REGISTER OF GOVERNOR INTERESTS
RED ROW PRIMARY SCHOOL (September 2025)

Name & Category	Appointing Body	Date Appointed	Date for Reappointment	Committees	Official responsibility	Financial Interest	Non-Financial Interest
Claire Clark	Local Authority	01/05/2015	27/03/2030	Joint School Committee	Chair of Governors Safeguarding / Child Protection	None	
Lindsay Craig	Parent	11/07/2023	10/07/2027	Joint School Committee			Children Attend School
Chantelle Martin	Co-opted	16/12/2022	15/12/2026	Joint School Committee		Member of teaching staff	None
Louise Gilmour	Non- voting Clerk to Governing Body	LA Officer	Ongoing	Full Governor Body Meetings		None	None
Amy Walton	Staff Governor	11/07/2024	10/07/2028			Member of teaching staff	None
Ann Elliot	Co-opted	01/05/2015	30/09/2027	Joint School Committee	SEND / Pupil Premium, Whistleblowing	None	None
Frances King	Co-opted	01/05/2015	09/05/2030	Joint School Committee		None	None
Scott Dickinson	Co-opted	06/02/2026	05/02/2030	Joint School Committee	Vice Chair of Governors	None	LA Councilor
Nicola Holmes	Parent	10/03/2026	09/03/2030	Joint School Committee		None	Children attend school
Paul Claridge	Co-opted	15/06/2026	14/06/2026	Joint School Committee		None	None
Richard Bollands HT	By virtue of position	01/09/2012	Ongoing	Joint School Committee		Member of teaching staff	None

From September 2015, Governing Bodies are required to publish, on their website, information about their governors.

Governors who have stepped down in the last 12 months							
Name & Category	**Appointing Body**	**Date Appointed**	**Date for Reappointment**	**Committees**	**Official responsibility**	**Financial Interest**	**Non-Financial Interest**
John Clark	Co-opted	22/11/2023	08/12/2025	Joint School Committee		None	Children Attend School
Laura Fuller	Co-opted	07/12/2021	06/12/2025	Joint School Committee		None	Children Attend School

Governors must declare any relevant business interests as well as the details of any other educational establishments they govern. The register must also set out any relationships between governors and members of the school staff including spouses, partners and relatives. It is important to address any perception of a conflict of interest by making clear where such potential personal or pecuniary interests might apply; this might be a conflict between personal interests and the interests of the school or County Council when dealing with outside organisations or individuals.

Examples (potential conflicts):

- A governor whose spouse/partner is employed by the school – Should not take part in discussion regarding the school's pay policy or any staffing matter that might impact on their partner. Both direct and indirect decisions might impact on the salary range of senior staff e.g. increasing pupil numbers (PAN) or the age range (first to primary).
- A governor on the management committee of a childcare provider or after school club who rent part of the school – Should not be party to discussion involving the use of the school or their charging policy.
- A governor who is a supplier of goods or services to the school – Should not take part in decisions regarding the letting of contracts for that type of goods or services or where a sub-contract relationship might exist.

Examples (other declarations):

- Being a governor on another school or academy
- Relationship to staff members

The register of governor interests must be reviewed and updated on an annual basis.

Associate governors must be included on the register and it should be clear where they have voting rights.

The school is required to maintain a similar register of staff interests that should also be reviewed annually – as specified in the NCC code of conduct. Staff had previously been included with the governor's declarations but in light of the governing body register of interests being required to be published on the school web site, a separate register should be drawn up. Staff governors will need to be included on both registers

Red Row Primary School - Governing Body Meetings Attendance 2024-25

Governor	Autumn Joint Sub Com	Autumn FGB	Spring Joint Sub Com	Spring FGB	Summer Joint Sub Com	Summer FGB
Claire Clark						
Lindsay Craig						
Chantelle Martin						
Louise Gilmour						
Amy Walton						
Ann Elliot						
Frances King						
Scott Dickinson						
Nicola Holmes						
Paul Claridge						
Richard Bollands HT						
John Clark						
Laura Fuller						

	Attended
	Apologies received
	Attendance not required

Role of the Chair of The Governing Body

- To make sure the Governing Body's affairs are conducted in accordance with the law.
- To report any urgent action taken on behalf of the Governing Body, making sure it is fully explained.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Head teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring the Governing Body acts as a sounding board to the Head teacher and provides strategic direction.
- To carry out any duties delegated by the Governing Body, be seen in school regularly, attend school functions or makes sure another Governor represents them. Work with the LEA and Diocese; be accessible to other Governors, staff and parents. Meet Governors from other schools.
- To use time effective, their own and other people's – plan the year's cycle of meetings and time table of actions.
- To make it clear that all Governors must accept collective responsibility for decisions taken at Governors meetings

Disqualification of Head teacher, staff Governors, pupils and staff members.

