



BUSHEY ST JAMES TRUST

LOCAL GOVERNING BODIES

A Handbook for all Governors

2025.26

BMS

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The Bushey St James Trust Vision and Values

The philosophies that underpin the trust are those based on partnership and collaboration and the Trust board wants to ensure that all children receive the best possible education and that all staff working in the trust are well equipped to deliver this.

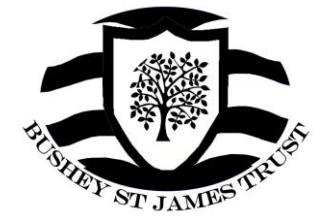
The Bushey St James Trust values, underpinning the work of the Trust, aim to:

- deliver educational excellence
- ensure all children exceed expectations
- prepare young people for the future
- ensure that the Trust enhances the local community
- ensure that the schools within the Trust are happy, safe and inclusive
- support families to encourage aspiration
- act with responsibility, accountability and transparency
- create a seamless educational experience
- encourage independence and creativity
- inspire, nurture and empower all staff who work within the Trust

At the heart of the Trust is the desire to collaborate effectively and enable the three schools to build on their success and improve their performance, drawing on the experience of all staff across the Trust.

There is a shared vision to develop first class provision between the two phases and to:

- aim for excellence in all we do
- provide students with the best possible start for their futures
- nurture greater integration and community cohesion
- provide a programme of high quality continuing professional development and training for all staff to underpin and sustain improvements in teaching and learning
- emphasize to students the traditional values of self-discipline, responsibility, respect, trust and cooperation



BSJT Governance Structure

Bushey St James Trust Members Board

Bushey St James Executive Trust Board

BSJT Finance and Resources Committee

BSJT Audit and Risk Committee

Educational Standards

CEO

**Additional Committees
arranged as required:**

Appeals, Pay Review, Staff Disciplinary,
Complaints and Grievance, Student
Disciplinary etc.

BMS LGB

Teaching and Learning Committee

Student Achievement Committee

HPS LGB

LRS LGB

Primary Teaching and Learning Committee

Primary Pupil Progress Committee

Prim Ex HT

HoS

HoS



Bushey St James Trust Delegation of Powers

Bushey St James Executive Members Board

Trust

- To oversee and sign the articles of association (which includes defining the BSJT's charitable object and governance structure)
- To amend the articles of association (by special resolution and subject to any restrictions created by the trust's funding agreement or charity law)
- To appoint new Members or remove existing Members by special resolution and with the appropriate majority agreement
- To hold an annual AGM and confirm Trustees, approve accounts and appoint auditors
- To appoint Trustees as set out in the trust's articles of association, and under the Companies Act remove any or all serving Trustees
- To issue direction to the Trustees to take specific action as required by special resolution
- To change the name of the charitable company and ultimately, wind up the academy trust if needed
- To consider requests from other schools to join the Trust

Bushey St James Executive Trust Board

Targets and Monitoring

To set and publish targets for pupil achievement

To review the Trust KPIs

Staffing

Headteacher appointments (representative on selection panel)

Senior and middle leader appointments (representative on selection panel)

Dismissal of Headteacher

Suspending Headteacher

Ending suspension of Headteacher

Finance

Establishes central budget for corporate services

Approve the consolidated Trust budget plan for the financial year

Monitor monthly expenditure

Make payments as appropriate

Determine severance/compensation payments

Policies

Agree and monitor the Child Protection, Pay, Performance Appraisal Policies and review annually. Agree and monitor the Assets and Depreciation, Business Charge Card, Capability, Charging & Remissions, CLA, Code of Conduct for Employees, Complaints, Critical Incident, Data Protection, Discretionary Compensation, Disciplinary, e-Safety, Flexible Working Request, Freedom of Information, Governors Allowances and Expenses, Governor Staff Relations, Grievance, Health & Attendance, Health & Safety (including Defibrillator and Lone Working), Intimate Care, Lettings, Maternity, Paternity Adoption and Carer's Leave, Medical Conditions, More Able, Redundancy Appeals, Schedule of Financial Delegation, Service Level Agreement, Shared Parental Leave, Staff Financial Authority & Business Procedures, Staff Harassment & Bullying, Staff Leave of Absence, Stress Management & Well-Being, Subject Access Request, Trust Reserves and Whistle Blowing Policies

Admissions

To consult annually before setting an admissions policy

To establish an admissions policy

Premises and Health and Safety

Buildings insurance and personal liability

Developing school buildings strategy or master plan

Procuring and maintaining buildings

Developing a properly funded maintenance plan

Governance

To publish proposals to change category of school

To draw up instrument of government and any amendments thereafter

To set the dates of school terms and holidays

To appoint (and remove) the Chair and Vice-chair of a permanent or a temporary governing body as required

To set up a Register of Trustees' Business Interests

To approve and set up a Trustees' and Governors' Expenses Scheme

Trust

To hold an Executive Trust Board Meeting at least three times in a school year

To prepare and publish the Trust prospectus as required

To consider requests from other schools to join the Trust

Bushey St James Trust Joint Finance and Resources Committee

Meeting Schedule

Review of Governor Committee Year Plan and committee meeting dates

Financial Monitoring across the Trust

Budget monitoring report & yearend outturn

Benchmarking

Review service level agreements

Authorise expenditure per scheme of delegation (Traded Services)

