t.potter@gomerjuniorschool.co.uk](mailto:t.potter@gomerjuniorschool.co.uk)

**Category:** Co-opted – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –  
**Committees:** Curriculum

Deputy Head Teacher at Gomer Junior School

Particular interests: mathematics, music, P.E and Games

I wanted to be a Governor to use the benefit of my experience to contribute to governor discussions and decision making

**Mrs Sally Roberts**

Email: [salroberts1@hotmail.com](mailto:salroberts1@hotmail.com)

**Category:** Co-opted – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –  
**Committees:** Finance

'I grew up in Gosport and I'm the mum of two lovely girls who have both now completed education. When they were in primary school I was on their school's Governing body. I work locally at HMS Sultan where I work with a great team. I now live in Fareham and I am interested in ensuring that each and every child has the best educational experience – it really can be the best days of your life.'

**Mrs Sharon Toone**

Gomer Junior School

Email: [s.toone@gomerjuniorschool.co.uk](mailto:s.toone@gomerjuniorschool.co.uk)

**Category:** Staff – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –  
**Committees:** Curriculum

'I have been a resident within Gosport since the age of three and grew up within a military home. Both my children have attended the Gomer schools and I have actively supported Gomer Junior School since 2007. I am currently a year 5 teacher with the leadership role within the school linked with Foundations for Learning and recently have become a Beach Schools Practitioner. My interest lies in supporting the whole child and ensuring that they gain skills that will enhance lifelong learning.'

**Mrs Alix Horne**

Email: [alixh76@icloud.com](mailto:alixh76@icloud.com)

**Category:** Parent – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –  
**Committees:** finance

'I have lived in Gosport since the age of 7 and I attended Alverstoke Junior and Bay House before going to university to complete a degree in Business and Finance management. I am married to Steve and have 8 year old twins. My daughter Connie is in Year 3 at Gomer and my son Lucas attends St Francis Special needs school in Fareham. I work full time as a regional business manager

for a pub company and am responsible for an estate of pubs across the south coast. In the limited spare time I have I enjoy playing tennis a couple of times a week.'

**Mrs Karen Reid**

**Email:** kes\_mike@btinternet.com

**Category:** Parent – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –

**Committees:** Curriculum

I have lived in Lee on the Solent for eight years and I am Mum to an enthusiastic son who never ceases to inspire me with his curiosity and determination! I work full-time within the training environment (for 'grown-ups'!) at HMS Collingwood. I hope, as a Parent Governor, I can offer my experience to benefit the best interests and development of the pupils and school.

**Mrs Gina Rowe**

**Email:** famrowe@aol.com

**Category:** Co-opted – **Appointing Body:** Hampshire Governor Services – **Term of Office:** 4 years –

**Committees:** Finance –Head of

'Alumnus of Trinity College Dublin and WRNS. I also married into the Royal Navy and, although nominally resident in Gosport since 1978, I have been obliged to travel far and wide. I have raised four children in various locations around the world but managed to ensure that they had been included to the maximum extent possible in U.K. Comprehensive state education. At least three of the four of my children have taught and/or have been taught at Bay House. Actively involved in local Arts, Literature and Choral Societies I lead a busy and full retired life.

## **GOVERNOR MEETINGS** (All dates and times subject to change)

**Full Governors' Meetings** are normally held on a Tuesday within each half-term starting at 6.00pm and usually finishing by 8.00pm. The Head teacher attends all Whole Governing Body meetings. The Deputy Head attends the second meeting of each term to report on curriculum matters. Committees also meet each half-term and have their own schedule of meetings.

**Meeting dates of FGB and committee meetings will be confirmed by email to all Governors and will be shown on the electronic school calendar.**

**Curriculum and Standards subcommittee (CC)** generally meet once per half term on a Thursday at 3.45pm

**Finance and resources management committee (FRMC)** generally meets once per half term on a Tuesday, starting at 6pm

Dates will be finalised by the chair and circulated by email to all governors. Agenda items will be finalised one week prior to each meeting.

