



**Winterton Junior
School
Governor Induction
Booklet**

To be read in conjunction with *Governor Induction Policy*

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Introduction

Welcome to Winterton Junior School, we hope your time as Governor with us will be an enjoyable one. Winterton Junior School is very much a team, which includes all staff, children, parents and of course Governors. Getting to know other governors, staff and children will be a priority for you but it is also important to take some time, in the early days, to make sure you are clear about your role in school. You will be most able to support the school when you yourself feel supported. This induction policy and booklet is intended as a guide for all new Governors. It aims to give basic information about being a governor in our school and to outline some of our procedures, hopefully answering some questions for you about the school and school governance, and is part of our induction process.

In order to support you from the beginning, it is our policy that all new Governors are assigned a governor mentor. Your governor mentor will be an experienced governor who will help you to complete an induction program to support your new start. Our link governor (currently Cheryl Baxter) will arrange and introduce a governor mentor for you. An Induction Timetable is included as Appendix A, which will be completed by yourself and your Governor Mentor during your induction.

New governors receive lots of information on paper in the first term and this can be a little off putting. Talking through some of it with your governor mentor will give you a better understanding, increasing your confidence as a governor and result in earlier participation at governor meetings. So, before your first governors' meeting, a mutually convenient, informal meeting with your governor mentor will be arranged for you. This meeting will provide an opportunity for you to discuss anything you might be concerned about regarding your new role as governor, provide background information about our school and prepare you for your first governors' meeting. It will also give you chance to discuss any particular interests and strengths that you might have, so that your potential can be harnessed within the governing body and its sub committees such as finance, Health and Safety etc.

During your first governors' meeting, all the members of the governing body, including the clerk, will be introduced to you. During the first meeting you will be linked to specific school priority areas, usually something that you are particularly interested in or have a particular talent/skill.

After the first governors' meeting your governor mentor will arrange a further meeting to answer any questions you may have about governors' meetings. Your governor mentor will be able to explain any jargon and acronyms used within the meeting that you may not have understood, and outline the working practices of Winterton Junior School Governing Board including ground rules. This might include explaining how to handle a complaint from a parent for example or reinforcing the need for confidentiality. Your mentor will also assess any training needs that you may require and pass this information on to the link governor for action.

Should you require any further information or have any concerns following these initial meetings with your governor mentor, please contact your governor mentor, link governor, chair of governors, Head or Deputy.

What does a school governing board do?

A governing board is made up of people representing all the different stakeholders in a school such as parents, staff, the church, the local community and the local authority. This group of people works together as a corporate body with no one person having any greater voting rights than any other (this includes the Headteacher and chair of governors). The responsibilities of the whole governing body can be broken down into 2 main headings:

Strategic planning

This means working together, taking advice from the Headteacher and, where necessary, officers of the Local Authority, to decide upon a set of policies and procedures within which the school can operate. This can include a wide variety of things such as behaviour management within the school, the approach to be taken in teaching sex and drugs education, handling complaints, dealing with personnel issues, ensuring the health and safety of everyone using the buildings, school uniform, homework etc.

Accountability

The governing body holds the Headteacher to account and then in turn is accountable to stakeholders. Governors may offer support, advice, challenge, perspective, perhaps professional skills or maybe simply a point of view based on personal experience. The governing body continually monitors the performance of the school by collecting and analysing evidence, asking questions and working with the senior leadership team to judge how the school is doing against its goals.

All of these things together should mean that the governing board and the senior leaders of a school have a shared set of values and a shared vision of where the school is going. The governors should all have a good understanding of the strengths and areas for development of the school. They should be fully involved in deciding how the school will build on its strengths and tackle areas for development. The governors should be challenging and supportive of the senior leadership team and everyone should have a clear view of their own respective roles and responsibilities.

Ofsted (which inspects schools) sees the governing board as part of the leadership team in school and will be looking for a partnership where there is frankness and mutual respect. The Ofsted handbook for inspecting schools states that 'creativity and dynamism in reflecting upon performance, promoting change and capitalizing on links with the local community will suggest excellent governance'.

The task of being a governor is not easy but there is lots of help, training and advice available if and when required. No-one works alone as a governor but is always part of a team. North Lincolnshire Authority provide excellent training for governors which ensures a greater understanding of the role of governors and enables governors to become more confident and effective. Local Authority officers are available to offer professional advice and guidance to governors and your governor mentor will be able to supply you with the name and contact details of the local authority officer with responsibility for Governors.