Review Budget Plan & approve for ratification

Best Value Certificate

Charity Fundraising

Staffing across the Trust

Teaching Staff across the Trust

Associate staff update

Analysis of Staff Attendance

Facilities and Resource Management across the Trust

Site update

Review of Contracts

School Lettings

Insurance cover across the Trust

School Improvement across the Trust

Review of relevant sections of the School Improvement Plan

Analysis of relevant results of annual questionnaires

Annual Review of Complaints

Key Policies

Agree and monitor the 16-19 Bursary Policy, Assets and Depreciation Policy, Charging and Remissions Policy, Critical Incident, Debt Recovery Policy, Directed Time Policy, Finance Policy & Procedures 2021, Risk Management Policy

Bushey St James Trust Audit and Risk Committee

Managing Financial Risk across the Trust

To provide assurances to the Trust Board that all risks are being adequately identified and managed with particular regard to:

- reviewing the risks to internal financial control
- agreeing a programme of work to address, and provide assurance on, those risks

Ensuring Financial Compliance across the Trust

To ensure that information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims completed by the trust and by constituent academies, is accurate and in compliance with funding criteria.

- to secure that the outcome of the committee's work informs the governance statement that accompanies the trust's annual accounts and, so far as is possible, provides assurance to external auditors
- to consider the appointment of the external auditor, the audit fee and any questions of resignation or dismissal.
- to discuss with the external auditor before the audit commences the nature and scope of the audit
- to develop and keep under review risk management and measurement strategies across the Academy Trust together with the procedures for monitoring the adequacy and effectiveness of those processes
- to review the action and implementation of risk management policy across the Academy Trust
- to consider the Academy Trust's risk profile relative to current and future Academy Trust strategy and identifying any such trends, concentrations or exposures and any requirement for policy change
- to receive and review risk management and relevant regulatory information and reports
- to consider material breaches of the agreed risk limits, review the actions taken in response and to prevent a repeat occurrence

Pay Review Committee

To review the pay of all staff on the Senior Leadership Team and Upper Pay Spine and those recommended for double increment rises.

To review the pay of the Executive Principal, Headteacher.

Appeals Committee

To consider all appeals in relation to staff pay, staff disciplinary issues, parental complaints and staff grievances.

Local Governing Body

Targets and Monitoring

Analysis of school results

Analysis of standards of teaching

To set and publish targets for pupil achievement

Staffing

Headteacher appointments (representative on selection panel)

Senior and middle leader appointments (representative on selection panel)

Finance

To review the formal school budget plan for the financial year

Curriculum

Responsibility for the provision of sex education and to establish and keep up to date a written policy

Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) (this must fall into line with locally agreed syllabus)

School Organisation

Agree the structure of the school day

To set the times of school sessions

Review the School Improvement Plan annually

Governance

Appointment of Chair & Vice Chair, Committees & Faculty Links

To appoint and dismiss the clerk to the governors

To hold a full governing body meeting at least three times in a school year

Ratify Terms of Reference for the Governing Body & its committees

Ratify Governing Body Year Plan

Agree key events for Academic Year

Establish and review an annual Governors Day

To appoint and remove community or sponsor governors

To set up and review a Register of Governors' Business Interests

To discharge duties in respect of safeguarding and pupils with special needs by appointing a responsible person

To consider whether or not to exercise delegation of local functions to individuals or committees

To regulate the Governing Body procedures (where not set out in law)

To consider requests from other schools to join the Trust

To decide to offer additional activities offered by the school and what form these should take

Identify Governor Training Needs

Review and Ratify Reports, Minutes and Policies

Headteacher's report

Minutes of Committees

Student Parliament report

Strategic Planning Meetings report

Director of Children's Services report

Teaching and Learning Committee	Student Achievement Committee
<p>Review of Governor Committee Year Plan and committee meeting dates</p> <p>Lesson Observations</p> <p>CPD plans for the year</p> <p>Teacher value added residuals</p> <p>Staff Appraisal of Performance</p> <p>Teaching staff update</p> <p>School Curriculum</p> <p>Alternative curriculum provision</p> <p>Extended School Activities</p> <p>Home Learning</p> <p>School Trips and Visits</p> <p>Specialist Status review</p> <p>Review of relevant sections of the School Improvement Plan</p> <p>Annual review of provision of: Sex Education, Careers, RE, SMSC, ICT, PCHE, Work-related Learning & Collective Worship</p> <p>Analysis of relevant results of annual questionnaires</p> <p>Key Policies</p> <p>Collective Worship</p> <p>Community Cohesion</p> <p>Controlled Assessment</p> <p>Curriculum</p> <p>Display</p> <p>Feedback</p> <p>Sex Education and Relationships</p> <p>Staff Development</p> <p>Teaching and Learning</p> <p>Work Related Learning</p>	<p>Review of Governor Committee Year Plan and committee meeting dates</p> <p>School Results Analysis</p> <p>Safeguarding</p> <p>Attitude to Learning Data</p> <p>More Able Achievement</p> <p>SEN and LAC Achievement</p> <p>Achievement and progress in Maths & English</p> <p>Raising Achievement strategies</p> <p>Student Voice</p> <p>Transition</p> <p>Behaviour for Learning</p> <p>Attendance</p> <p>Exclusions</p> <p>RAISEonline/Data Dashboard or other relevant DfE data</p> <p>Consultation/Parents Evenings</p> <p>Review of relevant sections of the School Improvement Plan</p> <p>Analysis of relevant results of annual questionnaires</p> <p>Key Policies</p> <p>Anti-Bullying</p> <p>Attendance</p> <p>Drug Education</p> <p>Equality</p> <p>Looked After Children</p> <p>More Able</p> <p>Positive Behaviour for Learning</p> <p>SEN</p>

