

**John Kyrle High School and Sixth Form Centre (JKHS&SFC)**  
**Local Board of Governors**  
**Governance, Strategic Leadership and Planning - 2024/25**  
**Paul Deneen OBE JP DL - Interim Independent Chair.**

**1. The Role of the Governor on the Local Board of Governors, Time Commitments and Governor Induction.**

- a) The Local Board of Governors acts as a sub-committee of the Heart of Mercia Multi Academy Trust (HOM MAT).
- b) The John Kyrle High School and Sixth Form Centre Local Board of Governors and the agreed responsibilities are as set out below.
- c) The Chair of Governors reports to the HOM MAT at its regular meetings with Chairs of Local Governing Boards, so there is a clear communication link with the HOM MAT.
- d) Full details of the overall governance structure of the HOM MAT can be found on their website.
- f) Local Governor meetings are held each half term and are held in the evenings commencing at 5pm. Dates are agreed on an annual basis which mirrors the school calendar.
- g) The time commitment for meetings normally involves full governors meetings (up to 2 hrs per half term), a committee meeting (up to 2 hours per half term), and possibly a panel meeting if required. There will also be visits to the school which include special events such as concerts and fundraising which are held during the school day to which all Governors are invited.
- h) Governor details and pen portraits and a photograph will be placed on the school website.
- i) An induction programme for new governors has been agreed. This will include briefings/information from the Chair, the Headteacher, the Clerk, together with an arranged visit/tour of the school. Training/development will be discussed as part of the programme. Safeguarding and Prevent training are mandatory. Disclosure and Barring Service (DBS) checks to enhanced level are also completed on each member.
- j) At the outset, it is very important for each governor to understand that the Headteacher is the professional adviser to the Governors and has the day-to-day management/responsibilities of the school.

**2. Strategic Leadership and Accountability and 'Team John Kyrle'**

- a) The Governors, together with the Headteacher and staff, parents/carers and the students set the strategic direction of travel as far as the school is concerned. The Head Teacher (HT) has the overall operational responsibility for the leading and managing the school on a day-to-day basis.
- b) The mission statement of **READY - RESPECTFUL - RESILIENT** reflects what the John Kyrle High School learning community is all about, and in summary:-

**READY**

Homework done

On time, in uniform

Positive mindset  
Equipped

### **RESPECTFUL**

Sit up straight and listen - look at speaker or text  
Treat everyone kindly  
Ask and answer like a scholar  
Respect silent solo time  
Thank you - say it  
Stay positive

### **RESILIENT**

Give of your best  
Relentless effort  
Expect to make mistakes  
Ask your teacher for help  
Take ownership and responsibility

c) There is also an excellent and professional relationship between the Local Board of Governors and the HT, staff and parents/carers and students.

d) The culture, values and ethos form an important part of the success of the school. The Governors have endorsed and fully support the HT's and the **TEACH** goals:-

**T** - Teaching and Learning

**E** - Engagement

**A** - Academic Outcomes

**C** - Community

**H** - High Quality Leadership

e) Decision making by governors will need to be clear and the aim is also to have excellent collaborative working with stakeholders and the local community.

f) Risk management will need to be fully understood as far as all of the Governors are concerned.

g) The Clerk to the Governors clerks the meetings of governors as part of the HOM MAT Governance Model.

h) The Governors have 'gold membership' of the National Governors Association (NGA). Bite-size modular units are available from this membership as part of any governor training and development opportunities are concerned.

i) Training is also available from the '**Governorhub.**'

j) The Chair of Governors provides a 'Chair's Impact Statement' following each meeting of the Local Governing Board. This acts as a report on the work of the governors and governance and the summary is placed on the school website and is for the benefit of governors, staff, parents, carers, students and the wider community.

k) It is anticipated that there will be 2 meetings of the full LGB each term, and these will be held from 5pm to 6.30pm.

l) The first meeting of the term will involve a full update and briefing and presentation from the Headteacher which will involve a report on the School Development Plan, and an update on key areas of activity of the school.

m) During that half term, there will also be Working Group meetings held for Safeguarding+, SEND+, Stakeholders+, and Standards+ Working Groups.

n) In the second half of the term, the LGB focus will be on a series of reports/discussions from each of the 4 Working Groups, with clear evidence of 'holding to account' and 'support and challenge.'