Roles and Responsibilities of the governing board

The governing board has a range of duties and powers, which include;

- Deciding (with the Headteacher and the local authority) the aims and policies of the school, and how the standards of education can be improved.
- Deciding the conduct of the school; how it should be run.
- Helping to draw up (with the Headteacher and staff) the school improvement plan.
- Deciding how to spend the school's budget.
- Making sure that the national curriculum and religious education are taught and reporting on national assessment and examination results.
- Selecting the Headteacher and deputy Headteacher.
- Promoting, supporting and disciplining staff in consultation with the Headteacher.
- Acting as a link between the local community and the school.
- Agreeing an action plan after an Ofsted inspection and monitoring how the plan is put into practice.

The role of a school governor is to:

- Support the school but not uncritically.
- Explain its policies to parents and the community, but not blindly.
- Watch its standards, but with care, humility and an open mind.
- Oversee its policies and its use of resources.
- Help to settle its disputes, fairly and consistently.

All of the above roles should be carried out as a governing board, not as an individual governor, and in such matters, you need to act with a knowledge and understanding of the school.

An effective governor finds out about the school, keeps up to date with current educational ideas and issues, attends meetings and training and builds up good relationships.

Parents and staff governors are not delegates but represent, in the very broadest sense, the groups that elected them, making decisions and casting their votes, having heard the discussion, as individuals.

Agendas and Meetings

Winterton Junior School Clerk to Governors is Mrs. Melanie Stokes and she has been delegated responsibility for making up a draft agenda for each Termly meeting, with the chair and headteacher adding anything they feel is needed. Any governor has the right to ask for items to be included on the agenda but should discuss them first with the chair and/or the headteacher. As governors are given two weeks notice for termly meetings, the Clerk needs agenda items and associated paperwork at least three weeks before a meeting.

The agenda is made up of two parts:

Part A is the open part of the meeting. The minutes from this part of the meeting are available for anyone to read.

Part B deals with confidential matters and should not be discussed outside the meeting. During this part of the meeting observers will be asked to leave unless the governing body is in agreement that they be allowed to stay.

As a governor it is very important to remember that if you are unable to attend a governors' meeting you should send your apologies to the Clerk to Governors for Full Governors' Meetings and/or the chair or headteacher for all other Governors' Meetings. If you do not attend any governors' meetings for six months you may be removed from the governing body unless the governors have agreed to your absence.

Expectations of you, and others, as governors

Governors should:

- Demonstrate loyalty and corporate responsibility.
- Demonstrate regular attendance.
- Offer active involvement through committees, working parties, regular visits to school, and staff support.
- Demonstrate confidentiality and professionalism at all times.
- Take part in training and development, individually and as a team.
- Be open and approachable.
- Never feel uncomfortable asking questions.
- Be fully conversant with the Code of Conduct for Governors and have a clear understanding of the roles and responsibilities of the Governing Board.

Getting to know Winterton Junior School

If you are to make important decisions about our school you must know how it works. Every decision you make should, in one way or another, improve, and impact on, the children's learning. It is imperative that you have knowledge and have seen the school 'at work' and get a 'feel' of the school and what a school day looks like.

Your specialism, talent or professional attributes will be considered in linking you to a School Improvement Priority Team. Once linked, it is your responsibility to contact that member of staff/Team to arrange a mutually convenient time for you to visit the school. The purpose for your visit will vary, it may be to meet for discussion with the linked member of staff or it may be to look at children's work, talk to children or watch lessons in relation to the subject or area you have been linked to. Discussion with the member of staff you are linked with will determine the most appropriate form of visit. During your visit you should complete a monitoring report, which demonstrates good practice, will provide evidence for Ofsted during their visit and enable you to feed back to other governors in meetings. If you are part of any sub committees you may need to visit school for these roles eg. Looking at premises; considering health and safety practice etc. Should you have a particular talent or skill, or professional attributes, helping in school will also give you a better understanding of how something works or is taught in school. Visiting school also enables you to meet staff and children and build up relationships with them. However, it is important to remember that governors are not meant to be inspectors!!

Reading a variety of documentation will also provide you with information about our school, although this will not be as much fun as visiting! Some documents that you may find useful are listed below, and can be obtained from Cathy Logan, (Headteacher).