The role of the Clerk to The Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Head teacher to support the Governing Body
- To advise the Governing Body on constitutional and Procedural matters, duties and powers.
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members and attendance of the Governing Body and report vacancies to the Governing Body.
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification - none

The role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with local requirements
- To ensure meeting are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision- making

Disqualification – none

The Role of the clerk to Committees

- To advise the Committees on procedural and legal matters.
- To convene meetings of the Committee.
- To attend meetings of the Committee and ensure minutes are taken.
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

Disqualification Head teacher

The role of The Full Governing Body

- To determine the strategic direction of the school
- To monitor and evaluate the performance of the school by receiving reports from the Head teacher.
- To agree constitutional matters, including procedures where the Governing Body has discretions.
- To delegate items to appropriate Committee.
- To receive reports and ratify recommendations from Committees or from individual Governors.
- To consider business provided by LA
- To produce and approve the School Profile (in conjunction with the relevant Committee)
- To investigate financial irregularities (Head suspected)
- To agree selection panel for Head teacher and Deputy appointments
- To suspend or end suspension of Head teacher
- To draw up the instrument of Government and any amendments thereafter.
- To appoint or remove the Chair and Vice Chair.
- To appoint or dismiss the Clerk.
- To hold at least 3 Governing Body meetings a year
- To set up a register of Governors Business interests
- To consider whether or not to exercise delegation of functions to individuals or Committees.
- To recruit new members as vacancies arise and to appoint new Governors where appropriate
- To establish the Committees of the Governing Body and their terms of reference.
- To suspend a Governor
- To manage the School budget, consider the annual budget plan
- Decide whether to delegate their powers to spend the delegated budget to the Head teacher, of so establish financial limits of delegated authority.
- To approve the first formal budget plan of the financial year.
- To ensure the policy review cycle is in place.

Head teacher & Deputy/teacher Appointments

- To establish a panel shortlist, interview and recommend to the full Governing Body for appointment, one of the applicants interviewed or none, where none are found suitable.
- Ratification is by the Governing Body, and Governing Body minutes prepared and agreed at the next Full Governing Body meeting after interview has taken place.

Joint Sub-Committees

Resources	**Curriculum & Pupils**
● Staffing ● Finance ● Keeping Safe & Healthy ● Sustainability ● Governing Body Development ● Relevant Policies relating to above areas	

Quorum - 3 Governors with voting rights
Chair – To be appointed by Committee
Clerk – To be selected at each meeting from Committee members, but not the Chair.
Minutes prepared, circulated to Chair of Governors and Head teachers for quality assurance, circulated to Committee members and received at next Full Governing Body meeting after Committee convened.
NB Support/non-teaching staff appointments by Head teacher will be referred to in Head teacher's termly report to Governors.
NB Head teacher Performance Review may be referred to (but not the confidential aspects)
Frequency of meetings – Minimum one per term
Terms of Reference of Committee – Reviewed annually

Terms of Reference

Staffing	**Curriculum & Pupils (including pupil discipline)**
● To determine staff complement ● To review staffing structures ● To establish & review annually the performance management policy, ensuring all staff have been consulted ● To ensure safeguarding procedures are in place and one governor has completed the safeguarding training with the Head teacher ● To review salary for Deputy/teacher ● To draft Head & teacher job descriptions ● To review pay & appraisal policies ● To consider pay discretion's (the head should not advise on his/her own pay) ● To conduct agreed arrangements for recruitment and selection ● Appointment of other teachers (Head teacher + one or more governors) ● To conduct agreed procedures for capability, discipline, grievance, attendance and welfare issues ● To consider relevant SLA's with other appropriate committees ● To conduct dismissal procedures (dismissal of staff delegated to Head teacher + one or more governors; dismissal of Head teacher by full governing body) ● To suspend staff (except Head teacher) ● To consider, adopt or adapt LA advice on procedures and practice ● To approve leave of absence (where not delegated to the Head teacher) ● To receive reports and monitor status of any staffing issues ● To select staff for removal from the complement of the school and to oversee the process leading to staff reductions ● To determine how budget reductions are to be achieved from staffing ● To consult with teacher associations and trade unions as appropriate ● To review staff work/life balance, working conditions and well-being, including monitoring of absence	● To set the times of school sessions (in consultation) ● To provide information to be published by the governing body (e.g. approval of the school prospectus) ● To ensure provision of free school meals to those pupils meeting criteria ● To review home-school agreements ● To discharge duties in respect of pupils with special needs by appointing a "Named Governor" ● To ensure the national Curriculum is taught to all pupils and to consider any dis-applications ● To draft a curriculum policy ● To consider and approve admissions arrangements ● To assist in the development of, monitor and review the School Improvement Plan (SIP) and Self Evaluation documentation ● To monitor and review pupil and school performance including school target and data analysis ● To participate in school self-evaluation ● To consider and review policy and practice in relation to homework, curriculum matters, equal opportunities, special educational needs, gifted and talented pupils (G&T), Children Looked After (CLA) and English as a Second language (EAL) ● To receive and monitor any monitoring and inspection reports from the LA, HMI or OFSTED ● To consider curriculum complaints ● To consider educational visit approval (where not delegated to the Head teacher and Educational Visits Co-ordinator) ● To consider nursery admissions ● To produce the School Profile ● To ensure Safeguarding of children ● To ensure Every Child Matters is take account of ● To attend training as appropriate ● To consider data collected from pupil and parental questionnaires ● To review the impact of Pupil Premium

