



## St Paul's C of E Junior School

Oxford Road, Wokingham, RG41 2YJ

Tel: (0118) 978 5219

Email: [office@stpauls.wokingham.sch.uk](mailto:office@stpauls.wokingham.sch.uk)

Website: [www.stpauls.wokingham.sch.uk](http://www.stpauls.wokingham.sch.uk)

Headteacher: Mrs J M Taylor

### What it means to be a Governor at St Paul's C of E Junior School

Governors act as a team but the amount of time that each is able to give to the role varies. However, there are some commitments that are expected of all Governors. All Governors attend Full Governing Body meetings six times a year held every half term. Each Governor is expected to attend one sub-committee. There are three sub-committees and governors choose the one that suits their skills or interests. The committees also meet six times a year, usually two weeks before the meeting of the Full Governing Body.

Most meetings start at 6.00pm and last between 1.5 and 2 hours.

### The Committees

#### Finance and Personnel

This acts as a sub-committee to the Full Governing Body and must ensure that:

- The allocation of resources promotes the aims and values of the School.
- Resources are targeted on improving standards and the quality of provision
- Resources are used to support the varied educational needs of all pupils

This committee is also responsible for monitoring financial competence and annually reviewing a number of important school policies

#### Learning and Teaching

The Governing Body has general responsibility for the conduct of the school with the view to promoting high standards of educational achievement but it also delegates certain responsibilities to the Learning and teaching committee.

- Curriculum – to approve the school's curriculum and to monitor implementation of changes to the school curriculum in line with national and local guidelines and requirements.
- Inclusion – To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy and any arrangements for gifted and talented children. To ensure the needs of looked after children are met through the agreement and review of the relevant policy.
- School Improvement – To review termly performance data and report key messages on school performance, including benchmarking information to the Governing Body
- Community and Parent links – To ensure a curriculum complaints procedure is in place and monitored. To ensure a home-school agreement is in place and monitored.

#### Health Safety and Environment

Ensuring the health and safety of all pupils, staff and visitors to the school is an essential responsibility of the Governing Body and this committee oversees and monitors matters concerning the school environment.

- To assist and advise the Headteacher on all matters relating to the School site and buildings.
- The committee shall inspect the school each term and ensure that the school meets its legal Health and Safety obligations
- To be responsible for monitoring compliance with security and emergency policies and procedures.