Other sub committees meet as required and with agreement with the Chair of Governors and the members of those sub committees.

**Clerk** A clerk is employed on an annual basis to undertake various tasks on behalf of the Governing Body as laid down by the Hampshire clerking service.

The clerk usually takes the minutes at Full Governing Body meetings and other statutory committee meetings. If unable to do so a member of the committee may take the minutes without prejudice to his/her position as a Governor or member of the committee. The clerk will collate and distribute the FGB agenda and distribute appropriate correspondence.

**Meeting Agendas** Usually an agenda is distributed 7 days prior to a meeting so Governors can familiarise themselves with the issues to be discussed. Agenda items should be submitted therefore before this deadline.

**Delegation of Powers** The FGB has delegated many of its functions to the above committees or at times a specific Governor or the Headteacher. These will be reviewed annually. Those items not delegated are:

- The appointment or removal of Chair, Vice-Chair, the Clerk or relevant Governors
- The suspension of Governors
- The establishment of committees
- The delegation of functions
- The appointment of Head Teacher or Deputy Head teacher following recommendation from the selection panel
- Change of name
- The agreeing or alteration of the GB constitution.

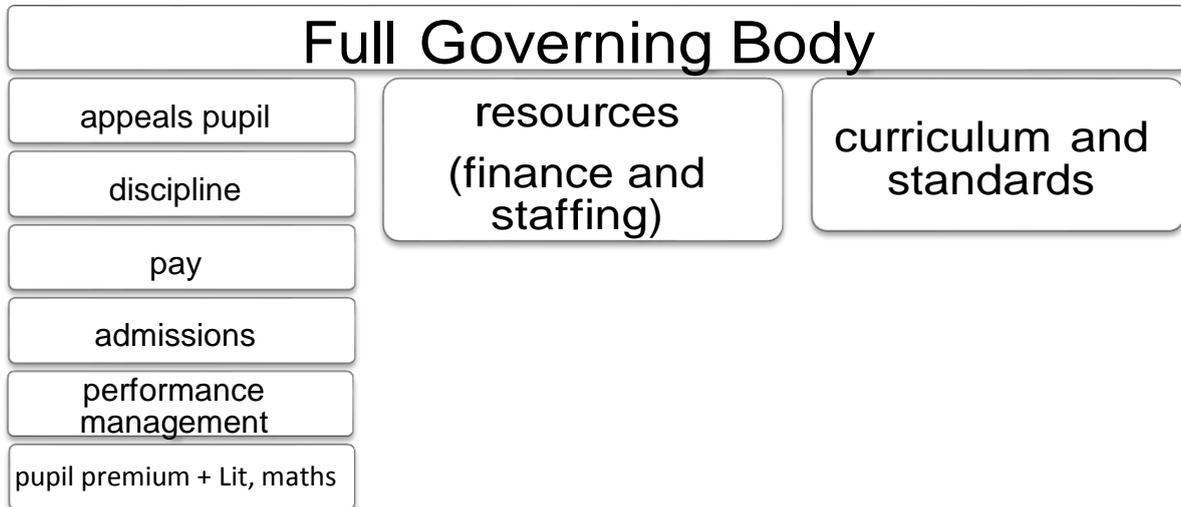
Some decisions will not be delegated to any individual Governor but remain with a specific committee. These are:

- Alteration, closure or change of category of school
- Approval of the first formal budget plan of the financial year
- School discipline policies
- Reviewing the exclusion of pupils (except in an emergency, when the Chair has the power to exercise this function)
- Admissions

