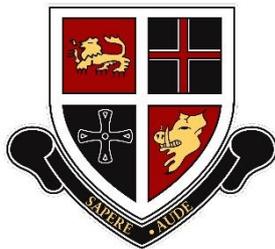


Governors Handbook 2020-2021



Sapere Aude • Dare To Be Wise

Governors Handbook 2020 - 2021

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Section 1: Governing Body

Roles and Operation

Governors are responsible for:

- raising standards of academic achievement and pastoral support.
- recruitment of staff.
- representing the views of the local community.
- managing school budgets and risk assessments.
- taking a strategic overview of staff appraisal.
- promoting the values and ethos of the school.

The School Governing Body

There are a number of different categories of governor. The Instrument of Governance provides for the governing body to consist of the following:

Parent governors	6	Parents, including carers, of pupils are eligible to stand for elections as governors. Parent governors are elected by the parent body. If insufficient parents stand for election, the governing body may appoint parents.
Local Authority	1	LA's are encouraged to appoint high-calibre governors to schools that need the most support and to appoint candidates irrespective of any political affiliation or preference. Authorities may appoint minor authority representatives, e.g. district and parish councillors, as authority governors.
Staff governors	2	The Head is a staff governor by virtue of their office. Other staff, both teaching and support, may become governors as long as they are paid employees (volunteers do not qualify). Staff governors are elected by the school staff. In event of more than one candidate is nominated then a ballot will be held.
Co-opted	7	Community governors are appointed by the governing body to represent community interests. They can be individuals who: <ul style="list-style-type: none"> • Live or work in the community served by the school • Are committed to the good governance and success of the school even though they do not work or live close to it. <p>The definition of community governor is wide. People from a business or professional background can be appointed as community governors.</p>
Associate	1	Persons who attend in an advisory role. They do not have voting rights.
Associate (student) governors	2	Students (Year 12) are elected to a one-year term of office by their peers and formally appointed by FGB. They do not have voting rights. They attend full Governing Body meetings and Pupil Wellbeing sub-committee meetings,
Observers	6	Senior school staff who are present at and help service the sub-committees of the Governing Body. They do not have voting rights.

The Clerk to the Governors

The governing body has a dedicated, trained clerk, who is answerable to the governing body. The chair of governors, the Headteacher and the clerk to the governors meet often to plan the agenda of the full governing body meetings and the process of school improvement through the school development plan and policy formation and update. The clerk needs to be on good terms with all members of the governing body and the

chair. Equally importantly, the clerk must be on good terms with the Headteacher as it is necessary to refer to the Headteacher on a number of issues and to keep the Headteacher informed about relevant governing body matters from time to time.

Contact details: Telephone 03000 265688 or email helen.moss@durham.gov.uk

Confidentiality

As a member of the governing body, you will have access to, or overhear information regarding students, staff and the internal workings of the school. **Governors are expected to observe absolute confidentiality regarding school matters at all times.**

Data Protection

The EU General Data Protection Regulation was fully implemented on 25th May 2018.

It is enforced by The Information Commissioner's Office (ICO). The ICO has the power to conduct criminal investigations and issue fines.

The regulation contains new rights for people to access the information that companies and organisations hold about them, obligations for better data management for businesses (and schools), and a new regime of fines.

GDPR and other data protection laws rely on the term 'personal data' to discuss information about individuals. There are two key types of personal data in the UK and they cover different categories of information.

Personal data can be anything that allows a living person to be directly or indirectly identified. This may be a name, an address, or even an IP address. It includes automated personal data and can also encompass pseudonymised data if a person can be identified from it.

GDPR categorises sensitive personal data as being in 'special categories' of information. These include trade union membership, religious beliefs, political opinions, racial information, and sexual orientation.

All staff and members of the Governing Body have responsibility for ensuring compliance with GDPR.

The enforcement date for GDPR may have already passed but data protection is continuously evolving. It will never be completely possible for businesses (or schools) to be fully "GDPR compliant".

