



Rotherfield Primary School

Federation of **Newington Green** and **Rotherfield** Primary Schools

The governing Boards of Newington Green Primary School and Rotherfield Primary School have been working together informally through a strategic partnership, supported by the London Borough of Islington (LBI), since February 2017. On 7th February 2022 both boards voted unanimously to Federate.

This document sets out how the new Governing Board will operate, and its work be structured.

Our Federation vision is as follows:

We believe by working together we can achieve more than working as stand-alone schools. These are our core aims for both schools:

- *A rich and well-balanced curriculum offer, with enriching experiences;*
- *High outcomes for all pupils;*
- *Ensuring that all children, regardless of circumstance, achieve well; and*
- *Meeting children's individual needs through a nurturing ethos.*

We will be known as The Governing Board of Newington Green and Rotherfield Community Primary Schools.

What is the purpose of our board?

The Governing Board will undertake the three core functions as set out in the Department for Education (DfE) Governance Handbook:

- 1. Ensuring clarity of vision, ethos and strategic vision.*
- 2. Holding leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.*
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent.*

Who will be on the board?

The membership of the Federated Governing Board is determined by the School Governance (Federations) (England) Regulations 2012, as amended in 2016, and specifically as stated in Regulation 21:

- 1. The governing board of every federation must be constituted in accordance with this regulation.*
- 2. The total membership of the governing board of a federation must be no fewer than seven governors.*

3. The governing board of a federation must include the following —

- two parent governors;
- the head teacher of each federated school (in this case, the Executive Head) unless any such headteacher resigns the office of governor in accordance with regulation 19 of the Constitution Regulations 2012;
- one staff governor; and
- one local authority governor.

4. The governing board may in addition appoint such number of co-opted governors as they consider necessary provided that the requirements in regulation 22 are met in respect of governing boards of federations comprising foundation and voluntary schools.

5. The total number of co-opted governors who are also eligible to be elected as staff governors under Schedule 3, when counted together with the staff governor and the head teachers, must not exceed one-third of the total membership of the governing board.

In line with the regulations above the make-up of the Governing Board of Newington Green and Rotherfield Community Primary Schools will be:

- **15 members, comprising:**
 - **2 parents (elected)**
 - **One Executive Headteacher**
 - **One staff governor (elected)**
 - **One LA governor**
 - **10 co-opted governors**

For voting purposes, a quorum will be 50% of the active membership. Once formed, the Governing Board will appoint the Chair(s) and Committee Members.

We will seek to add a parent from each school into co-opted places, making 4 parent governors in total. We will seek to Co-opt a staff member too if possible.

Everyone is a Governor of both schools in the new structure, despite representative make up.

Terms Governors serve will be 4 years.

There will be 4 committees in the revised structure. To be quorate for committees 3 Governors will be required to attend.

Full Governing Board			
Meets 3 times a year(termly) 2 Full day conference training days, plus 1 evening.			
Revenue and Resources	Teaching and Learning	Children, Families and Communities- Newington Green	Children, Families and Communities- Rotherfield
Meets 5 times a year.	Meets 5 times a year.	Meets 3 times a year(termly)	Meets 3 times a year(termly)

Link Governors (will serve across both schools)

Governor Lead	Safeguarding	SEND	Curriculum	Parent and Pupil Voice
----------------------	--------------	------	------------	------------------------

Link School Staff	DSLs in both schools	SENCoS in both schools	Heads of School	Heads of School
--------------------------	----------------------	------------------------	-----------------	-----------------

Responsibilities of each committee through the year which drive the agendas

Full Governing Board		
Autumn	Spring	Summer
Appoint a clerk, declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Appoint a clerk, declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Appoint a clerk, declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.
Elect a Chair and Vice Chair.	Ensure school websites are compliant	Establish date and membership for pay committee- Autumn 1
Appoint external advisor to support review of Executive Heads performance	Receive reports from the 4 committees	Receive reports from the 4 committees
Receive reports from the 4 committees	Receive report on pay decisions made in Autumn 1	Review the School Evaluation Forms
Receive reports from external advisors or OFSTED	Receive reports from external advisors or OFSTED	Receive reports from external advisors or OFSTED
Review the School Improvement Plans	Review Islington classification of the schools	Receive Executive Heads Report on termly progress
Receive Executive Heads Report on termly progress	Receive Executive Heads Report on termly progress	Receive reports from Link Governor Visits
Receive reports from Link Governor Visits	Receive reports from Link Governor Visits	Receive reports of complaints, exclusions, roll and incidents.
Review Instrument of Governance	Receive reports of complaints, exclusions, roll and incidents.	Review Budget position
Receive reports of complaints, exclusions, roll and incidents.	Review Budget position	Plan Governor visits (link and others)
Review Budget position	Plan Governor visits (link and others)	
Plan Governor visits (link and others)		