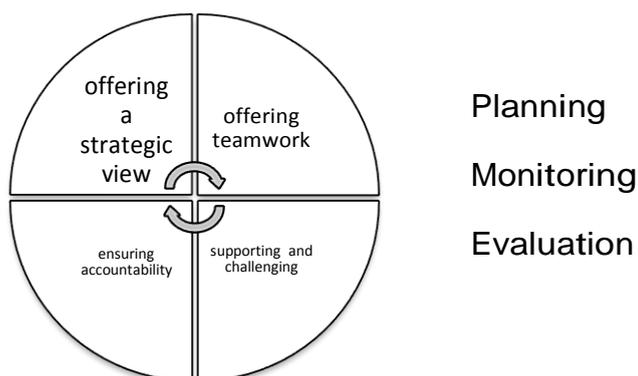
Despite this delegation the WGB remains collectively responsible for decisions made within individual committees. Therefore the minutes from these committees will be distributed to the WGB to inform **ALL** Governors detailing any action or decision made. Only in exceptional circumstances will the WGB review decisions made within Committee.

## Additional Committees and Structures

The Governing Body has also established Terms of Reference for Statutory Committees which from time to time may need to be formed as the diagram below shows. **A committee is defined as a 'committee with delegated powers'.**



# Governor role in action at Gomer Junior School



**To do our job as a Governing Body we need to know the school and its strengths and weaknesses. We are expected to participate in planning for improvement, to check progress and to ensure action is achieving the desired results.**

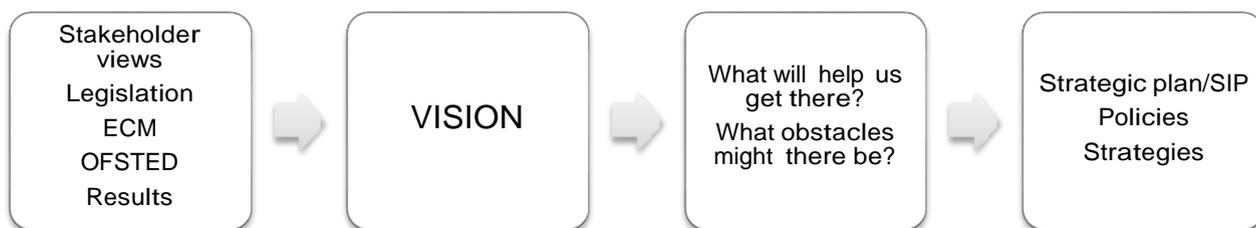
How do we know the school well? By gathering information (monitoring) and evaluating this. We can do this through:

- Reading policies, HT and DHT reports, Ofsted, School Strategic Plan
- Reviewing data
- Visits
- Surveys
- Discussion with pupils, parents and staff.

As Governors we act as a body (not as individuals) and have legal responsibility for Gomer Junior School with a corporate responsibility for decision making.

- Collective responsibility should be taken for the outcomes.
- How individual Governors vote is confidential.
- As a Governor you can ask for a confidential vote. Hampshire recommends that NO names are recorded in meetings.

**Strategic View** We become a 'critical friend', supporting and challenging the leadership team and the Head Teacher and offering a strategic view in assessing the success of the school. This involves a partnership between the stakeholders of the school and the gathering of evidence of the school's performance.

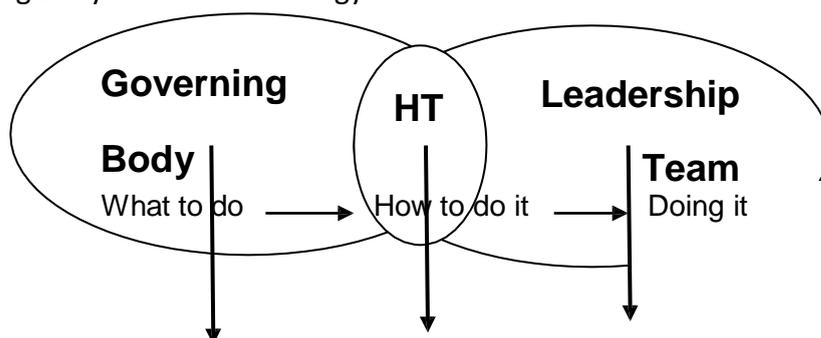


**The school vision:**

*'Working today for the challenge of tomorrow' is essential to any strategic planning.*

**Teamwork**

The Governing Body should see strategy as 'what to do' not 'how to do it'.