Staff Disciplinary Committee

To consider all matters in relation to staff disciplinary issues.

Complaints and Grievance Committee

To consider all appeals in relation to parental complaints and staff grievances.

Student Disciplinary Committee

To consider all relevant student disciplinary hearings and exclusions.

The Purpose of the Governing Body

The primary purpose of the governing body is to ensure the quality of education provision and to act as the accountable body for the school. There are other ways in which the schools is held to account – through inspection, publication of data, parental choice, and by stakeholders. These multiple methods of accountability, coupled with a board, are common place in the public sector, and not dissimilar to other sectors.

Educational professionals tend to give highest priority to accountability through inspection and publication of data, but the latter is 'after the event' accountability. By the time test/examination results are published that cohort of young people has left the school, for better or worse, whereas the governing body, performing effectively, provides continuous accountability in order to ensure the highest possible outcomes for each cohort.

The governing body has responsibility for ensuring the good conduct and high standards of educational achievement in the school.

The purpose of the governing body is to:

- help the school to set high standards by planning for the school's future and setting targets for school improvement
- keep the pressure up on school improvement
- be a critical friend to the school, offering support and advice
- help the school respond to the needs of parents and the community
- make the school accountable to the public for what it does
- work with the school on planning, developing policies and keeping the school under review
- exercise its responsibilities and powers in partnership with the Executive Principal and staff
- not intervene in the day-to-day management of the school unless there are weaknesses in the school, when it then has a duty to take action.

The role of the governing body is to:

- set the strategic direction, vision and ethos of the school;
- monitor and challenge the progress of the school in achieving its priorities;
- recruit and performance manage the Headteacher;
- exercise employer responsibility;
- ensure the school(s) meet its statutory responsibilities
- ensure financial probity;
- ensure the premises are well managed; and
- report to the school's stakeholders.

The Role of the Chair of Governors

The Chair of Governors is a key leadership role and central to the effectiveness and accountability of the school. The Chair works in partnership with the Executive Principal while holding him to account and plays a key role in supporting the wider governing body to reach key strategic decisions.

To be an effective Chair of Governors, you need a good understanding of the role and its responsibilities so that the school gains maximum benefit from the work that you do.

An effective Chair of Governors:

- works with the headteacher to promote and maintain high standards of educational achievement
- ensures that the governing body sets a clear vision, ethos and strategic direction for the school
- with the governing body holds the Executive Principal to account for the educational performance of the school and its pupils, and for the performance management of staff
- ensures oversight of the financial performance of the school and effective use of the school's resources

You also need to ensure that all governors understand the role and responsibilities of the governing body, outlined on pages 10 and 12 – 21.

The Chair of Governors plays a crucial role in setting the culture of the governing body and is first among equals, but has no individual power. The governing body is a corporate entity and its power and authority rest with the governing body as a whole. On occasions, the Chair of Governors may need to act in an emergency, but any such action must be reported to the whole governing body as soon as possible.

The National College for Teaching and Leadership provides a good resource for Chairs of Governors which includes information about the following aspects of the role: Leading Effective Governance, Building the Team and a useful Governor Checklist. This resource and further information about the Chair of Governor role can be accessed via the link below:

[The Role of the Chair of Governors](#)

Code of Conduct for the Governing Body

Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors will operate.

The Governing Body accepts the following principles and procedures: -

General

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that our Executive Principal is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
3. We accept that all governors have equal status, and although appointed by different groups (i.e. parents, staff, LA) our overriding concern will be the welfare of the school as a whole.
4. We have no legal authority to act individually, except when the governing body has given us delegated authority to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer.
6. We will encourage open government and shall be seen to be doing so.
7. We will consider carefully, how our decisions may affect other schools and the wider community.

Commitment

1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. We will each involve ourselves actively in the work of the governing body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.
3. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
4. We will consider seriously our individual and collective needs for training and development.

Relationships

1. We will strive to work as a team.
2. We will seek to develop effective working relationships with our head teacher, staff, parents, the LA, other relevant agencies and the community.

Confidentiality

1. We will observe confidentiality regarding proceedings of the governing body in meetings and from our visits to school as governors.
2. We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students.
3. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

Conduct

1. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out *against* decisions, in public or private, outside the governing body.
2. We will only speak or act on behalf of the governing body when we have been specifically authorised to do so.
3. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.
4. Our visits to school will be undertaken within the framework established by the governing body, in agreement with the head teacher and staff.
5. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

Suspension

1. If the need arises to use the sanction of suspending a governor, we will do so by following the Procedures Regulations so as to ensure a fair and objective process.

