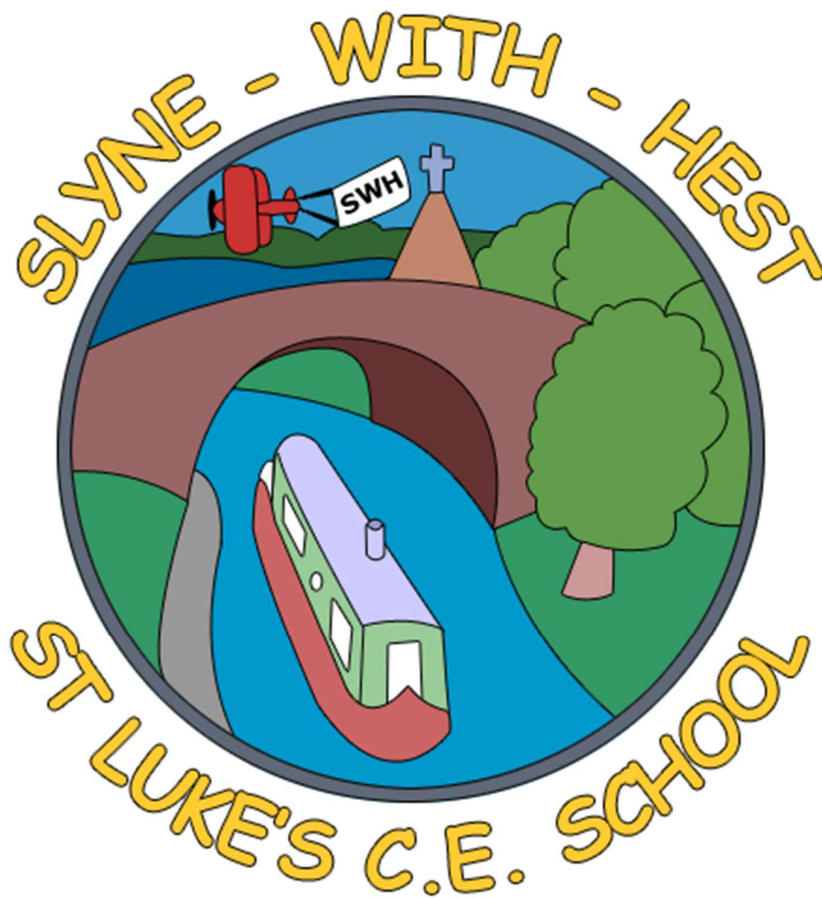


Slyne-with-Hest St Luke's C of E Primary School

Governors' Handbook 2025/26



Learn, laugh and love as part of God's family

Welcome to

Slyne-with-Hest St Luke's C of E Primary School

Governing Body

Inside this booklet you will find information to help you become familiar with the school and your fellow Governors.

School Values

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Christian values are at the heart of our schools life. We aim to nurture children in developing the full range of Christian values as they move through our school. This is also at the heart of our Mission Statement 'Listen, learn, love and laugh as part of God's family'

School Website — <http://www.slyne-with-hest.lancs.sch.uk/>

Governors & Appointing Bodies

<http://www.slyne-with-hest.lancs.sch.uk/governors/>

Governance is primarily concerned with **three strategic functions**:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- c. Overseeing the financial performance of the school and making sure its money is well spent.

Principles

- The Governing Board is a corporate board. Governors have no authority to act individually except where the governing board has delegated authority to do so.
- Governors are representative of the category of governor to which they are appointed or elected. They are not delegates OF those groups, e.g. they are not expected to speak on behalf of the group but according to their own understanding and conscience.
- Governors have a duty to act fairly and without prejudice, and in so far as they have responsibility for staff, will fulfil all the legal expectations as, or on behalf of, the employer.
- Foundation Governors aided by their colleagues, have a specific role in preserving and developing the ethos of the school, including any religious character and distinctiveness.
- Governors of a Church of England /Methodist School are committed to upholding and modelling the schools 'Christian virtues and values' along with the requirement to ensure the promotion of British Values.
- Associate Governors are appointed to support full governors with specific tasks agreed with them. They are subject to the same general requirements and standards but are not required to attend LGB or committee meetings, unless requested, and do not have a vote at meetings. They may in time be appointed as full governors.
- The Governing Board will always consider carefully how decisions may affect other schools, the local Church and the Diocese and Methodist District.
- Drawing on the model of the person, life and teachings of Jesus Christ, the Governing Board will strive to develop effective working relationships with:
 - a)The Headteacher b) Staff c) Children d) Parents
 - The Diocese and Methodist District
 - The Local Authority
 - Multi-agency representatives
 - The Parish, Methodist District and local communities
 - Other local schools and Academies.
 - Local educational organisations/businesses.
- Governors will work as members of a team in which constructive working relationships are actively promoted, forming the governing board which functions with corporate responsibility and accountability.
- Governors will seek to develop an open and honest relationship with the headteacher and all school staff, ensuring a balance is struck between offering challenge and support.