**Support and challenge to ensure accountability**

We aim to deliver this through an atmosphere of respect, openness, and trust.

**To ensure accountability**

Support	Challenge
Collective / corporate responsibility	Asking appropriate questions
Celebrate success	Balance support with challenge
Upholding the aims of Gomer School	Governors offer another perspective
Moral support	Is this best to do? What do we want to do? What impact will this have?

**We must:**

- Respect the professional roles and management responsibilities of the Head Teacher and other staff.
- Exercise the Governing Body's right to discuss, question and refine proposals.
- Be prepared to account for the school's overall performance and explain the Governing Body's decisions and actions to anyone who has a legitimate interest.

## **School visits**

We as a Governing Body take informed decisions based on planning, monitoring and evaluation. School visits are an important part of this process. There are a variety of visit types we can make. These may be focused on a particular SIP related topic or may be more informal while still gathering evidence. They can be individual, paired or small group visits. Reporting findings to the GB is an important part of the process as is a follow up action plan.

- Small group
- Tracking individual children
- Pupil, Parent or staff interviews
- Scrutinise one activity i.e. marking, reading assessment,
- Subject leader/classroom teacher discussion
- Management leadership meetings
- Events: parent evenings, sports day, assemblies, special themes
- Workshops, INSET days
- Work scrutiny. Who is doing what.

A code of conduct for visits ensures courtesy:

- School staff must invite you into school. Go to areas where you are invited
- Give plenty notice
- Have an agreed purpose
- There are a variety of monitoring forms at the back of this document. Blanks are held in the school office and completed forms are held in a Governor Visits folder.
- Be aware school staff are busy. Respect their workload. Make no unnecessary demands on time.
- Remember that it is the Head Teacher's role to monitor the performance of individual pupils /staff.

## **Information needed to enable good governance. Information should**

- Meet the functions of the Governing Body
- Provide robust analysis without too much detail
- Be relevant to Governing Body decision making
- Be timely
- Provide an objective and clear explanation of issues / implications
- Provide advice on legal and financial matters and use of resources
- Not make disproportionate demands on time

## **Operational procedures**

### **Confidentiality**

All matters discussed at Governors' meetings are deemed to be confidential until the minutes are approved and published. From time to time, certain items will remain confidential, will be minuted separately and must always remain confidential. Similarly, whilst a Governor is visiting the school, any matters being discussed or overheard in the staff room or office are expected to remain confidential.

### **School Strategic/improvement Plan**

The School Improvement Plan and School Self-Evaluation Form (SEF) is the major tool in developing school effectiveness. At Gomer our SEF dual roles as the Head Teacher's WGB Report too. The Governors work with the staff to develop and implement the plan. It identifies key learning and statistical targets and sets out actions towards reaching those targets. The plan covers three years. The management section of the plan sets out other plans, maintenance activities and actions/information to do with building/staffing/finance etc. which do not directly relate to the short-term curriculum targets. To support the process, each teacher produces a report on his/her subject.

### **Pecuniary interest**

A Governor should declare any interest and withdraw from discussion or decision making:

- When there is a conflict between his/her interests and the duties of Governor
- When there may be reasonable doubt about his/her ability to act impartially in a specific matter

### **Non-attendance at committee meetings**

Please send an apology to the committee chair / clerk giving the reason for non-attendance. When the chair is unable to attend he/she may reschedule or provide another committee member with the relevant information to carry out the meeting.

**Quorate** A quorum is based on the number of Governors in post, not the school designated number. Resolutions may only be passed when 50% of the whole Governing Body is present.