Removal

1. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.
2. If the need arises to use the sanction of removing a governor, we will do so by following the Constitution Regulations so as to ensure a fair and objective process.

Bushey Meads School Local Governing Body

Terms of Reference for the Teaching and Learning Committee

Approved by the Full Governing Body Autumn 2014 and to be reviewed annually

Membership

- Membership will be determined annually, at the summer term meeting of the Full Governing Body
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher
- The committee shall appoint the Chair for a term of three years. Continuous re-election may only take place once

The work of the committee will be supported by:

- a) The Senior Leadership Team members i/c Teaching and Learning and Curriculum.
- b) The Clerk to the Governors, who will give notice of meetings, act as Minute Secretary and advise about procedures.
- c) The meetings of the committee are open to all governors.
- d) As and when desirable the Chair may request any other person to attend meetings.

Quorum

As defined in the Articles of Association a quorum for a committee of the governing body shall be "any one half plus one (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held at least once per term and where necessary once per half term
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers
- The conduct of meetings will be in accordance with the Instruments of Government
- The Chair of the committee, who shall not be an employee of the school, shall be elected from amongst the voting members of the committee at the autumn term meeting every 3 years or when necessary

Purpose of the Committee

1. To provide oversight, consideration and advice to the Governing Body on all aspects of teaching and learning within the school.
2. To monitor and assess implementation of the delivery of the school curriculum, alternative curriculum and other statutory curricular requirements.
3. To monitor and review aspects of the school's specialism.
4. To review the continuing professional development of teachers employed by the school.
5. To ensure the maintenance and regular review of effective and appropriate procedures and policies as required by current legislation and agreed guidelines on all issues that fall within the scope of this committee.

Key Tasks

1. To monitor the quality of teaching.
2. To monitor the implementation and success of policies to raise standards of teaching and learning.
3. To monitor the value added performance of all teachers and faculties within the school.
4. To monitor the school's specialism and related activities across all faculties within the school.
5. To monitor implementation of School Improvement Plan (SIP) related to teaching and learning, curriculum including the specialism and professional development of teachers by way of presentations by staff, reports, observations, discussion and other appropriate means.
6. To contribute towards the development of the SIP by way of scrutiny and recommendation in terms of teaching and learning, curriculum development including the performance arts and personal development.
7. To regularly review and consider the implementation of all school policies relevant to this committee.
8. To review the provision of sex education, RE, SMSC, careers, home learning, ICT, PCHE, work related learning and collective worship.
9. To review all changes to the school's curriculum and related staffing to ensure it provides opportunities for all pupils to learn and achieve and meets the needs of the national curriculum.
10. To monitor professional development opportunities throughout the school year to ensure they are relevant and useful in the personal development of teachers (i.e. inset days, staff induction, professional learning team meetings etc.).
11. To ensure appropriate Governor training undertaken by members of committee in order to keep current with changes in responsibility and legal requirements.

Self-Review

Review annually the effectiveness of the committee and set objectives for the following academic year in line with results of monitoring of SIP, current legislation, guidelines, policies and any other appropriate developments relevant to this committee.

Bushey Meads School Local Governing Body

Terms of Reference for the Student Achievement Committee

Approved by the Full Governing Body Autumn 2014 and to be reviewed annually

Membership

- Membership will be determined annually, at the summer term meeting of the Full Governing Body
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher
- The committee shall appoint the Chair for a term of three years. Continuous re-election may only take place once

The work of the committee will be supported by:

- a) The Senior Leadership Team members i/c Performance and Progress and Personal Development.
- b) The Clerk to the Governors, who will give notice of meetings, act as Minute Secretary and advise about procedures.
- c) The meetings of the committee are open to all governors.
- d) As and when desirable the Chair may request any other person to attend meetings.

Quorum

As defined in the Articles of Association a quorum for a committee of the governing body shall be "any one half plus one (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held at least once per term and where necessary once per half term
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers
- The conduct of meetings will be in accordance with the Instruments of Government
- The Chair of the committee, who shall not be an employee of the school, shall be elected from amongst the voting members of the committee at the autumn term meeting every 3 years or when necessary

Purpose of the Committee

1. To provide oversight, consideration and advice to the Governing Body on all aspects of student achievement within the school.
2. To monitor and assess implementation of the delivery of the pupil progress agenda across the school.
3. To monitor and review aspects of the school's attendance and personal development programme.
4. To review the continuing professional development of teachers employed by the school in relation to pupil progress outcomes and value added data.
5. To ensure the maintenance and regular review of effective and appropriate procedures and policies as required by current legislation and agreed guidelines on all issues that fall within the scope of this committee.

