



KINGSMOOR LOWER SCHOOL

Governing Board Structure and Business

September 2025

School vision & values

Our vision is to open up every opportunity for all members of our Kingsmoor community.

We'll do this by:

- Valuing wellbeing
- Inspiring curiosity
- Building resilience
- Encouraging aspiration

The school's vision is at the heart of who we are and what we do, and therefore drives the priorities identified by the headteacher and governors. We share in this vision, and are part of the Kingsmoor community working together to ensure great outcomes for our pupils.

The Governing Board

The Governing Board is the school's legally accountable body and must operate in the best interests of the school. The Governing Body's role is to lead the school strategically.

As set out in the Governance Handbook, the Governing Board has three core functions:

- Ensuring clarity of the vision, ethos and strategic direction
- Holding the executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the school and making sure that its money is well spent

As of 1st September 2025, the Governing Board consists of (in alphabetical order):

Name	Category of governor	Role
Tim Diaper	Local Authority	Chair of Governing Board
Caroline Jenkins	Ex-officio	Headteacher
Nicola Masters	Parent	Chair of Finance Committee
Jacqueline Perkins	Co-opted	
Rachael Stevenson	Parent	Vice Chair of Governing Board
Jessica Suffling	Staff	
Kelly Toland	Co-opted	
Vacant	Parent	

Some governors (notably the Chair) have specific, delegated responsibilities. Other decision-making responsibilities are delegated to committees of the Governing Board. We currently have the following standing Committees:

- Finance Committee (meeting termly, consisting of at least 3 governors)
- Pay Committee (meeting annually, consisting of at least 2 governors)

In addition, the Governing Board appoints a Headteachers Performance Management panel, and other committees are appointed as required (e.g. to hear complaints or appeals).

In order to be the best Board we can be, for the good of the whole Kingsmoor Community, we commit to the following:

1. We'll ensure that a clear cycle of strategic business and review drives the content of Governing Board meetings, ensuring that we effectively fulfil the core functions of a Governing Board (as above).
2. We'll implement a rigorous and effective model of monitoring and scrutiny, ensuring that executive leaders are held to account for the performance of the school and supported in their responsibilities.
3. We'll increase our skills by pursuing training opportunities that add purpose and value to our work, ensuring that we are continually improving our practice and input.

Cycle of strategic business and review

The Governing Board operates a clear and thorough cycle of business for the academic year in order to ensure that we deal with all statutorily required business.

Note: from September 2025 all meetings will have as standing items updates on safeguarding, complaints and H&S.

Our core functions are expressed in the strategic focuses for each meeting:

Annual Business Meeting (September)	Ensure clarity of vision, ethos and strategic direction by: • Electing Chair and Vice Chair who will lead the Board well, with a strategic focus through the year; • Reviewing the SEF • Robustly ensuring that the draft School Development Plan reflects the school's vision and strategic priorities; • Receiving annual Safeguarding Report on previous school year and identify any actions. Hold executive leaders to account for school performance by: • Establishing a calendar of Governing Board meetings and monitoring cycle; • Appointing link governors (see below) to key areas of school life; • Appointing HT performance management panel. Oversee the financial performance of the school by: • Appointing members to the Finance Committee; • Appointing members to the Pay Committee • Approving the Finance Manual and SFVS.
Autumn 2	Ensure clarity of vision, ethos and strategic direction by: • Approving School Development Plan which reflects the school's vision and strategic priorities; • Monitoring compliance with website requirements; • Establishing monitoring focuses for the next term to ensure impact of School Development Plan. Hold executive leaders to account for school performance by: • Receiving report from Data Group (see below) on scrutiny of school performance data; • Agreeing ambitious targets for school performance.
Spring 2	Ensure clarity of vision, ethos and strategic direction by: • Receiving reports from governor monitoring visits relating to focuses agreed at Autumn meeting; • Establishing monitoring focuses for the next term to ensure impact; • Discussing staffing structure for following academic year. Hold executive leaders to account for school performance by: • Receiving report from Data Group (see below) on scrutiny of school performance data;

	• Scrutinizing Pupil Premium report and Sports Premium report. Oversee the financial performance of the school by: • Approving the budget for following financial year (recommended by Finance Committee).
Summer 2	Ensure clarity of vision, ethos and strategic direction by: • Receiving reports from governor monitoring visits relating to focuses agreed at Spring meeting; • Establishing monitoring focuses for the next term to ensure impact; • Agreeing priorities for next year's School Development Plan. Hold executive leaders to account for school performance by: • Receiving report from Data Group (see below) on scrutiny of school performance data; • Scrutinizing end-of-year performance data; • Agreeing teaching and learning developments for next year.