**Minutes** Full minutes are an important way of tracking the effectiveness of the Governing Body. It is important that *draft* minutes of all main and committee meetings are circulated to all Governors quickly in order to maintain collective responsibility and remind those who have actions to take. Hampshire advises that no names are put in minutes. All committee agenda items should be minuted at the time they appear on the committee's timetable whether completed or not. Any postponements should be noted as such and highlighted as actions for subsequent meetings. Draft CC minutes should be produced in time for the following FMRC meeting. Draft FMRC minutes should be available for the following WGB meeting. Meetings are planned to enable this to happen. (In the absence of the clerk to the committee any other Governor can record the minutes.) Draft committee minutes are also sent to Governor Support Services. Once approved, minutes must be signed by the respective committee Chairs and stored in the committee's file in the school office.

**Correspondence** Full details of all correspondence received by the Governing Body are logged by, and read by the Clerk who will mail to the relevant Governor as quickly as possible and will advise individual Governors if they need to action anything from this correspondence. Please check mailing lists regularly as this forms part of our collective responsibility. The Chair of Governors has power to act upon correspondence in an emergency.

**Governor Resources** A range of resources are on hand. The Clerk files all DfES Circulars, legislative documents and certain other items separately, for on-going use/reference. In addition, Governor Services have books, audio tapes and video tapes on many subjects which we can borrow. If you need further information on any Governor-related subject, you can telephone them and they will let you know what is available.

Available in the School for Governors to read are:

- Ofsted Report and Action Plan
- School Strategic Plan
- Gomer Junior School Strategic Plan
- School prospectus
- School policies: subject and whole school
- Governor Reference notes which includes Annual timetable for WGB, CC and FRMC

### **Training**

Induction courses for new Governors are obligatory, and the “Understanding” courses are highly recommended. Progression can then be determined through interest in particular areas. Governors are encouraged attend more diverse courses to contribute to the development of the GB. Training courses can be booked through the training liaison Governor, or directly through the LEA. email [havant.Governor.services@Hants.gov.uk](mailto:havant.Governor.services@Hants.gov.uk).

**Please let the training liaison governor know which courses you have booked directly so the training log can be updated.**

Gomer has selected the full access option each year allowing all Governors almost limitless access to training. Governors are expected to make use of this training in order to update skills and carry out their responsibilities effectively. The full access option also provides one Whole Governing Body (school based) Training session each year which is finely tuned to our particular needs.

There are also many e-learning modules available via the Hampshire Governors’ website **[www.hants.gov.uk/education/governors](http://www.hants.gov.uk/education/governors)**

A systematic approach is taken to training, giving Governors an opportunity to report back on the courses they have attended, and sharing the knowledge gained with the remainder of the Governing Body. Governors should attend at least one course per year which relates to the committee/s or area of work which they have chosen. The Chair of Governors, Vice Chair and Committee Chairs can also advise on which courses would be useful.

### **Involvement with Parents/Carers**

Parents'/Carers' views are very important to the School. The Head and Governors submit a questionnaire to parents every two years, analyse the results and consider any changes in school policy. If parents approach a Governor with an opinion or a problem a Governor should first ensure that the parent has aired any issue with either the Class Teacher and/or Head teacher as appropriate and that sufficient time has been allowed for a response to be made. Having established this, if a parent is expressing an opinion, any action taken is discretionary. However, in the case of a complaint, the Governor is obliged either to investigate it or refer it to the Governing Body. If there is any doubt as to what action should be taken in either circumstance, an experienced Governor should be contacted.