- School development plan
- SEF (School Self Evaluation Form)
- The last Headteacher's Report to the Governing Body
- School staffing structure
- Governing body committee structure, terms of reference and details of working groups
- Names of governors
- Last Ofsted report

The above list is by no means exhaustive and your governor mentor may also suggest other useful documentation. You may also find it useful to look at some of the schools policies: Behaviour, Special Educations Needs, Health and Safety for example. Cathy will be able to provide access to these and will also advise on all relevant policies pertinent to your role.

General Information

The next few pages of this induction booklet contain general information about Winterton Junior School. We hope it will give you a flavour of what our school is about.

The address of our school is:

Winterton Junior School
West Street
WINTERTON
North Lincolnshire
DN15 9QG

Telephone: 01724 732223 Fax: 01724 735397
E-mail: admin.wintertonjuniors@northlincs.gov.uk



The Headteacher is Mrs. Cathy Logan. The Deputy Headteacher is Mrs Ros Taylor. The Chairperson of the Governors is Mrs. Catherine Kemp.

The school currently has approximately 250 children on roll although this changes intermittently with children moving from our school to other schools and vice versa. An up to date figure can be obtained from the school office.

Admissions

The Schools current admissions arrangements adhere to the published criteria contained in the 2015/2016 North Lincolnshire Schools' Guide.

School Building

The original part of the school was built over a hundred years ago with a number of additions and improvements being made since. It consists of several classrooms, hall, library, computer suite and dining hall. Recent improvements have given us a new reception area and offices. All classrooms are fitted with interactive whiteboards, and all classes have access to laptop computer trolleys, iPads and the hall is also fitted with screen, projector and sound system.

Central to the school we have a hall, which serves as an area for assemblies, PE and wet playtimes.

We have two large playgrounds ideal for children to play on, and access to the Academy field area for outdoor PE. The children also have the opportunity to use the Academy inside sports facilities.

Ethos and Values

We believe that children should have a safe and stimulating environment in which to develop their awareness and knowledge of the world. We believe that education should be broad based and that the development of positive attitudes and skills is fundamental to learning. We believe that the school has a major role in encouraging children to care, to question and to strive to do the best possible. This involves the development of social skills and respect for others alongside the development of self esteem and self control. We want our children to achieve the highest standards of which they are capable, and for their learning to be balanced and thorough. Our aim is to nurture children who are interested, active and who are prepared and able to think for themselves.

School Staff

The staff at Winterton Junior School offers a wide range of skills and experience. The teaching staff are all committed to providing an interesting and varied curriculum for the children in their care. The welfare of the children is catered for by all staff who work hard to make Winterton Junior School such a pleasant, safe and secure environment for them.

The current staff are as follows:

Headteacher:	Mrs Cathy Logan
Deputy Headteacher:	Mrs Ros Taylor
Assistant Headteacher/SENco	Miss Stacey Melding
Teachers:	Miss Naomi Brears Mrs Gemaine Cooney Mr Adam Downs Miss Helen Genney Mr Scott Gourlay Miss Helena Kennedy Ms Rachel Whitley Miss Tarnya Donald
Business Manager:	Mrs Cheryl Baxter (Senior Leader)
Admin Officer:	Mrs Lindsay Lacey-Hatton
Admin Assistant:	Miss Chloe Fowler
Pastoral Manager:	Mrs Dawn Lovatt (Senior Leader)
Learning Mentors:	Miss Holly Smith Mrs Nicky West
IT Technician:	Mr Liam Linton
Support Staff:	Mrs Joyce Houlbrook; Mrs Nicky West; Mrs Jane Patrick; Mrs Charleen Reilly; Mrs Christine Jaques; Miss Bethan Cook; Miss Holly Smith; Miss Emily Rogers; Mrs Kerrie Barker; Mrs Joanne Laine, Mrs Jeanette Woodcock
Midday Supervisor Assistants:	Mrs Kelly Docherty (Senior Midday Supervisor); Mrs Bev Thompson; Miss Christine Walker; Mrs Jayne Portas; Miss Lindsay Sharpless; Miss Laura Buchan; Miss Chloe Fowler; Ms Julie Farniss; Mrs Chantele Hewson
Caretaker:	Mr Jeff Harrison
Cleaners:	Mrs Susan Smith, Mrs Eileen Littler