The Governing Board will work efficiently and effectively in the best interests of the school by :

- utilising the skills and strengths of the governors
- appointing individuals to appropriate roles and responsibilities
- forming committees and working parties when desirable
- fulfilling its statutory responsibilities, including ensuring the statutory right of appeal, through appropriate full delegation of powers and statutory functions to either :
 - a) a committee b) a governor, or c) the headteacher.
- All governors believe that the role of the governor is for the good of all children and will not take advantage of the role for personal reasons.
- Governors will declare any pecuniary or business interest to be recorded in the Register of Business Interests - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.
- The Governing Board will ensure that Christian values underpin the relationships between governors and others. These core values, based on the Bible, may be summarised as follows:
 - Faithfulness and integrity • Dignity and compassion • Humility and gentleness • Truth and justice • Forgiveness and mercy • Purity and holiness • Tolerance and peace • Service and sacrifice

Conduct

- Governors acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- Governors will each involve themselves actively in the work of the Governing Board, attend meetings regularly, and accept their fair share of responsibilities, including any membership of committees or working groups.
- Governors will get to know the school well, respond to opportunities to get involved and be faithful in attending all commitments/meetings.
- Governors will prepare for meetings by reading the paperwork provided, encourage open expression of views/questions and accept collective responsibility for all decisions made by the Governing Board.
- Governors will only speak or act on behalf of the Governing Board when they have been specifically authorised to do so
- When receiving and responding to any criticism or complaints about the school the procedures established by the Governing Board will be followed.
- Any visits to school whether informal, formal (eg monitoring) will be undertaken within the framework established by the Governing Board, in agreement with the Head and staff.

Confidentiality

- Governors will always observe the confidential nature of the proceedings of the Governing Board in meetings and visits to school as governors.
- Governors will observe complete confidentiality when required or asked to do so by the Governing Board, especially regarding matters concerning individual staff or students
- Keep discussion about decisions confidential even when decisions themselves are made public through the minutes of meetings.
- Governors will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Board.

Safeguarding

All governors will:

- undertake a Disclosure and Barring Service (DBS, formerly known as CRB) check,
- undertake an on-line Safeguarding and Prevent Duty Training
- be required to adhere to the schools Child Protection and Prevent Agenda Policy.

Training

- Induction training is considered an essential for all governors joining the governing board
- Undertaking regular training in aspects of the role of a governor is considered desirable throughout the term of office.
- Training for specific roles and responsibilities within the Governor Board is essential.

Breach of this Code of Practice

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Governing Board should seek to resolve any difficulties or disputes constructively.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.
- We understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the Governing Board, and, if agreed to be substantiated by a majority of governors, shall be recorded in the minutes and can lead to consideration of suspension or in some circumstances removal from the Governing Board.
- Governors will sign the Code at the first Governing Board meeting of each academic year

The latest version of the Blackburn Diocesan Board of Education Governors' Handbook should be regularly consulted and referenced.

<http://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Model-Policies/Code-ofPractice.aspx>

Membership of the Governing Body

Appointment Details	Name of Governor	Committees	Dates of appointment
Headteacher	Paul Bowden	Standards Com Buildings / Staffing / Finance Com	September 2006
Foundation (Ex-officio)	Rev Susan Seed	Standards Com	June 2022
Foundation Governors	Paul Beach	Standards Com (Chair of Governors)	November 2020
	Susanna Cassey	Buildings / Staffing / Finance Com (Chair)	July 2018
	Christiane Crabtree	Buildings / Staffing / Finance Com	September 2022
	Wendy Fawcett	Standards Com Buildings / Staffing / Finance Com (Vice Chair of Governors)	January 2023
	Rachel Mullaney		June 2025
	Janet Rogerson	Standards Com Chair	November 2019
Parent Governors	Lee Dougan	Standards Com	September 2021
LA Representative	Julie Mulliner		June 2025
Staff Representative	Jo Jennings	Standards Com	February 2021
Co-opted Governors Observer	Hayley Winder	Standards Com	July 2018
Associate (Observer)	Katherine Waterhouse	Standards Com Buildings/Staffing/Finance Com	September 2024