### **School policies**

Decisions are made within the framework provided by school policies. These have been developed by Staff and Governors working together and are reviewed and ratified as specified on the actual policy. There are different forms of school policies. Policies give Governors a written picture of school operations and are a helpful tool. The Policies include all those required by law and other key school policies. Copies of all policies are available from the school office. The three main policy areas are:

- Curriculum policies, e.g. History, science where subject leaders outline the philosophy and guidelines which provide effective delivery of their subject. These are ratified by the Curriculum Committee who has the opportunity to meet subject leaders and question them to have a better understanding of the specific subject and its position within teaching and learning within the school.
- Health and safety policies which provide guidelines and procedures to be followed to ensure the well-being of all at the school, e.g. Child protection; Critical Incident and Emergency. These are generally ratified by the Finance and Resources Committee who again can question relevant staff to gain a better understanding of how the policy ensures a safe working environment.
- Administrative policies, e.g. staff induction and pay, and to provide guidelines for the efficient running of the school.

**The Governing Body will be helped by their monitoring to see how effective policy into practice is.**

**Perhaps at the end of a meeting you can challenge yourself " what have I done to improve the effectiveness of the school "**

**The main aim of being a Governor is to enjoy the work, whilst benefiting the School. In life, the more you put in, the more you get out and the School will benefit as well. Schools need committed Governors**

**SCHOOL STAFF ROLES AND RESPONSIBILITIES: 2016- 2017**

<b>Colleague (Full time unless stated)</b>	<b>Role</b>	<b>Responsibilities</b>
Georgina Mulhall	Head Teacher	SLT Whole School Overview CPLO First Aider
Tim Potter	Deputy Head Teacher  Y6 Teaching Commitment 0.6	SLT Curriculum Leader (joint) Assessment Leader MfL Leader Music Leader NQT Mentor First Aider
Karen Digby (0.8)	Senior Teacher SEND Leader (TLR)	SMT SEND Leader STEM Leader TA Leader
Kirsty Garland	Year 3 class teacher	Computing Leader
Linda Wheal	Year 3 class teacher	Art and Design Leader Phase Leader -SMT
Liz Carré (0.2)	Year 3 teacher - mornings	RE Leader Gomer Growers Leader
Alice Ball	Year 4 class teacher	NQT
Peter Milnes	Year 4 class teacher	History Leader
Heather Guyett-Smith	Year 5 class teacher	Maths Leader
Sharon Toone	Year 5 class teacher	Phase Leader - SMT SMSC / PSHCE Foundations of Learning Teacher Governor
Vicky Holden	Year 6 class teacher (TLR)	SMT PE Leader Inclusion and Pastoral Leader
Matt Woolway	Year 6 class teacher	SMT English Leader SLE Library Liaison
Mark Allen	Site Manager	Health and Safety First Aider
Maureen Austin (0.9)	Admin Officer	First Aider
Louise Arnold	Y3 Learning Mentor - LAPS	ELSA First Aider
Sarah Bottriell	Y4 - LAPS Team	FEIPS
Elodie Gardener	Cover Supervisor	Service Club Staff Governor FROGJS Leader School Council Leader

Laura Hanaway	Y5 - LAPS Team	Bereavement Councillor Family Links
Maria Kidd	Administration Support Librarian	First Aider
Lisa Lawson	TA Administration Support	First Aider
Lauren Lethbridge	TA	First Aider Cookery Club
Sophie Lines	1-1 Support Worker	First Aider
Samantha Mawby	TA IEP Interventions	gSTEM Club Support
Lesley Norris	1-1 Support Worker	Long Term Sick
Lynn O'Brien (0.6)	HLTA	Service Club First Aider
Sam Sinclair (0.8)	Finance Officer	First Aider
Christine Walsh	Y6 - Learning Mentor - LAPS	
Neal Willis	TA	Ukulele Club Sports Support
<b>Cleaning Team</b>		
Tina Hayward	Ruth Lindford	Christine MacClellan
<b>Lunchtime Supervisors</b>		
Becky Baird	Lin Bradly	Ann Kennedy
Lauren Lethbridge/Sophie Lines	Trudy Riches	Jane Scott

## Appendices

1. School staff: Roles and Responsibilities
2. Governor visit form. General
3. Subject monitoring form; initial visit.
4. Subject monitoring form; follow up visit.
5. Monitoring form; informal learning walk
6. School map