Key Tasks

1. To monitor the performance and progress of all students in the school including attendance and punctuality, attitudes to learning, the personal development of students and student outcomes across all three key stages.
2. To monitor the implementation and success of all school procedures in place to raise the outcomes of all students.
3. To monitor the value added performance of all teachers and faculties within the school.
4. To monitor the provision for Special Educational Needs and other vulnerable groups.
5. To monitor the House System and wider pastoral care across the school.
6. To monitor the school's relationships with parents and carers including aspects of:
 - a) The Home School Agreement
 - b) Parents with concerns about the school
 - c) Support for families
 - d) Liaison with outside agencies
 - e) The promotion of community cohesion
7. To monitor implementation of School Improvement Plan (SIP) related to performance and progress and personal development by way of presentations by staff, reports, observations, discussion and other appropriate means.
8. To contribute towards the development of the SIP by way of scrutiny and recommendation in terms of student achievement and personal development.
9. To regularly review and consider the implementation of all school policies relevant to this committee.

10. To review the provision of safeguarding and child protection, equal opportunities and disability discrimination.
11. To review the systems and procedures for assessment, recording and reporting.
12. To review all aspects of discipline and exclusions and ensure that the school provides opportunities for all pupils to learn and achieve.
13. To monitor professional development opportunities throughout the school year to ensure they are relevant and useful to all staff in relation to aspects of this committee (i.e inset days, staff induction, safeguarding training etc.).
14. To ensure appropriate Governor training undertaken by members of committee in order to keep current with changes in responsibility and legal requirements.

Self-Review

Review annually the effectiveness of the committee and set objectives for the following academic year in line with results of monitoring of SIP, current legislation, guidelines, policies and any other appropriate developments relevant to this committee.

Being a Link Governor at Bushey Meads School

All Governors are expected to link with a specific faculty or area of the school to enable the Governing Body as a whole to become as informed as possible about all aspects of school life.

The role of a Link Governor should focus primarily on supporting and encouraging that area of the school and being a conduit between the school and the main Governing body for information about the link area.

The purpose of the Link Governor system is *not for Governors to become involved in the day to day running of the school* but is to enable the Governing Body as a whole to get to know the school better and be more engaged with staff and the student body.

Link Governors should:

During the Autumn Term

- a) Make contact with the Head of Faculty early on in the Autumn Term to introduce themselves as the Link Governor.
- b) Ensure that the Head of Faculty is provided with their email contact and request that all minutes of meetings held by the faculty are copied to them as the Link Governor so that they can be made aware of developments within the faculty throughout the year.
- c) Ensure that Governors' Day (proposed date - Tuesday 14th November) is put in their calendar and prioritise attending the day as a key time to connect in with the faculty during the Autumn Term.

Ongoing Throughout the Year

- d) Encourage members of the faculty appropriately throughout the year as events and special projects take place and achievements made that are worthy of note (e.g. letters of congratulations, cards, emails, personal remarks etc.)
- e) Arrange a subsequent visit to the faculty (2 hours maximum) during the spring or summer term as appropriate.
- f) Try to attend any special events organised by the faculty as often as possible.
- g) Use their growing knowledge of the faculty in discussions at committee level where appropriate.

Following Specific Visits to the School as a Link Governor

- h) Complete the attached proforma detailing any Link Governor visit to the school as evidence of governor support and challenge to the school as a 'critical friend.'



Link Governor Visit Form

(Governors should complete this form after every visit to the school as a Link Governor.)

Name of Link Governor: _____

Date of Visit	Time of Visit	Department/Faculty Area of School Life	Focus of Discussion or Link to School Improvement Plan Objective
Key Points to Note			

Please email completed form to clerk@bsjt.org.uk

BUSHEY MEADS SCHOOL – LOCAL GOVERNING BODY YEAR PLAN

AUTUMN TERM

Date	Main Meeting	Committee Meetings	
		Teaching & Learning	Student Achievement
		Wednesday 15 th October	Wednesday 24 th September
Standing Items		Declaration of Pecuniary Interests Data from Lesson Observations from the previous academic year School Improvement Plan (SIP P1) Staffing update CPD plans for the year Staff - Personal Value-Added Residuals Results of Annual Questionnaires Policies	Declaration of Pecuniary Interests School Results Analysis Annual Safeguarding Report Admissions and Transition Raising Achievement Data - progress and strategy Attendance and Planned Strategies Attitude to Learning Data The House System Rewards More Able Provision SEN and LAC Support Provision Results of Annual Questionnaires Policies

HALF TERM (27 th October – 31 st October 2025)			
		Committee Meetings	
	Full Governing Body	Teaching & Learning	Student Achievement
Date	Wednesday 26 th November		
	<p>BMS Governor Day 2025</p> <p>Wednesday 26th November</p> <p>Declaration of Pecuniary Interests</p> <p>Appointment of Chair & Vice Chair Committees & Faculty Links</p> <p>Terms of Reference for GB & its committees</p> <p>Receipt of Governing Body Year Plan</p> <p>Events for Academic Year</p> <p>Annual Review of Register of Business Interests</p> <p>Analysis of School Results</p> <p>Vision for next Academic Year</p> <p>Annual Safeguarding Report</p> <p>Review of Governors Day</p> <p>Identification of Training Needs</p> <p><i>Reports from:</i></p> <p>Executive Principal</p> <p>Committees</p> <p>Student Parliament</p> <p>Strategic Planning Meetings</p> <p>Admission arrangements for the academic year in two years' time: (<i>these must be determined, regardless of whether consultation has been undertaken and the decision and recorded in the minutes of the meeting</i>).</p> <p>Ratification of Policies</p>		