Monitoring and scrutiny

Monitoring and scrutiny of the school's financial performance is delegated to the Finance Committee, the chair of which is the finance link governor.

Monitoring of the school's performance and progress against the priorities identified in the School Development Plan is achieved in two ways:

Data Group (half-termly, though only once in Spring Term)

The Data Group consists of at least:

- Chair
- SEND link governor
- PPG link governor
- EYFS link governor (if applicable)

The role of the Data Group is to meet with the HT/DHT/EYFS lead and to robustly scrutinise progress and attainment data for each year group, also giving particular attention to specific groups of pupils (SEND, PPG).

The purpose of the Data Group is to ask searching questions that analyse the data, and to view evidence of the impact of actions taken to further the agreed strategic priorities and development areas.

For example:

- If the EYFS data shows 80% of children achieving Expected/Exceeding, the Data Group would ask to see evidence from a sample of those children to satisfy themselves that the data is secure.
- If the Y2 data shows that boys are making noticeably less progress than girls, the Data Group would ask questions to consider why that is: Is there something about the curriculum that is less engaging to boys? What other contributing factors are causing it (e.g. behaviour), and what is being done to mitigate those factors?

Monitoring visits

Governors are linked to a specific area of school life as a monitoring and scrutiny focus (as of September 2024):

- Statutory link roles:
 - Safeguarding – Tim Diaper
 - SEND – Rachael Stevenson
 - PPG – Jacky Perkins
 - Health & Safety – Kelly Toland

It is expected that governors will undertake one monitoring visit each term relating to their link area above. This visit may include a learning walk or wider tour of the school for information purposes.

In addition to those link areas above, the Governing Board will regularly identify other areas in which a monitoring visit would be useful to gather evidence to prove the impact of its decision-making. It is important to remember some key principles:

- Governors are not in their role as education professionals. As such, they should remain committed to strategic priorities, not detailed operational matters. Governors are not mini-Ofsted Inspectors!
- Bearing in mind that strategic role, monitoring priorities should be agreed on a strategic basis, closely linked to the SDP and enabling incisive and detailed scrutiny.

The full Governing Board meeting is held in the second half of each term. At those meetings, detailed scrutiny of the School Development Plan and progress data will inform specific, incisive monitoring priorities for the next half-term. The Governing Board meeting will agree those monitoring priorities and expect feedback at its next meeting.

A monitoring priority may be identified for each of the SDP priorities as required, and governors allocated to monitor during the next half-term. At the following LGB meeting, the loop will be closed by the governor reporting back on the evidence scrutinised and confidence of impact (also noted in written governor visit report).

For example:

- The SDP reports that the Little Wandle Phonics programme is well-embedded and progress is increasing as a result. Governors would initiate a monitoring visit to take

place in the following half-term to see evidence of that impact and triangulate with the data presented.

Monitoring visit reports should be drafted and approved by the headteacher (or phase/subject lead) and uploaded to the Governor Drive by the end of the first half of each term, ready for review and discussion at the subsequent FGB meeting.

Monitoring cycle

Autumn 1	September	Full Governing Board – Business Meeting
	October	Finance Committee Pay Committee Data Group (baseline data)
Autumn 2	November	Monitoring visits – statutory link roles
	December	Data Group (focus area) Full Governing Board • Receive monitoring reports (Nov) • Set monitoring focuses (Jan)
Spring 1	January	Monitoring visits – areas identified at FGB
	February	Finance Committee Monitoring visits – statutory link roles
Spring 2	March	Data Group (focus area) Full Governing Board • Receive monitoring reports (Jan/Feb) • Set monitoring focuses (Apr/May)
Summer 1	April	Data Group (focus area)
	May	Finance Committee Monitoring visits – areas identified at FGB
Summer 2	June	Monitoring visits – statutory link roles
	July	Data Group (end of year data) Full Governing Board • Receive monitoring reports (May/Jun)

Supporting the headteacher

In addition to formal monitoring, the Chair(s) will meet monthly with the headteacher to discuss any matters relating to the school on which the headteacher needs support or advice. This is an important way for the Governing Board to ensure that they are exercising their dual responsibilities of support and challenge.

Training

The Governing Board will use an annual skills audit (during the summer/early autumn) and the annual governance effectiveness review to identify gaps in skills and experience.

Governor training is available from a range of sources, including Central Bedfordshire Council. Governors will be encouraged to broaden their skillset and record attendance at training courses on the shared drive.

In some cases, the Chair(s) and headteacher may agree that a particular training focus is mandatory and must be completed by governors as a prerequisite for remaining on the Board.