Lesley Norris	TA – 1-1	Long Term Sick
Lynn O’Brien	HLTA	Service club
Rosie Lines	TA – 1:1	
Lauren Lethbridge	TA – 1:1	

**Office/Administration/ Lunchtime/Cleaning**

Sam Sinclair	Finance Officer
Maureen Austin	Admin Officer
Maria Kidd	Admin Support
Linda Bradley	Senior Lunchtime Supervisory Assistant
Mrs T Riches	Lunchtime Supervisory Assistant
Mr M Allen	Site Manager
Mrs L Annis	Cleaner
Mrs J Smith	Cleaner

**Gomer Governor Visit form: 1**

Governor name	Area of responsibility	Date of visit.
Staff/class visited		
Focus, purpose of visit		
Link with SIP		
What did I see. (brief notes)		
Focus Questions: TED		

What did I like.

What have I learned as a result of this visit?

Feedback to GB. When? Impact on SIP. Governors Comments

Follow up actions. What further do we need to do/see? Timescale.

Achieved. When?

Signed Governor.

Staff member

## GOMER GOVERNOR VISIT TO SCHOOL: Subject link

### Initial Visit 1

Governor	Area of responsibility	Date of visit
Staff/subject visited		
Is the action plan/budget linked to the SIP. Any specific areas?		
What items have been prioritised? If so how were these chosen and why?		
Are resources audited? Have resources to be purchased been identified? What are these? Are costings and hours known?		
Have you put new initiatives in place or identified initiatives. What are these? What is the expected outcome / impact on these initiatives.		
Have you had opportunity to discuss your subject plans with the whole staff? How?		
Is there a subject policy. What input did they have in writing the policy? Review Date?		

How is the subject monitored? How is pupil progress tracked?

Is there anything else the subject leader would like to discuss? What are you proud of?

Has there been an opportunity to discuss their subject with the Curriculum Committee/WGB?

What evidence has been presented / viewed to support the above discussion?

Governor Comments on the visit, evidence, talk with pupils, learning walks etc.

Areas for review / action / follow up

Signed Governor

Subject leader.

## GOMER GOVERNOR VISIT TO SCHOOL: Subject link

### Follow up Visit 2.

Governor	Area of responsibility	Date of visit
Staff/subject visited		
Is the action plan/budget still relevant? Are timelines the same. Have any actions been completed? Is the budget sufficient?		
Have resources been purchased? What has their impact been?		
Are you seeing an impact from any new initiatives? Have any initiatives been changed? Why?		
Action points from previous meeting> what is the outcome now?		
What progress has been made by the pupils. What strengths are here? Any areas of concern?		

What is your evaluation of the subject and its impact on children's learning over the last year?

Would you have done anything differently? Is there anything else you would like to discuss?

Have you identified areas for development to be addressed next year?

What evidence supports the areas discussed?

Governor Comments on the visit, evidence, talk with pupils, learning walks etc.

Any outstanding actions for consideration?

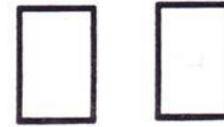
Signed Governor

Subject leader.