SPRING TERM

	Main Meeting	Committees	
	Full Governing Body	Teaching & Learning	Student Achievement
Date			Wednesday 28th January
			Declaration of Pecuniary Interests Safeguarding Attendance Exclusions Behaviour Policy Review Gifted & Talented Raising Achievement Maths & English, Year 11 and Sixth Form Data, progress and strategy School Improvement Plan Review (SIP P3) Pupil Premium Student Voice Relevant DfE Data Policies
HALF TERM (16th – 20th February 2026)			
Date	Wednesday 25th February	Wednesday 11th February	
	Declaration of Pecuniary Interests SEF Report on Intervention Strategies for GCSE and Post 16 Improvement Determined admissions arrangements for a year from next September Safeguarding Update <i>Reports from:</i> Executive Principal Committees Student Parliament Strategic Planning Meetings Ratification of Policies	Declaration of Pecuniary Interests Staffing update Data from lesson observations and Teaching and Learning update Review of provision of: ICT, Work-related Learning Home Learning, Sex Education, RS and SMSC Staff Appraisal of Performance Review Policies	

SUMMER TERM

	Main Meeting	Committee Meetings	
	Full Governing Body	Teaching & Learning	Student Achievement
Date			Wednesday 29 th April
			Declaration of Pecuniary Interests Safeguarding Exclusions Parent Consultation Evenings SEND update Attainment figures for LACS School Improvement Plan Review (SIP P4) Attitude to Learning Data Policies Review of Governor Year Plan and committee meeting dates
HALF TERM (25th 29th May 2026)			
	Main Meeting	Committee Meetings	
	Full Governing Body	Teaching & Learning	Student Achievement
Date	Wednesday 1 st July	Wednesday 20 th May	
	Declaration of Pecuniary Interests Review of the BMS Budget Annual Review of School Improvement Plan Specialist Status: review of the Year Safeguarding Update <i>Reports from:</i> Executive Principal Committees Student Parliament Strategic Planning Meetings Admission Arrangements (<i>whether or not the school consults on amending the arrangements in two years' time and recorded in the minutes</i>). Ratification of Policies	Declaration of Pecuniary Interests School Improvement Plan Review (SIP P2) Data from lesson observations Review of Extended School/Extra Curricular Activities School trips – review Specialist Status update Policies Review of Governor Year Plan and committee meeting dates	

Bushey St James Trust Joint SLT and Governors Strategic Planning Meetings - Summary of Agendas

SP Meeting Theme	Provisional Dates	Brief Outline of Main Agenda Items
<p>No 1</p> <p>GCSE and AS and A Level Results Analysis and plans for the start of the new Academic Year</p> <p>(This SP Meeting would be ideal for a governor who is <i>not</i> a member of the Student Achievement Committee as this will form the basis of their first committee meeting of the Autumn Term)</p>	August 29 th 2025	<p>The key focus of this strategic planning meeting is to:</p> <ul style="list-style-type: none"> • look at key issues facing us at the start of the new academic year including a site update, the INSET Day at the start of the term, the updated Unlocking Potential Framework, key issues related to ongoing self-evaluation, the first two weeks of term and Open Evening • carefully analyse the latest school results and plan next steps in relation to: <ul style="list-style-type: none"> a) Headline Figures b) Raw and value-added data c) Levels of progress d) Identifying success and areas for support and challenge • explore the emerging vision for the new academic year to ensure that performance beyond expectation continues, identifying key areas to develop in our leadership and the leadership of those around us so that all students continue to make appropriate progress • finalise plans related to Performance appraisal, data, teaching and learning, the pastoral team, curriculum issues and key messages to student at the start of the term <p>Key outcomes of the meeting will be:</p> <ol style="list-style-type: none"> 1. To ensure that all SLT have a clear picture of where we are at in terms of student achievement so that we can continue to raise results in all curriculum areas at the school 2. To ensure that plans are made for an exemplary start to the new academic year
<p>No 2</p> <p>Autumn Review Analysis</p> <p>(This SP Meeting would be ideal for a member of the Student Achievement Committee and other key Governors)</p>	22 nd September 2025	<p>The key focus of this strategic planning meeting is to:</p> <ul style="list-style-type: none"> • analyse in detail the school's results across all areas • gain an overview of our school performance as a whole • identify areas of strength and areas for development • plan to create greater capacity within the school to improve outcomes for students <p>Key outcomes of the meeting will be:</p> <ol style="list-style-type: none"> 1. To agree strategic and specific action points related to how we can improve student achievement and continue to raise results in all curriculum areas at the school. 2. To identify areas where we need to increase support and challenge and resource provision. 3. Make clear plans to increase the effectiveness of what we do, maximise achievement for all and achieve best value.