The school has undertaken a large amount of work towards compliance. This includes whole staff questionnaire investigations and training, redevelopment of core documents and policies and extensive data mapping and data ecosystem analysis. There is a dedicated team of staff in school to advise on GDPR issues. They can be contacted, by email at the following address; gdprteam@durhamjohnston.org.uk

Safeguarding

All governor appointments are subject to satisfactory enhanced DBS (Disclosure and Barring Service) clearance.

Business/ Pecuniary Interests

All governors are required to complete a business and pecuniary interests form on an annual basis. In order to ensure that there is no likelihood of a conflict of interest arising, governors should inform the clerk to the governors of the following when completing the form:

- Employment with a local or public authority
- Private practice of any profession
- Engaging in trade or business

Every committee or full governing body (FGB) meeting will have, as an agenda item, an opportunity for attending governors to declare an interest in any of the items on the particular agenda.

The Committee Structure

The governing body reviewed the committee structure in 2007/08 with a view to improving the monitoring and evaluation of the school's progress in relation to the school development plan (SDP). The following committees have a direct link to SDP priorities:

<ul style="list-style-type: none">• Committee
<ul style="list-style-type: none">• Curriculum and Standards
<ul style="list-style-type: none">• Pupil and Staff Wellbeing
<ul style="list-style-type: none">• Finance, Grounds, Premises, and HR
<ul style="list-style-type: none">• The full Governing Body

There are a number of statutory committees, which are convened as required:

- Capability
- Capability First Appeal
- Capability Final Appeal
- Pupil Discipline
- First/Pay Review
- First/Pay Appeals
- Head's Performance Review Group

Attendance at Meetings

It is an expectation that apologies are given when not attending a meeting with the reason provided. The meeting will decide whether or not to accept the apology. Failure to attend and to give an acceptable apology results in the absent governor being recorded as a non-attende. Such events are counted against the governor in certain circumstances, potentially resulting in the governor being suspended from the FGB.

Cycle of Meetings

The Governing Body meets in full six times a year, three of which are strategy, training and planning meetings. The committees meet three/four times per year. A schedule of meeting dates is provided at the start of each academic year. Additional meetings may be called by the Chair of Governors if the need arises. The cycle of meetings is shared with Governors at the summer term's strategic meeting.

Terms of Reference

The committee structures and their terms of reference are reviewed and developed annually (at the end of the academic year) to ensure that the governing body is in an appropriate format to carry out their responsibilities in the ever-changing educational context. They are ratified in the first clerked governing body meeting of the autumn term.

Agendas

The meetings follow a standard format and agenda. The clerk to the governors sends out the agenda and accompanying papers seven days prior to each meeting where possible. It is the responsibility of the chair of each sub-committee to set the agenda, in consultation with the relevant school staff, in time to meet the deadline dates. If you wish to have an item added to the agenda, you need to contact the clerk or relevant chair of the committee or FGB before the papers are sent out.

Roles and Responsibilities

School governing bodies provide a strategic and policy framework within which schools are run. It is the responsibility of the Headteacher and staff to guide and advise governors, implement the plans and deliver the curriculum.

The governing body is responsible for raising expectations, acting as a critical friend to the school and holding it to account.

As unpaid, voluntary public servants, a school's governing body helps to sustain the school's identity and provide a link with the community it serves. The governors can be seen as trustees for the performance of the school, in the interests of current and future students. In everything they do they must, by law, aim to promote high standards of educational achievement at the school.

Governing bodies delegate many of their responsibilities to the Headteacher, but there are some areas of responsibility that they cannot, by law, delegate or which they may choose not to delegate. Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Governor Support

The Headteacher is the governing body's principal educational adviser. The clerk to the governors provides support to governors and endeavours to ensure that they work within current legislation and the framework of their Instrument of Governance.