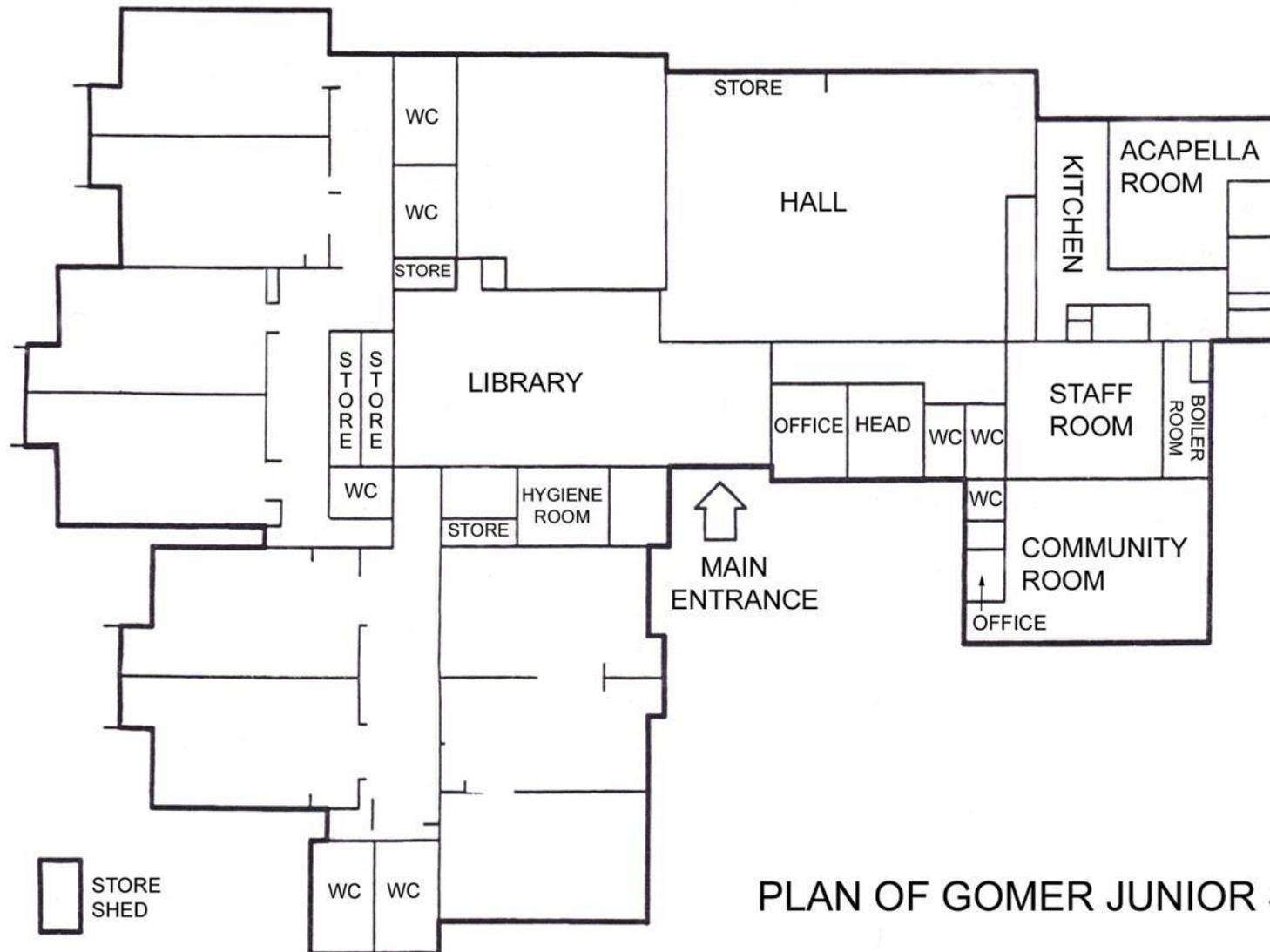
**Gomer Governor Visit**

**Informal creative curriculum walkabout**

Governor	Area of responsibility	Date of visit.
Purpose of visit.		
Did you achieve what you wanted? If not what how could things be done differently		
Observations Did you see.		
Pupils engaged in their work		disruptive behaviour by pupils
A safe learning environment		Health and safety concerns. What?
Stimulating learning environment, display		Display boards needing update
Children in playground playing positively		Isolated pupils in playground
Friendly smiles around the school		
Children working independently		
Comments:		
Action: follow up.		
Signed		



STORAGE  
CONTAINERS



PLAN OF GOMER JUNIOR SCHOOL