<p>No 3</p> <p>Faculty Self Evaluation</p> <p>(This SP Meeting would be ideal for a member of the Teaching and Learning Committee and other key Governors)</p>	<p>8th December 2025</p>	<p>The key focus of this strategic planning meeting is to:</p> <ul style="list-style-type: none"> • gain an overview of our school as a whole • identify areas of strength and areas for development • ensure that we as senior leaders are in a strong informed position to be able complete sections of the whole school SEF that we are responsible for <p>Key outcomes of the meeting will be:</p> <ol style="list-style-type: none"> 1. To gain a clear overview of each area in the school and see how each contributes to the five areas of school improvement: <ul style="list-style-type: none"> a) Achievement of pupils b) The quality of teaching c) Behaviour and safety of pupils d) The quality of leadership and management e) Overall effectiveness 2. To identify areas where we need to increase support and challenge 3. To identify areas where we need to increase resource provision 4. Make clear plans to increase the effectiveness of what we do, maximise achievement for all and achieve best value.
<p>No 4</p> <p>Whole School Self Evaluation and School Improvement Planning</p> <p>(This SP Meeting would be ideal for a member of any committee – particularly a parent governor and other key Governors)</p>	<p>1st June 2026</p>	<p>The key focus of this strategic planning meeting is to:</p> <ul style="list-style-type: none"> • explore judgements across the five key areas of the Ofsted framework and determine an overall picture of our school • identify key aspects for development in each of the key areas of the framework that will inform future school improvement planning • review sections of our evidence bank for each section of the SEF • identify key levers to secure further transformation, both within and beyond the school <p>Key outcomes of the meeting will be:</p> <ul style="list-style-type: none"> • To ensure accurate judgements related to key areas of the Ofsted framework are made • To contribute towards updating the key evidence bank to support these judgements • To provide further evidence and summary statements that can be used in the new SEF • To identify the main areas for further ongoing school improvement • To identify areas where we may need to increase resource provision

BUSHEY ST JAMES TRUST CALENDAR 2025 - 2026						
MONTH	AUTUMN TERM 2025	DATE	WEEK	MEETING	TIME	LOCATION
SEPTEMBER	Monday	1st	1			
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	2			
	Tuesday	9th				
	Wednesday	10th				
	Thursday	11th				
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	3			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th		BSJT Staff and Governors Social	3.30 pm	LRS
	Saturday	20th				
	Sunday	21st				
	Monday	22nd	4			
	Tuesday	23rd				
	Wednesday	24th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	25th				
	Friday	26th				
	Saturday	27th				
	Sunday	28th				
	Monday	29th	5			
	Tuesday	30th				
OCTOBER	Wednesday	1st				
	Thursday	2nd				
	Friday	3rd				
	Saturday	4th				
	Sunday	5th				
	Monday	6th	6	BSJT Finance and Resources Committee	6.00 pm	LRS
	Tuesday	7th				
	Wednesday	8th		BMS Pay and Staffing Review	t.b.c.	BMS
	Thursday	9th				
	Friday	10th		HPS Pay and Staffing Review	t.b.c.	HPS
	Saturday	11th				
	Sunday	12th				
	Monday	13th	7			
	Tuesday	14th				
	Wednesday	15th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	16th				
	Friday	17th		LRS Pay and Staffing Review	t.b.c.	LRS
	Saturday	18th				
	Sunday	19th				
	Monday	20th	8			
	Tuesday	21st				
	Wednesday	22nd				
	Thursday	23rd		Joint Primary Pupil Progress Committee	6.00 pm	LRS
				Joint Primary Teaching & Learning Committee	7.15 pm	LRS
	Friday	24th				
	Saturday	25th				
	Sunday	26th				
HALF TERM						

MONTH	AUTUMN TERM 2025	DATE	WEEK	MEETING	TIME	LOCATION
NOVEMBER	Monday	3rd	9	BSJT Conference <i>Innovate, Include, Inspire</i>	8.30 am	BMS
	Tuesday	4th				
	Wednesday	5th				
	Thursday	6th				
	Friday	7th				
	Saturday	8th				
	Sunday	9th				
	Monday	10th	10			
	Tuesday	11th				
	Wednesday	12th				
	Thursday	13th				
	Friday	14th				
	Saturday	15th				
	Sunday	16th				
	Monday	17th	11			
	Tuesday	18th				
	Wednesday	19th				
	Thursday	20th		HPS Full Governing Body Meeting	6.00 pm	HPS
	Friday	21st				
	Saturday	22nd				
	Sunday	23rd				
	Monday	24th	12	LRS Governors Day & Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	25th				
	Wednesday	26th		BMS Governors Day 8.00 am & Full Governing Body Meeting	6.00 pm	BMS
	Thursday	27th				
	Friday	28th				
	Saturday	29th				
DECEMBER	Sunday	30th				
	Monday	1st	13			
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	14			
	Tuesday	9th				
	Wednesday	10th		BSJT Teacher Toolkit 1 4.00pm		HPS
	Thursday	11th		Trust Board and Audited Accounts Report Meeting	7.00 pm	BMS
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	15			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th				
CHRISTMAS HOLIDAY						