### **3. The Strategic Group and Governor Input**

a) The Chair of Governors, the Vice Chair of Governors, the Headteacher meets periodically as a **Strategic Group**.

b) This group meets twice termly to discuss key strategic issues involved with overall planning for the **4 S's + Working Groups**. This includes agreeing and recommending work plans, discussion about policies and any governance issues and review. All key matters are also discussed and agreed with all governors.

c) The Chair of Governors ensures there is always involvement from all Governors, as each input is valued and appreciated.

e) The Heart of Mercia MAT High School Policies are also discussed at the Strategic Group Meeting.

f) The School Development Plan is reviewed and reported upon regularly by the Headteacher (HT). The HT will provide a detailed update and briefing at the first meeting of each term. For the second part of the term there is a 'deep dive' into the core areas of the **4 S's** of safeguarding, special needs and inclusion, stakeholder input and standards covering attendance, student behaviour, student performance and all.

g) Each of the **4 S's + Working Groups** meets termly, and the Headteacher or member of the Senior Leadership Team provides a detailed report of key activities/issues and there is full reporting to the Governing Board.

h) The Chair of Governors also provides a report on visits to the school and completes an Interim Report on key activities/work of Governors. This is also referred to in the Chair of Governor's Impact Statement, which is made available via the school website.

i) There will also be a discussion about Governor input, Governor Self-Review and Governor Performance, which will be undertaken on an annual basis.

ii)

j) Governors ensure that there is careful thought given to the 3-to-5-year plan in relation to pupil numbers, particularly for year 7 and for Year 12.

k) The Sixth Form Student Leadership Team will have an involvement in governance of the school.

### **The Full Governing Board, the Headteacher Report and the 4 Working Groups of Governors Arrangements.**

a) For the Full Governing Board Meeting, the Chair will agree with the HT and the Clerk the Agenda and all papers for the meeting, which is held half termly.

b) The HT will provide a **detailed presentation, update and briefing for the meeting** in the first part of each term. His report will be based on key areas of activity and based on guidance from the DfE, and will include :- Information on student numbers, attendance and exclusions; Student attainment and progress; Curriculum planning; Financial update; School and HOM MAT Improvement activities; Estates and site management update; Quality assurance; Ofsted judgements; Audit ratings; Risk register; Equalities; Safeguarding and wellbeing; Health and safety; SEND; HR update; Stakeholder - Update on staff voice, parent/carers voice and student voice.

c) For the second half of each term, the Governors have agreed **'4 S's + ' Working Groups** to oversee key areas of activity as far as the school is concerned.

d) All Governors will have access to all of the papers and reports for all of the 4 Working Groups. Governors will be attached to particular Working Groups, though will be free to also attend any other group as well. The Chair/Vice Chair of Governors who chair two Working Group each will determine the agenda, and the meeting dates/times with SLT and members. The SLT member/s will also provide a detailed report for each meeting, which evidences the answers to the key questions posed by the Governors. The Clerk will co-ordinate all the paperwork and will minute Working Group meetings and provide a summary of discussions and all.

e) For each meeting of the Working Group, there will be an agreed templated agenda.

f) The Headteacher or Senior Leadership Team Member (SLT) will provide a detailed report covering each of the items on the agenda for the Working Group.

g) The Agenda and HT Report will be circulated to Governors at least 5 to 7 days before the meeting is due to take place.

h) A summary of the discussion, and recommendations, support and challenge information will be provided as a record of each of the 4 Working Group meetings.

i) The Chair of Governors will produce a 'Chair's Impact Statement' following each Full Governor's meeting, which will be signposted to parents/carers via the newsletter and will also be attached to the Minutes of the meeting. A copy will also be circulated to all staff via the staff bulletin.

### **4. The 4 Working Groups which supports the school are as follows:-**

#### **( i ) Working Group - Safeguarding +**

#### **Chair - Moira Lee, Frances O'Brien, Kristian Phillips (SLT), Eve Bound.**

The Working Group will have responsibility for implementing the Local Governing Board's Safeguarding Policy and Plan, thus fostering a culture that provides the safety and wellbeing of pupils and staff at JKHS.