- To attend training where appropriate

Finance

- To manage and decide how to spend the delegated budget depending on conditions set out in the LA scheme within the financial year
- To ensure Pupil Premium is effectively and accurately allocated and spend is monitored
- To draft the first formal budget plan of the financial year
- To determine lettings charges for other users if the school buildings and grounds
- To manage tendering processes and the awarding of contracts
- To implement pay policies
- To consider early retirement requests (with the exception of the Head teacher and Deputy/Asst. Head)
- To consider requests for secondment
- To consider requests for disposal of items of obsolete stock
- To annually review staff salaries
- To establish and review governor Allowance Policy
- To consider staff leave of absence requests (where not delegated to Head teacher)
- To establish and maintain and up to date three year financial plan
- To consider termly, budget position statements including virement decisions and to report anomalies to the governing body
- To ensure that the school operates within the financial regulations of Northumberland Country Council
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To make decisions on expenditure following recommendations from other committees
- To receive information on any trigger or claw back adjustments
- To review delegated procurement authority limits
- To investigate irregularities (or suspected)
- To publish proposals to change the category of school
- To consider SLA's and other contracts
- To monitor effectiveness of services provided through these SLA's and contracts
- To forecast the likely future pupil rolls and income levels
- To attend training where appropriate

Keeping Safe & Healthy

- To comply with the Education Health and Safety Policy 2003, including the monitoring and review procedures with their school
- To ensure that adequate resources are available to fulfil the aims and objectives of the policy
- To ensure actions are taken in respect of relevant Health & Safety and maintenance and development of the premises
- To oversee arrangements for repairs and maintenance of the premises
- To consider the recommendations of the premises related funding bids
- To oversee arrangements including Health & Safety for the use of premises by outside users, subject to governing body policy
- To establish and review an Accessibility Plan
- To monitor the effectiveness of services provided through these SLA's and contracts
- To receive Health & Safety reports
- To ensure termly health & safety tour is conducted
- To ensure health & safety issues are prioritised
- To receive reports on the condition of buildings and school environment
- To approve high risk educational visits
- To examine the accident report book
- To receive termly reports on the fire evacuation procedures
- To consider tenders for work
- To attend training as appropriate
- To establish, review and monitor behaviours and discipline policy
- To monitor areas in relation to health Schools
- To establish, monitor and review policies and statutory requirements in relation to PE, PSHCE and Sex education
- To consider, monitor and review areas relating to the school environment
- To consider, monitor and review all moral and spiritual areas within school including RE and collective worship policy and legislation
- To establish, monitor and review Child Protection Policy.
- To attend training where required

Governing Body Development

- To carry out annual self-evaluation
- To monitor and review governing body impact

Committee 3

Areas of Responsibility

- Appeals
- Complaints
- Pupil Exclusions

Quorum - 3 Governors with voting rights

Chair – To be appointed as required, ensuring impartiality.

Clerk – To be appointed when the Committee meets but not the Chair.

Confidential minutes prepared and agreed by Committee and retained in school..

NB It is important that all Governors on this Committee are made fully aware of exclusion procedures

Membership for All Appeals

No fewer members that the original Committee who made the decision being appealed against.

NB It is important that all Governors on this Committee are made fully aware of the school complaints procedures.

Frequency of meetings – As required

Terms of Reference – Reviewed annually

Terms of Reference – Committee 3

Appeals

- To consider appeals against the decision of the Head teacher, or any Committee
- (No fewer members than the original committee who made the decision being appealed against)

Complaints

- To consider any complaints against the school in accordance with the agreed complaints Procedure
- To decide a Complaints Policy
- To attend training as appropriate

Pupil Discipline/Exclusions

- To consider representations from parents in the case of exclusions of 5 days or less (committee may not re-instate)
- To consider representations form parents in the case of exclusions totalling more than 5 days but not more than 15 school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examinations (meeting to be held between 6th and 15th school days after receiving notice of the exclusion)

Head teacher Performance Appraisal

Areas of Responsibility

Head teacher's Performance Appraisal Reviews

- Agree the appointment of Head teacher's Performance Management Support Adviser
- To set, with the support of the Adviser the Head teacher's objectives/targets and whether those objectives/targets have been met
- To monitor progress against objectives/targets
- To make recommendations to the relevant Committee in respect of awards for the successful achievement of objectives/targets
- To attend training where appropriate

Quorum - 3 Governors with voting rights

Chair – To be appointed by Committee

Clerk – To be selected at each meeting from Committee members, but not the Chair. Minutes prepared and held on file.

Frequency of meetings – 3

Objective setting

Mid-Year Review

End of year