The governing body subscribes to the LA Education and Governance Services. All new governors receive a welcome pack from the LA. All governors receive a termly newsletter from Governance Services.

A link to the current Governance handbook published by the DfE is available below.

<https://www.gov.uk/government/publications/governance-handbook>

Governor Training

Education and Governance Services provides a number of training courses for new and experienced governors, details of which are published in the termly magazine. The school actively encourages all governors to take advantage of these training courses, which are provided free of charge. Governor may also take advantage of training modules offered by the National Governors Association.

Governors' Allowances

The Education (Governors Allowance) Regulations 1999 allow maintained schools to extend their schemes for paying governors' expenses, including childcare costs, from the school's delegated budget. However, the governors of Durham Johnston have agreed that they will not, in normal circumstances make any claims under these provisions.

School Policies

Policy formation and approval is an important element of the governing body's functions. There are a number of statutory policies that schools must have in place, as well as other policies which aid in the effectiveness of the school. These policies are reviewed on a regular basis.

Some of the policies – i.e. Pay Policies are provided by the LA – who have negotiated the terms within them with the recognised trade unions. Under these circumstances these policies are usually adopted without any amendments. Other policies are based on the school context and are therefore produced by the school staff; these should be in an agreed standard format. A schedule of policy review has been developed and is available from the clerk to governors. Policies initially go to the appropriate committee for their discussion. They will then be presented to the FGB with the committee's recommendations. As a Local Authority school Durham Johnston works within the Human Resources policies developed by DCC.

Governors wishing to see a policy can request a copy from the clerk or the school.

Visiting the School/Links with Departments

Although technically no governor, including the chair of governors has any right to be on the school premises, the school welcomes governor visits. However – permission should always be sought from the Headteacher or a delegated member of staff.

Governors do not have the right to sit in on lessons or to make judgements about the quality of teaching provision.

Governors are linked with one or more departments and meet with the subject leaders one or more times each year to enable governors to have a detailed understanding of subject courses. Governors should work in the same parameters as their wider governor role and should not view their role as one of inspection.

School Events

Governors are invited to all special events and receive copies of any relevant publications from the school. Governors are actively encouraged to support and participate in extra-curricular activities.

The School Improvement Plan

The school improvement plan (SIP) identifies the key priorities for the forthcoming three years and provides action points to support these priorities. The governors and staff review the document on an annual basis and key items are delegated to governor sub-committees.

Summary of Examination Results

After the public examination results have been published, the school carries an in-depth review of the school's results. The Curriculum and Standards Committee and full Governing Body receive a detailed presentation of this analysis. The data is also published on the school's website.

School and College Achievement and Attainment Tables can be viewed at:

<https://www.gov.uk/school-performance-tables>

Section 2: The School

Durham Johnston is an 11-18 comprehensive with 1700 young people on roll and an intake of 265 into each year group in the main school with between 180 and 200 students in Years 12 and 13.

Durham Johnston is an extraordinary school and one of the few genuine comprehensive schools in Britain with young people from a wide range of backgrounds and abilities. Staff are highly skilled and are equally at home with those students who are struggling to learn as with some of the best young minds in the country. We appoint staff who are committed to their jobs and prepared to throw themselves into school life. We know that a teacher's responsibility extends well beyond the walls of a classroom. Staff play an active role in staff teams and make good working relationships with young people, leading them to the highest standards of achievement. The school's support staff facilitate this and help us improve our standards of service.

The school is proud of its traditional ethos and celebrates stability and reliable excellence. The maintenance of a happy, orderly and successful community built upon classroom excellence, long term commitment and strong personal relationships is pivotal to our success.

Education is taken seriously at Durham Johnston. Students are expected to strive for the highest standards and to grow into good citizens. The school aims to transform lives through learning and our new buildings inspire us to even greater heights. It is very important that school governors share this ethos.