Staff Responsibilities 2016-2017

Staff Member	Class	Responsibilities
Cathy Logan Headteacher		Teaching & Learning; Behaviour; Assessment; Support Staff; Child Protection; Pastoral Support; CPD; Community Cohesion/ Extended Schools; Performance Management; H&S; Welfare;
Ros Taylor Deputy Head	6 Striped	Mathematics including all vulnerable groups; Music; More Able/ G&T; Assessment; School Council; Child Protection; Pastoral Support; Playground Buddies; NQT Mentor
Stacey Melding Assistant Headteacher	4 Elf	English including all vulnerable groups; SEND; Poverty Proofing Lead; Assessment; Child Protection; Pastoral Support;
Helen Genney	3 Eagle	History; RE; DT; (Humanities Team) iPad Lead; Bereavement Counselling;
Gemaine Cooney	6 Barn	IPC; Art; Computing; (Humanities Team) Lead ITT/Mentor; Voluntary Helpers in school/work experience
Naomi Brears	3 Little	IPC; Geography; PSHCE; (Humanities Team) Staff Governor
Adam Downs	6 Hawk	Science
Scott Gourlay	4 Snowy	PE; Sports Buddies
Rachel Whitley	5 Spotted	MFL; Designated Teacher for LAC; Shadowing SEN
Helena Kennedy	5 Tawny	Shadowing Music;
Tarnya Donald NQT	3 Crested	SCITT Trainee Teacher
Dawn Lovatt Pastoral Manager SLT Member		Behaviour; Child Protection; Pastoral Support; Attendance; Speech & Language; Extended Schools; Bereavement Counselling; OT; Hymn Practice
Cheryl Baxter Business Manager SLT member		Finance; Supply; Procurement; Health & Safety; Admissions; SFVS; Educational Visits Officer; Minutes; Governor
Lindsay Lacey-Hatton Admin Officer		Reception; School Fund; Attendance; Correspondence; General Administration;
Liam Linton IT Technician		General IT Tech maintenance; Website; Ipads; Liaison with Academy Tech; PPA cover for Computing;
Chloe Fowler Admin Assistant		Reception; sQuid; Correspondence; General Administration; classroom support

Staff Member	Class	Responsibilities
Bethan Cook	LITTLE	TA; SLT & Computing PPA Cover; Lexia; Guided Reading
Joyce Houlbrook	SNOWY	TA; Display Lead; Guided Reading
Christine Jaques	SNOWY	TA; Guided Reading
Jeanette Woodcock	BARN	TA; PPA Cover; Guided Reading;
Kerrie Barker	EAGLE	TA; Guided Reading; Shine Maths
Jane Patrick	HAWK	TA; PPA cover; 1 st Aid; Guided Reading; Hymn Practice
Charleen Reilly	TAWNY	TA; Guided Reading
Emily Rogers	CRESTED	TA (CJ); Guided Reading
Holly Smith	CRESTED	TA (CJ); Learning Mentor; SEAL/Playground Buddies; Guided Reading
Joanne Laine	SPOTTED /LITTLE	TA (KM); Guided Reading
Nicky West	SNOWY	TA (AS); Learning Mentor; Maths Interventions; 1 st Aid; Hymn Practice

Parents

We have an Open Door policy at Winterton Junior School because we want parents to be fully involved in their children's education.

We have a whole school Open Evening at the beginning of the academic year. This gives parents and teachers an opportunity to meet and build effective relationships based on an understanding of expectations. Each class teacher informs parents each term of topics to be covered and timetables.

We have one parents' evenings per year, which is based on an appointment system in the Autumn Term. Written reports are sent to parents in the Spring term, with the opportunity to discuss these if deemed necessary and a open afternoon is held in the Summer term for further discussions as appropriate.

We have several Open days through the year, when parents are invited to come and see their child at work in school and sample a flavour of the school. We invite parents to festivals, celebrations, Headteacher's Merit Assembly, sports days, and concerts.

Help is always appreciated in classes, and parents regularly volunteer to come into school. We are appreciative of parents with a talent or interest to share sporting, artistic, craft, etc. Parents helping in school will be asked to go through the Criminal Records DBS checking process, as law now requires this.

We have a regular newsletter that goes out, and is produced with the help of staff and children writing articles on events and new initiatives in school. We also operate a texting service, which enables us to contact parents quickly and efficiently when required.

Winterton Junior School is also very proud of its Parents and Friends Association who are very active in raising funds and providing excellent activities for both children and adults including Film Clubs, Bingo, Discos, Fayres, raffles and tombolas. If you would like to join please talk to your Mentor, Cathy Logan or Helen Genney.