Revenue and Resources				
1	2	3	4	5
Appoint a Chair and clerk, declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.
Review Pay Policy	Review Complaints Policy	Review 3 rd Quarterly Budget Report	Review GDPR Policies and guidance	Review HS Policy
Review staff code of conduct policy	Approve SFVS	Approve staffing structure for following year	Review how school complies with Food standards	Review Premises compliance
Review Charging Policy	Review Disciplinary, grievance and capability policies	School fund audits	Approve budget for following year	Review appraisal Policy
Review Governors Allowances Policy			Review Year End Report and Outturn figures	Review 1 st Quarterly Budget Report
Review 2 nd Quarterly Budget Report				

Teaching and Learning				
1	2	3	4	5

Appoint a Chair and clerk, declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.
Receive update on pupil progress across all pupil groups, including actions to secure improvements	Receive update on pupil progress across all pupil groups, including actions to secure improvements	Receive update on pupil progress across all pupil groups, including actions to secure improvements	Receive update on pupil progress across all pupil groups, including actions to secure improvements	Receive update on pupil progress across all pupil groups, including actions to secure improvements
Review behaviour Policy	Review Subject Action Plans for Maths, English, science	Review RSE policy	Review subject action plans for all other curriculum subjects	Update on quality of teaching and monitoring in both schools
Review PE Impact Report impact	Review pupil premium	Review Subject Action Plans for Specialist staff	Update on quality of teaching and monitoring in both schools	Annual update on SEND pupil progress
Update on quality of teaching and monitoring in both schools	Update on quality of teaching and monitoring in both schools	Update on quality of teaching and monitoring in both schools	Review ECT policy	Review EYFS Policy

Children, Families and Communities

1	2	3
Appoint a Chair and clerk, declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.	Declare interests, review committee/board membership, approve previous minutes, accept or decline apologies.
Review Safeguarding and CP Policy	Review section 11 report on Safeguarding	Review allegations against staff policy
Review equalities policy and objectives	Review Medical Conditions/Needs Policy	Review ASC BC and Clubs Offer
Review attendance action plan and data	Agree questions for annual parent survey	Receive outcomes of annual parent survey
Whistleblowing Policy review	Review SEND Information Report	Review Safer Recruitment Policy
	Review SEND Policy	Review SCR checks through the year
	Agree questions for annual pupil survey	Receive outcomes of annual pupil survey

Membership of Committees and Board

FGB	RR	TL	CFC	Pay Committee
Quorate- 50% of active members	Quorate- 3 Governors	Quorate- 3 Governors	Quorate- 3 Governors	Quorate- 3 Governors
Link/Lead from Schools- Exec HT	Link/Lead from Schools- Exec HT	Link/Lead from Schools- Heads of School	Link/Lead from Schools- Heads of School	Link/Lead from Schools- Heads of School
Executive Head (Ex officio)	Executive Head (Ex officio)	Executive Head (Ex officio)	Executive Head (Ex officio)	Executive Head (Ex officio)
Natasha Kalitsz (13/10/27)- co-opted Governor Linda Wickstrom(14/7/26) Co-opted Governor	Mark (Chair), Charlie, Andrew Bosi, Heather, Nicole, Joon,	Cressida (Chair), Jenny, Natasha, , Donna, Chloe	Members of NG CFC Donna (Chair), Heather, Natasha, Phil Members of RF CFC	Donna Shah Mark Boyle

Donna Shah(25/7/25)Co-opted Governor Chloe Lister(13/10/27) staff Governor Mark Boyle(17/3/23)Co-opted Governor Heather Eggins(14/7/26)Co-opted Governor Andrew Bosi(11/10/26) LA Governor Joon Ho Son (7/10/26)Co-opted Governor Nicole Jaiyeola 12/3/2027 Co-opted Governor Charlie Radcliffe(14/7/26)Co-opted Governor Miriam Grigg(31/8/25)Co-opted Governor Jenny Kay(14/7/26)Co-opted Governor Abi Misselbrook-Lovejoy- Ex officio Governor Phil Stevens(14/7/25) Parent Governor 1 Parent Gov vacancy to fill Cressida Jupp- Associate Governor/member(14/7/26)			Linda(Chair), Rebecca, Charlie, Miriam, Joon	
--	--	--	--	--

Governor Code of Conduct

Seven principles of public life-We expect all governors to uphold the seven principles of public life (the Nolan principles) which form the basis of the ethical standards expected of all public office holders: selflessness, integrity; objectivity; accountability; openness; honesty; and leadership.