Committee Meeting Dates

Curriculum & Standards

Wednesday 15 th October 2025	15.30
Wednesday 4 th February 2026	15.30
Wednesday 6 th May 2026	15.30

Finance, Buildings & Finance

Wednesday 15 th October 2025	17.30
Wednesday 4 th February 2026	17.30
Wednesday 6 th May 2026	17.30

Full Governors

Wednesday 19 th November 2025	19.00
Wednesday 11 th March 2026	19.00
Wednesday 10 th June 2026	19.00

Governors Contact Details

Paul Beach (Chair)	<u>p.beach@slyne-with-hest.lancs.sch.uk</u>
Paul Bowden H/T	<u>head@slyne-with-hest.lancs.sch.uk</u>
Alison Barker	<u>a.barker@slyne-wth-hest.klancs.sch.uk</u>
Susanna Cassey	<u>s.cassey@slyne-with-hest.lancs.sch.uk</u>
Christiane Crabtree	<u>c.crabtree@slyne-with-hest.lancs.sch.uk</u>
Lee Dougan	<u>l.dougan@slyne-with-hest.lancs.sch.uk</u>
Wendy Fawcett (Joint Vice – Chair)	<u>w.fawcett@slyne-with-hest.lancs.sch.uk</u>
Kieran Fitzgerald	<u>k.fitzgerald@slyne-with-hest.lancs.sch.uk</u>
Rachel Mullaney	<u>r.mullaney@slyne-with-hest.lancs.sch.uk</u>
Joanna Jennings	<u>j.jennings@slyne-with-hest.lancs.sch.uk</u>
Janet Rogerson – (Joint Vice – Chair)	<u>j.rogerson@slyne-with-hest.lancs.sch.uk</u>
Rev Susan Seed	<u>s.seed@slyne-with-hest.lancs.sch.uk</u>
Katherine Waterhouse	<u>k.waterhouse@slyne-with.hest.lancs.sch.uk</u>
Hayley Winder	<u>h.winder@slyne-with-hest.lancs.sch.uk</u>

Committees - 2025/26

<p>Finance, Staffing & Buildings Committee Dr S Cassey (Chair) Mr P Beach Mr P Bowden H/T Mrs C Crabtree Mrs W Fawcett Mr K Fitzgerald Ms J Rogerson</p> <p>Mrs K Waterhouse DH (observer) Mrs C Lindsay (clerk to Committee)</p>	<p>Curriculum and Standards Committee Mr P Beach (Chair) Mrs A Barker Mr P Bowden H/T Mr L Dougan Mrs W Fawcett Mrs J Jennings Ms J Rogerson Reverend S Seed Mrs H Winder</p> <p>Mrs K Waterhouse DH (observer) Mrs C Lindsay (clerk to committee)</p>
<p>Pay Committee Mr P Beach Dr S Casey Mr K Fitzgerald</p>	<p>Appraisal/Pay Appeals Committee Reverend S Seed Ms J Rogerson Mrs W Fawcett</p>
<p>Staffing Review, Attendance, Discipline and Dismissal Committee Mrs A Barker Mrs W Fawcett Mr K Fitzgerald</p>	<p>Staffing Attendance, Discipline and Dismissal Appeals Committee Reverend S Seed 2 untainted governors</p>
<p>Appeals 3 untainted governors; alphabetically selected</p>	<p>Complaint Review/ Grievance Committee Mr K Fitzgerald Dr S Casey</p>
<p>Nominated Governors AGT – Mrs H Winder Child Protection – Ms J Rogerson English – Mr P Beach Maths- Mrs W Fawcett Link –Mr P Beach PE - Mrs H Winder Portal – Mr P Bowden PSHE – Pupil Premium – Mrs A Barker RE – Reverend S Seed School Council – Ms J Rogerson/Rotakids Science – SEN – Mrs W Fawcett</p>	<p>Pupil Discipline Committee Mrs A Barker Reverend S Seed</p>
<p>Extended Services Committee Mr K Fitzgerald Mr P Bowden</p>	<p>Admissions Ms J Rogerson Reverend S Seed Mr P Bowden</p>

Members of Staff

Mr P. Bowden Head teacher

Foundation Stage - Mrs G. Cunningham FS and KS1 Phase leader and Reception Class teacher
PPA cover Tues –Mrs M Bland, Mrs N Hole