Secondary School Admissions in County Durham 2020-2021

The school's Pupil Admission Number (PAN) is 265 for each 11-16 year group. The PAN was agreed by governors in January 2020. The LA is responsible for setting the admission policy and criteria for Community and Voluntary Controlled Schools in County Durham. Further information is available on Durham County Council's website <https://www.durham.gov.uk/schooladmissions>

Section 3: School Details

School Day

The school day begins at 08.20 and ends at 14.45. Lunchtime is from 12.00 – 12.45 for students in years 7, 8, 12 and 13 and from 13.00 – 13.45 for pupils in years 9, 10 and 11.

The School's Leadership Team

Title	Name	Responsible for:
Headteacher	Andrew O'Sullivan	The strategic direction of Durham Johnston and quality assurance.
Deputy Head	Julie Bell	Pastoral, behaviour management and routines , pupil premium and transition
Deputy Head	Ros McFadden	Timetable, staffing, curriculum (operational)
Deputy Head	Michael Wright	Teaching, quality assurance, CPD and subject specialism
Director of Resources	Helen Charlton	Finance, all non-teaching staff and functions, Risk Assessment and Health and Safety
Assistant Head	Nick Weaver	Pastoral, behaviour management, Designated Safeguarding Lead (DSL)and inclusion (CLA, SEND)
Assistant Head	Steve McArdle	Director of Post-16, Educational Visits Co-ordinator, GDPR Lead and character education
Head of Sixth Form	Anne Lennon	Responsible for Post-16 provision

Curriculum Years 7-11

Key Stage 3 (Years 7, 8 and 9)

During this Key Stage pupils will study English, Mathematics, Science, Languages, History, Geography, RE, PE, Technology, Music, Art, and Computing.

Students will choose an additional language in Year 8 which continues into Year 9. It is in Year 9 that students make their choices for KS4.

Key Stage 4

At KS4 as well as the core curriculum and the other KS4 subjects a number of additional subjects are offered, these change with demand, but would typically include at GCSE, Business Studies, Computer Science, Photography, Performing Arts and a variety of technology subjects. We value Modern Foreign Languages and almost all of our students take at least one language at GCSE.

When young people join us in Year 7 at Durham Johnston they are taught in mixed ability groups for all subjects apart from Maths and English in which they are taught in sets according to their ability in the subject. Setting increases from Year 8 upwards and we review our arrangements regularly to make sure all pupils are in the right teaching group.

The Learning Support department is committed to enabling young people to have a full, happy and successful time at Johnston. The core purpose is to assist students with SEN and additional needs to fulfil their potential. With this aim, staff are able to identify the needs of these students in several ways and then use this information to offer tailored intervention and focused support.

Sixth Form Curriculum

Our reputation is built on the firm foundations of high quality teaching, careful monitoring of each student's needs and strong pastoral support.

Every Sixth Form student at Durham Johnston has:

- an individual timetable
- a well-planned programme of academic work
- built-in development of study skills in all courses
- guidance and careers advice
- the opportunity for work experience
- links with employers and higher education
- opportunities for physical recreation and community service
- the opportunity to develop undergraduate level skills through completing an Extended Project
- an entitlement to continuing personal development

Sixth form students need to achieve the best they can so that the right platform is built for the future. The outstanding achievements of Durham Johnston sixth formers, both at school and after they leave, are testaments to their commitment and our education.

Term Dates 2020-21

Holiday/Inset	Closing date	Date school re-opens
		Thursday 3 September 2020
Autumn Half Term 2020 (1 week)	Friday 23 October 2020	Monday 2 November 2020
INSET School closed - 27 November)	Thursday 26 November 2020	Monday 30 November 2020
Christmas 2020 (2 weeks)	Friday 18 December 2020	Monday 4 January 2021
Spring Half Term 2021 (1 week)	Friday 12 February 2021	Monday 22 February 2021
Easter 2021 (2 weeks)	Friday 26 March 2021	Monday 12 April 2021
May Day 2021 (School closed on Monday 3 May)	Friday 30 April 2021	Tuesday 4 May 2021
Summer Half Term 2021 (1 week)	Friday 28 May 2021	Monday 7 June 2021
Summer 2021	Friday 16 July 2021	Friday 3 September 2021