1. Attend meetings regularly

- Give the chair/clerk as much notice as possible if you are unable to attend.
- Regular non-attendance at full governing body meetings can lead to eventual disqualification.

2. Prepare for meetings

- By attending induction training and other relevant training courses in order to increase your knowledge and ability to contribute to discussion/decision making.
- By reading all papers.
- By getting your thoughts together on the things you need to ask about and the things you want to say.

3. Be a 'team player'.

- Treat all governors as equal.
- Abide by all the decisions of the Governing Body whether you agree or not.
- Do not disagree in public with the Governing Body after a decision has been taken.
 - If you want the Governing Body to reconsider a decision you must ask for it to be put on the agenda.

4. Follow proper procedures in meetings.

- Do not interrupt others when they are speaking.
- All discussion must take place through the chair: signal to the chair when you want to speak, then wait your turn.
- Do not hog the discussion or hark back to matters about which a decision has been taken.

5. Remember that, as an individual you have no authority.

- You can only speak or act on behalf of the Governing Body when it has formally delegated power to you. When you have something that you think needs saying or doing, talk to the Chair, or Headteacher, and then ask for it to be put on the agenda of the next meeting.

6. Declare any personal interests you have.

- If the outcome of a decision that the Governing Body is about to take affects you personally, you should declare your interest. If your interest is pecuniary, either directly or indirectly, you should declare your interest and then withdraw from the meeting whilst the matter is discussed.

7. Maintain confidentiality.

- The minutes of meetings are not for public view until they have been adopted and signed by the chair. Governors should also be discreet about the detail of discussion that takes place in governors' meetings.
- Governors must ensure that all communications remain confidential. This includes 'hard copy' of documents, and all emails to do with school/governor business.
- Individual governors should never become involved in any complaint or similar matter which may come before the governing body, to avoid being compromised. If approached about a school matter, governors must adhere to the appropriate school policies and refer the other party to those procedures.

8. Be committed.

- Visit the schools during the normal working day.
- Seek out and read information about the performance of your schools.
- Undertake relevant training.

Governor person specification

We expect all governors to be able to demonstrate the following essential qualities and attributes (adapted from the NGA skills audit checklist):

- commitment to improving education for all pupils at both schools
- ability to work in a professional manner as part of a team and to take collective responsibility for decisions;
- willingness to learn and to engage in training and development;
- commitment to equality and diversity
- commitment to the Federations' vision and ethos and to the democratic values of freedom, tolerance and respect for the rule of law;
- literacy, numeracy and IT skills, sufficient to deal with governing board papers and school data.

We are seeking to build a diverse governing board which is broadly representative of our community and takes account of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). Across the Governing board as a whole, we are also looking to ensure that a range of specialist skills are covered (but we do not expect any individual governor to have all of these), including: understanding and experience of governance; strategic planning; human resources and performance management; data analysis; financial planning/budgeting; community engagement and volunteering; legal understanding; premises and property management; and experience of working in education/social care/health settings.

The Governing board may also decide to appoint Associate Governors to serve on a particular committee if they provide a specific skill that the committee requires. Associate Governors can vote at committee meetings. They can also attend full Governing board meetings in a non-voting capacity.

Time commitment

We expect a governor to be committed to regular attendance at, and contribution to, governing board meetings and associated committees. Typically, a governor will need to spend about 10 days each year on governor responsibilities.

Under Section 50 of the Employment Rights Act 1996, if you are employed you are entitled to reasonable time off to undertake public duties, including school governance. 'Reasonable time off' is not defined in law, so you will need to clarify with your employer how much time you will be allowed.

Training and development

We expect all governors new to the role to complete the recognised Department for Education induction training course. This is provided by the London Borough of Islington and paid for by the school. In addition, we expect all governors to attend other relevant training and development sessions, including those provided as part of governor day meetings at the school.

The school also requires all governors to undertake a Disclosure and Barring Service (DBS) enhanced check.

Expenses

Governors may receive out of pocket expenses incurred as a result of fulfilling their role. This can cover incidental expenses such as travel or childcare, but not loss of earnings.