The School Day

Morning Session: 8.55 am - 12.00 am
(mid-morning break 10.15 am - 10.30 am)

Afternoon session: 13.00 pm - 3.30 pm

Unless special arrangements have been made children should arrive at school between 8.50 am and 8.55 am. Staff are expected to be in school a minimum of 20 minutes before school starts and after it ends.

Staff offer a variety of after school activities including Music, Sports, Gardening, Healthy Eating, Drama and Creative.

Behaviour

We expect very high standards of behaviour at all times. We have a Positive Behaviour Policy for school, and below is the philosophy on which we have based it.

At Winterton Junior School we believe that all members of the community should be valued and that high standards of behaviour can be encouraged, by using a variety of consistent strategies throughout school, which produce individuals with high self-esteem. By high self-esteem we mean that children and adults feel confident, needed and appreciated and feel good about themselves. They are aware that they are achieving at school and they gain recognition from their achievements. They are happy to be themselves and have an inner calmness.

We have a set of rewards and sanctions, which are known in school and which are applied consistently and fairly by all. As a general rule of thumb we expect rewards to outweigh sanctions by a minimum of 3 to 1. When applying sanctions we make a point of never criticising the person, only their actions. If action is required, the school tries to ensure that it is constructive. The co-operation of parents is actively sought. We try to "catch" children behaving well and praise them. We give positive instructions, "Thank you for walking" not "Don't Run". Rewards can be a smile, a certificate, a sticker.

We also have a weekly celebration assembly, where children are rewarded with a certificate for following our rules. Once every term, we have a 'Headteacher's Achievement Assembly' to celebrate outstanding behaviour and attitude. We have a special guest to present the awards, the children receive certificates and a badge to keep and wear with pride. We invite parents secretly to this assembly, as an extra special treat.

As demonstrated above, the school has a clear Behaviour Policy, which is reviewed each year. The aim of the school is to ensure that the children are educated in an environment, which is ordered, safe and happy. This will be developed through a positive assertive approach that constantly reinforces the desired behaviour patterns and attitudes.

Assemblies

Assemblies are an important part of the school, and we place a high emphasis on delivering planned, motivational and interesting assemblies. These take the form of whole school and Classroom based assemblies. Through assemblies, we encourage high morals and behaviour, motivation, communication, praise and celebration and multi-cultural education. Any governors who have a particular talent/skill, which they are willing to share are encouraged to do so in a pre-arranged assembly slot. This is a most rewarding activity for both governors and children so do please contact Cathy should you wish to take part or deliver an assembly.

Lunchtime Arrangements

Excellent meals are prepared on the premises and some children opt to bring packed lunches. Children are seated in the school dining hall after they have made their choice and been served. Children are encouraged to eat a balanced meal in a polite way. If you are in school on a governor visit, which coincides with lunch time, we would be delighted for you to stay for lunch. Please arrange this with the office staff and your link subject/team leader.

And Finally...

We make every effort to run the school in an efficient and effective way, with the needs of the children and staff placed firmly at the top of the list of our priorities. However, there may be occasions when you are concerned about an issue at school. Please let either your mentor or Cathy know. If you wish to discuss a matter at length with Cathy, please arrange a mutually convenient appointment.

Winterton Junior School is very much a team, which includes all staff, children, parents and governors. We therefore take this opportunity to welcome you and hope that your time as governor at our school is rewarding, enjoyable and challenging.

Cathy Logan
Headteacher
September 2016

Induction Timetable for _____



Governor Mentor _____

Contact Details _____

This timetable should be issued by Link Governor and completed as appropriate by the assigned governor mentor with new governor as part of his/her induction process.

Action	Date	✓
Governor Mentor assigned by Link Governor		
Introductory meeting arranged between Mentor and new governor by Link Governor		
Induction timetable completed by Mentor and New Governor and issued to New Governor		
Induction policy and booklet discussed and issued by Mentor		
Pre full Governors meeting with Mentor		
Meeting with Head teacher/Tour of school/Documentation and policy information shared		
First Governors meeting		
Link made to subject /area leader at full Governors Meeting. Area/Subject: Member of staff to contact:		
Subcommittee membership		
Post full Governors meeting with Mentor including identification of training needs		
Initial meeting arranged with subject/area leader		
Training - Roles and Responsibilities		
Training		
Autumn Term Monitoring visit to school		
Spring Term Monitoring Visit to school		
Summer Term Monitoring Visit to school		