The Working Group will be chaired by the Vice Chair of the LGB, who will work with the HT and Designated Lead for Safeguarding to ensure that the necessary procedures are in place so that the safeguarding policy and plan can be monitored and reviewed. Also to provide evidence of support and challenge' via its interim and termly reports regarding their overall effectiveness.

**(ii) Working Group - SEND +**

**(Vulnerable students/Gifted and Talented/More Able students, and Mental Health and Wellbeing - Inclusion).**

**Chair - Moira Lee, Kristian Phillips (SLT), Alex Rees (SENCo), Charlie Yemm, Mark Finning.**

The Working Group will have particular responsibility for implementing the SEND Governor policy and plan, though will also have a wider remit to review the support offered to all students at the school. The issue of funding available and funding through the pupil and sports premium will be important to understand. Ensuring staff training and development is available will be important. Stakeholder and partnership working with the various health and educational external agencies will also form part of its work, to evidence an inclusive approach for all.

The Working Group will be chaired by the Vice Chair of the LGB, who will work with the SLT Lead to ensure all necessary support is available and offered to all students, and that the SEND plan/policy can be monitored and reviewed and provide evidence of 'support and challenge' via its interim and termly reports in relation to its overall effectiveness.

**(iii) Working Group - Stakeholders +**

**(Parents/Carers, Students, Staff and Community of Ross-on-Wye)**

**Chair - Paul Deneen, Julian Morgan (HT) and Jordan Salway (SLT), Neil Pritchard, Huw Lewis.**

Stakeholder engagement is an essential part of ensuring that the needs of the individual groups are considered regarding the LGB's decision-making. The views of all 4 groups of students, staff, parents and carers and the community are important to the LGB, and the communication and feedback is an essential part of ensuring that voices are heard. The LGB will draft a policy and a plan in relation to this work and will include surveys and attendance at school events and activities, so that pupil voice, staff voice parent/carers and community voice are all taken into consideration when decisions are being made. Working in partnership will be the key to its success.

Current thoughts also include arranging a series of John **Kyrle High School and Sixth Form Centre Forums** to bring in differing key opinion formers and stakeholders into the school on termly basis. This would allow all involved to be made aware of the work of the school from the Headteacher, to hear about its governance from the Chair, and to hear from the students themselves about their thoughts on how the school and the local community might work together in the future. Key themes can be considered in advance, so that those in attendance will be able to contribute and support key aspects of the work of the school. The first Forum will be about Volunteering and other themes include Inclusion and Mental Health, Businesses/Charities and The Environment and Climate Change.

The Working Group will be chaired by the Chair of Governors of the LGB, who will work with the HT, and SLT Leads to ensure that the policy and plan can be monitored and reviewed, and that 'support and challenge' can be evidenced via its interim and termly reports in relation to its overall effectiveness.

**(iv) Working Group - School Standards and Performance +**

**(Curriculum, Behaviour, School Uniform, Extra Curricular Activities, Attendance, Exclusions, Student Performance in Years 7, 8, 9, 10, 11, 12, and 13).**

**Chair - Paul Deneen, Luke Moseley (SLT), Jess Fawkes, James Bolt (SLT), Fiona Moore (SLT).**

The School Standards and Performance Working Group will have a role in monitoring of the overall school performance, with the aim of ensuring that students achieve their very best in relation to individual pupil performance.

Having an overall policy and plan will enable a clear focus on pupil target setting, monitoring, and review at Key Stages 3,4 and 5.

There will be opportunities to also review student attendance, behaviour, school uniform, educational visits, and any other issues which could affect student performance.

The Working Group will be chaired by the Chair of Governors of the LGB, who will work with the HT, and SLT Leads to ensure that the policy and plan can be monitored and reviewed, and that 'support and challenge' can be evidenced via its interim and termly reports in relation to its overall effectiveness.

**5. People, Policies and Compliance of the Local Board.**

The Governors will also ensure that structures are in place to evidence its role as a 'critical friend.' It will also evidence its 'support and challenge' role so that its overall impact on the school is reviewed. The Governors have built a successful and effective team of staff at The John Kyrle High School and Sixth Form Centre. It greatly values and supports staff in relation to continual professional development opportunities. The Governors regularly reviews all its Heart of Mercia MAT policies and procedures and ensures that it is compliant with all statutory requirements.