Appendix A: Sub-Committee Membership

Governor	Category	Sub-Committee Membership
Vacancy	Parent	Sub-committee membership to be agreed on appointment
Mr Miles Brown	Co-opted	Finance, Premises and HR First Pay Appeals Pupil Discipline
Vacancy	Parent	Sub-committee membership to be agreed on appointment
Mr David Fisher	Co-opted	Finance Premises and HR First Pay Appeals
Mrs Marie Glanville	Parent	Pupil Wellbeing
Vacancy		Sub-committee membership to be agreed on appointment
Professor Vanessa Kind	Associate	Curriculum and Standards
Vacancy	Co-opted	Sub-committee membership to be agreed on appointment
Dr Nigel Martin	Co-opted	Finance Premises and HR First Pay Review (Chair) Head's Performance Review Pupil Discipline
Mr Alastair McCall	Co-opted	Curriculum & Standards
Prof Simon Morris Vice Chair	Co-opted	Curriculum and Standards (Chair) First Pay Review Head's Performance Review Pupil Discipline
Miss Barbara Murphy	Staff	Pupil Wellbeing Curriculum and Standards
Mr Andrew O'Sullivan	Staff	Curriculum and Standards Finance Premises and HR Pupil Wellbeing
Cllr Elizabeth Scott	LA	Finance Premise and HR First Pay Review
Mrs Kath Sims-Williams	Parent	Pupil Wellbeing
To be appointed for 2021-22	Student Associate	Pupil Wellbeing
To be appointed for 2021-22	Student Associate	Pupil Wellbeing
Ms Fiona Ward	Parent	Finance Premises and HR First Pay Appeals
Dr Sandra Whitton Chair	Co-opted	Pupil Wellbeing (Chair) First Pay Review Head's Performance Review Pupil Discipline

Appendix B: Schedule of Meetings for 2020-21

Full Governing Body

Date of Meeting	Time	Venue
Thursday 22 October – Strategy Meeting (1) (Operational update)	4.00 p.m	All meetings conducted via Teams
Thursday 3 December 2020 (Operational) (1)	4.00 p.m	
Thursday 21 January 2021 Strategy Meeting (2) (Pastoral)	4.00 p.m	
Thursday 4 March 2021 (Operational) (2)	4.00 p.m	
Thursday 20 May 2021 (Operational) (3)	4.00 p.m.	
Thursday 8 July 2021 Strategy Meeting (3) (Annual Review)	4.00 p.m	

Curriculum and Standards

Date of Meeting	Time	Venue
Thursday 15 October 2020	4.00 p.m.	All meetings will be conducted via Teams
Thursday 19 November 2020	4.00 p.m.	
Thursday 18 March 2021	4.00 p.m.	
Thursday 27 May 2021	4.00 p.m.	

Finance Grounds Premises and HR

Date of Meeting	Time	Venue
Thursday 8 October 2020	3.30 p.m.	All meetings conducted via Teams
Thursday 26 November 2020	3.30 p.m.	
Thursday 25 February 2021	3.30 p.m.	
Thursday 15 April 2021	3.30 p.m.	
Thursday 17 June 2021	3.30 p.m.	

First Committee

Date of Meeting	Time	Venue
Thursday 1 October 2020		All meetings conducted via Teams
Further meeting to be convened as required		

Headteacher's Performance Review

Date of Meeting	Time	Venue
26 November 2020	4.00	Meeting conducted via Teams

Pupil Wellbeing

Date of Meeting	Time	Venue
Thursday 12 November 2020	3.30 p.m.	All meetings conducted via Teams
Thursday 4 February 2021	3.30 p.m.	
Thursday 24 June 2021	3.30 p.m.	



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