

# PARKSTONE GRAMMAR SCHOOL



## GOVERNING BODY SUMMARY AND INFORMATION 2018-19

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### Constitution

The academy trust is incorporated as a company limited by guarantee with no share capital (registration number 07461209) and an exempt charity. The Charitable Company's memorandum and articles of association are the primary governing documents of the Academy Trust. Three governors act as the trustees for the charitable activities of Parkstone Grammar School Trust Limited and all governors are directors of the Charitable Company for the purposes of company law. The Charitable Company is known as Parkstone Grammar School.

### Principal Activities

The Academy Trust's principal activity is to advance, for the public benefit, education in Poole and its surrounding areas by establishing, maintaining and operating a girls' selective school offering a broad and balanced curriculum.

### Method Of Recruitment And Appointment Or Election Of Governors

The Governors are appointed under the terms of the Articles of Association as follows:

- up to 1 Governor, appointed by the Trustees
- up to 1 LA Governor appointed by the LA
- up to 7 Parent Governors elected by parents
- up to 4 Staff Governors (including the Headteacher)
- up to 4 Partnership Governors appointed by the Governing Body
- up to 2 Community Governors appointed by the Governing Body
- any Additional Governors appointed by the Secretary of State for Education
- up to three co-opted governors - co-opted by the Governing Body

The term of office for all Governors (except the Headteacher) is four years. The Headteacher's term of office runs parallel with his/her contract of employment.

### Organisational Structure

The Governors are responsible for setting the direction of the school, general policy, the School Development Plan and the Budget. They are also responsible for monitoring the work of the school and providing support and challenge.

All governors are members of at least one committee:

- Curriculum and Student Matters
- Finance and Premises
- Personnel and Training

In addition a Steering Group meets once a term to review key performance indicators and to plan the work of each committee. All chairs and vice chairs of governors sit on the Steering Group and other governors are welcome to attend. This group has no delegated responsibilities. Each committee has its own Terms of Reference. They work closely with the school's Leadership Group to whom leadership and management of the school on a daily basis is delegated. The Leadership Group is responsible for the authorisation of spending within agreed budgets and the appointment of staff although the interview panels for all middle leaders will normally involve a governor and for senior appointments a governor must be involved.

## **Risk Management**

The governors have assessed the major risks to which the Academy is exposed, in particular those relating to the specific teaching, provision of facilities and other operational areas of the Academy, and its finances. The governors have implemented a number of systems to assess risks that the school faces, especially in the operational areas (e.g. in relation to teaching, health and safety, student well-being and school trips) and in relation to the control of finance. They have introduced systems, including operational procedures (e.g. vetting of new staff and visitors, supervision of school grounds) and internal financial controls in order to minimise risk. Where significant financial risk still remains they have ensured they have adequate insurance cover. The Academy has an effective system of internal financial controls and this is explained in more detail in the Statement of Internal Control.

## GOVERNING BODY 2018-19

NAME	CATEGORY OF GOVERNOR	APPOINTED BY	TERM OF OFFICE EXPIRATION	COMMITTEE MEMBERSHIP	POSITIONS OF RESPONSIBILITY	ATTENDANCE 2017-18	
						Meetings attended	Out of possible
Mrs Dawn Stark	Partnership Governor	Governing Body	06/12/2020	Attends all committees	Chair of Governors	14	16
Mrs Christine Bailey	Community Governor	Governing Body	13/09/2022	TBC	TBC	N/A	N/A
Dr Suzie Baverstock	Co-opted Governor	Governing Body	04/12/2022	TBC	TBC	N/A	N/A
Mr Christopher Benn	Parent Governor	Parents	04/12/2022	TBC	TBC	N/A	N/A
Mr Simon Bowden	Co-opted Governor	Governing Body	04/12/2022	Curriculum and Student Matters		8	9
Mr Andrew Burn	Community Governor	Governing Body	20/03/2022	Curriculum and Student Matters Finance & Premises Personnel & Training	Vice chair of Curriculum & Student Matters Pupil Premium Governor	13	15
Mrs Kirsty Cooper	Parent Governor	Parents	04/12/2022	TBC	TBC	N/A	N/A
Mr Adrian Cormack	Partnership Governor	Governing Body	20/03/2022	Finance Y Premises		5	8
Mr Simon Dunk	Parent Governor	Parents	08/12/2019	Finance & Premises	Chair of Finance and Premises	8	8
Mr David Hallsworth	Headteacher	Ex-officio				N/A	N/A
Mr Matthew Hosier	Parent Governor	Parents	08/12/2019	Curriculum and Student Matters	Chair of Curriculum & Student Matters	7	9
Mrs Alison McMullen	Parent Governor	Parents	08/12/2019	Personnel & Training	Chair of Personnel and Training	7	7
Mrs Samantha Pope	Co-opted Governor	Parents	04/12/2018	Curriculum and Student Matters	Safeguarding governor	8	9
Miss Ann Simmons	Partnership Governor	Governing Body	25/01/2020	Personnel & Training Curriculum and Student Matters	Vice chair of Governors SEN Governor Responsible Officer	15	16
Mr Simon Whitaker	Parent Governor	Parents	01/02/2021	Finance & Premises	Vice chair of Finance & Premises	6	8
Mr Trevor Willis	Staff Governor	Staff election	25/01/2020	Finance & Premises Personnel & Training		6	7
Mr Robert Wilsher	Parent Governor	Parents	04/12/2022	Finance & Premises		N/A	N/A