**6. Principles and Personal Attributes and Skills of Local Governors**

Governors bring a wealth of experience, skills, qualities, and knowledge to the Board of Governors. A skills audit is undertaken to identify any areas of activity which might need strengthening. All Governors make an active and valuable contribution to the John Kyrle High School and Sixth Form Centre. Governors fulfil their duties in line with the Nolan Principles of Public Life.

All Governors are committed, confident, curious, challenging, collaborative, creative and act as 'critical friends' to the school.

**7. Raising the Profile of Governors**

\* Information about Governors and governance issues is updated and is available on the school website. The Chair of Governors provides a twice termly summary impact statement of its work via the school website, and it is also signposted in the School Newsletter.

\* Governors are actively encouraged to support events and activities at the school. A calendar of activities/events will be made available. Governor visits will be able to be evidenced via a useful pro-forma.

\* Governors meet with staff and are involved in staff briefings and recognition events.

\* The Chair of Governors visits the school to meet with the Headteacher on a regular basis and updates the Governors on key issues.

\* Working Groups meet termly, and the Headteacher or SLT Lead provides a detailed report and update for each of the Groups.

\* There is also regular reporting of key school events in the School Newsletter, and via the local newspaper.

- \* There will be an overall aim to work much closer with stakeholders within the local community, so that students receive support and assistance and are able to develop volunteering and work experience opportunities.
- \* Governors are also committed to support the work undertaken on British Values and the Prevent agenda and raising awareness for all.

## **8. Evaluation and Self Review - Local Governance at John Kyrle High School and Sixth Form Centre**

- a) The Governors and the school will regularly evaluate its performance and activities.
- b) The various plans/policies will also be reviewed and reported upon on a regular basis.
- c) The Governors reviews its terms of reference for all its working groups on an annual basis.
- d) Training and development opportunities are discussed at each Governor's meeting, and there is also useful online training from the NGA.
- e) The Governors has an annual discussion Self-Review/Audit of Skills each Summer term. The Chair reviews governor input on an annual basis.

### **ROSS-ON-WYE COMMUNITY**

#### **JKHS - Mapping Exercise - Community Stakeholders - 2024**

#### **A. EDUCATIONAL**

Chairs of Governors/Governors

Primary pupils

Parents/Carers of Primary pupils

Twinning links - Conde (France), Betzdorf (Germany) and Busoga (Uganda).

#### **B. RELIGIOUS**

C of E - St Mary's Church

Catholic - St Josephs

Baptist

#### **C. POLITICAL**

MP

County Councillors

Town Councillors and Town Clerk

#### **D. BUSINESSES**

Association of Ross Traders

Local companies

Supermarkets

Garden centres

Care homes

Ross Labels/Baileys

Hotels, Restaurants, Cafes, Gyms, Health and Beauty.

#### **E. CHARITABLE/VOLUNTARY**

Community Development Trust and Community Garden

Royal British Legion

Ross Educational Foundation and Minett and Skyrme Charitable Trust  
Young People's Groups - Scouts, Guides, Cadets  
Women's Royal Voluntary Services  
Women's Institute  
Men's Shed  
Ross Lions  
Ross Hospital League of Friends and St John's Ambulance  
University of the Third Age - U3A

**F. EMERGENCY AND OTHER SERVICES**

Police and Fire and Rescue  
NHS - GP, Hospital, Ambulance  
Armed Services

**G. LEGAL AND FINANCIAL**

Accountants  
Solicitors  
Insurance

**H. SPORT AND LEISURE, THE ARTS and TOURISM AND MEDIA/SOCIAL MEDIA**

Ross Sports Centre - Football  
Ross Urban Park and Skate Park  
Cricket, Tennis, Hockey, Rugby, Rowing, Equine.  
Goodrich Castle  
The Arts Society Ross-on-Wye, Made in Ross and the Phoenix Theatre  
Ross Gazette, Hereford Times, Ross-on-line, Facebook and websites

**I. RURAL/AGRICULTURAL AND TRANSPORT**

Farming  
Vets  
Fruit and Vegetable Farms  
Travel Firms  
Travel Hire  
Buses

**J. ENVIRONMENTAL**

Envirobility  
Hereford Nature Trust.

**July 2024**