Key Stage 1

Year 1 Mrs V Newman

Year 2 Mrs S Gregory – Mon
Mrs D Taylor- Tues - Fri

Key Stage 2

Year 3 Mrs J Jennings

Year 4 Mrs H Winder - Mon – Wed
Mrs J Love – Thurs - Fris

Year 5 Mrs K. Waterhouse DH / SENCO -Mon – Wed a.m
Mrs S. Gregory - Wed pm– Fri – (KS2 Phase teacher)

Year 6 Mrs E Pennington

Teaching Assistants

EYFS / Reception	Mrs M Towers
EYFS (SEN support)	Ms A Metcalfe
Year 1	Mrs J Savage
Year 1	Mrs N Hole
Year 1& 2	Ms K Pearce
Year 2	Ms H Carter
Year 2	Ms H Walker
Year 3	Mrs H Burrow
Year 4	Mrs E Chippendale
Year 5	Mrs K Bennett (Mon-wed)
Year 5	Mrs E Ashwin
Year 6	Mrs A North
Year 3 & Year 6 overview	Mrs E Overfield

Office staff

Mrs C Lindsay (School Business Manager)
Mrs R Mather (School Business Support Officer)

Before and After School Club

Manager Before & After School Club - Mrs A Metcalfe
Mrs M Towers
Mrs P Nickson
Mrs E Chippendale
Mrs J Winder

L/T supervision

Mrs L Oldfield - Supervisor
Mrs E Chippendale
Mrs A Metcalfe
Ms H Burrow
Ms K Peace

Welfare Assistants

Mrs P Nickson
Ms N McClelland
Mrs J Winder
Ms H Norh

Site Manager

Mr T Hall

School Holiday List 2024- 2025

AUTUMN TERM 202

INSET	Monday 1 st September
Re-open on	Tuesday 2 nd September
INSET 2 & 3	Thursday 23 rd & Friday 24 th October 2025
Mid Term Closure	Monday 27 th October – Friday 31 st October (Inclusive) 2025
Re open	Monday 3 rd November 2025
Closure after school on	Friday 19 th December 2025

SPRING TERM 2025

Re-open on	Monday 5 th January 2026
Mid Term Closure	Monday 16 th – Friday 20 th February (Inclusive) 2026
Closure after school	Friday 27 th March 2026

SUMMER TERM 2025

Re-open on	Monday 13 th April 2026
May Day Closure	Monday 4 th May 2026
Mid Term Closure	Monday 25 th May – Friday 29 th May (Inclusive) 2026
INSET (4)	Monday 1 st June 2026
Closure after school on	Friday 17 th July 2026
INSET (5)	Monday 20 th July 2026

TEACHER DAYS 2025

Monday 1st September, Thursday 23rd & Friday 24th October 2025

TEACHER DAYS 2026

Monday 1st June 2026

Monday 20th July 2026

Sources of Information for Governors

School Website	<u>www.slyne-with-hest.lancs.sch.uk</u>	
Lancashire Governor Services	<u>governors.north@lancashire.gov.uk</u>	01524 581136
Governor Training	<u>governors.training@lancashire.gov.uk</u>	
School Portal	<u>https://schoolsportal.lancsngfl.ac.uk</u>	
GEIS (Governors Electronic Information Service)	<u>https://geis.lancashire.gov.uk</u>	
LASGB (Lancashire Association of School Governing Bodies)	<u>www.lasgb.org.uk</u>	
National Governors Association	<u>www.ngs.org.uk</u>	
Governornet	<u>www.governornet.co.uk</u>	
Governorline	<u>www.governorline.info</u>	
OfSTED	<u>www.ofsted.gov.uk</u>	
Blackburn Diocese	<u>www.blackburn.anglican.org</u>	
Department of Education	<u>www.education.gov.uk</u>	
The Audit Commission	<u>www.audit-commission.gov.uk</u>	

Governor training

The Lancashire Governor Training and Development Team provide an up to date professional service of training for the individual governor and the Governing Boards to ensure that governors understand and perform their role effectively. The training and development offer is client oriented and has a proactive approach for the development of Governing Boards, which meets the requirements as set out in the DfE's Governance Handbook 2019 and Competency Framework for Governance 2017. The tutor team consists of: Local Authority Officers and Advisers, Teacher Consultants; retired Headteachers, experienced Chairs of Governors and National Leaders of Governance (NLGs).