MONTH	SPRING TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
JANUARY	Monday	5th	16			
	Tuesday	6th				
	Wednesday	7th				
	Thursday	8th				
	Friday	9th				
	Saturday	10th				
	Sunday	11th				
	Monday	12th	17			
	Tuesday	13th				
	Wednesday	14th				
	Thursday	15th				
	Friday	16th				
	Saturday	17th				
	Sunday	18th				
	Monday	19th	18	BSJT Finance and Resources Committee	6.00 pm	BMS
	Tuesday	20th				
	Wednesday	21st		BSJT Teacher Toolkit 2	4.00 pm	LRS
	Thursday	22nd				
	Friday	23rd				
	Saturday	24th				
	Sunday	25th				
	Monday	26th	19			
	Tuesday	27th				
	Wednesday	28th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	29th		Joint Primary Pupil Progress Committee	6.00 pm	HPS
				Joint Primary Teaching & Learning Committee	7.15 pm	HPS
	Friday	30th				
FEBRUARY	Saturday	31st				
	Sunday	1st				
	Monday	2nd	20			
	Tuesday	3rd				
	Wednesday	4th				
	Thursday	5th				
	Friday	6th				
	Saturday	7th				
	Sunday	8th				
	Monday	9th	21			
	Tuesday	10th				
	Wednesday	11th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	12th				
	Friday	13th				
	Saturday	14th				
	Sunday	15th				
HALF TERM						

MONTH	SPRING TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
	Monday	23rd	22			
	Tuesday	24th				
	Wednesday	25th		Annual Governor Training across the BSJT - TBC	5.30 pm	BMS
				BMS Full Governing Body Meeting	7.45 pm	BMS
	Thursday	26th				
	Friday	27th				
MARCH	Saturday	28th				
	Sunday	1st				
	Monday	2nd	23	LRS Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	3rd				
	Wednesday	4th				
	Thursday	5th				
	Friday	6th				
	Saturday	7th				
	Sunday	8th				
	Monday	9th	24			
	Tuesday	10th				
	Wednesday	11th				
	Thursday	12th		HPS Governors Day & Full Governing Body Meeting	6.00 pm	HPS
	Friday	13th				
	Saturday	14th				
	Sunday	15th				
	Monday	16th	25	BSJT Finance and Resources Committee	6.00 pm	HPS
	Tuesday	17th				
	Wednesday	18th				
	Thursday	19th		Trust Board Meeting	7.00 pm	BMS
	Friday	20th				
	Saturday	21st				
	Sunday	22nd				
	Monday	23rd	26			
	Tuesday	24th				
	Wednesday	25th				
	Thursday	26th				
	Friday	27th				
EASTER HOLIDAY						

MONTH	SUMMER TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
APRIL	Monday	13th	27			
	Tuesday	14th				
	Wednesday	15th				
	Thursday	16th				
	Friday	17th				
	Saturday	18th				
	Sunday	19th				
	Monday	20th				
	Tuesday	21st	28			
	Wednesday	22nd				
	Thursday	23rd				
	Friday	24th				
	Saturday	25th				
	Sunday	26th				
	Monday	27th	29			
	Tuesday	28th				
	Wednesday	29th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	30th				
MAY	Friday	1st				
	Saturday	2nd				
	Sunday	3rd				
	Monday	4th	30			
	Tuesday	5th				
	Wednesday	6th				
	Thursday	7th				
	Friday	8th				
	Saturday	9th				
	Sunday	10th				
	Monday	11th	31			
	Tuesday	12th				
	Wednesday	13th				
	Thursday	14th		Joint Primary Pupil Progress Committee	6.00 pm	LRS
				Joint Primary Teaching & Learning Committee	7.15 pm	LRS
	Friday	15th				
	Saturday	16th				
	Sunday	17th				
	Monday	18th	32	BSJT Finance and Resources Committee	6.00 pm	LRS
	Tuesday	19th				
	Wednesday	20th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	21st				
	Friday	22nd				
	Saturday	23rd				
	Sunday	24th				
HALF TERM						

MONTH	SUMMER TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
JUNE	Monday	1st	33			
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	34			
	Tuesday	9th				
	Wednesday	10th				
	Thursday	11th				
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	35			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th				
	Saturday	20th				
	Sunday	21st				
	Monday	22nd	36	LRS Full Governing Body Meeting <i>(Budget Review)</i>	6.00 pm	LRS
	Tuesday	23rd				
	Wednesday	24th		BSJT Teacher Toolkit 3	4.00 pm	BMS
	Thursday	25th				
	Friday	26th				
	Saturday	27th				
	Sunday	28th				
	Monday	29th	37			
	Tuesday	30th				
JULY	Wednesday	1st		BMS Full Governing Body Meeting <i>(Budget Review)</i>	6.00 pm	BMS
	Thursday	2nd		HPS Full Governing Body Meeting <i>(Budget Review)</i>	6.00 pm	HPS
	Friday	3rd				
	Saturday	4th				
	Sunday	5th				
	Monday	6th	38	BSJT Finance and Resources Committee <i>(Budget Review)</i>	6.00 pm	BMS
	Tuesday	7th				
	Wednesday	8th				
	Thursday	9th				
	Friday	10th				
	Saturday	11th				
	Sunday	12th				
	Monday	13th	39			
	Tuesday	14th				
	Wednesday	15th				
	Thursday	16th		Annual Trust Social	5.30 pm	BMS
				AGM & Trust Board Meeting	7.00 pm	BMS
	Friday	17th				

BMS SENIOR LEADERSHIP TEAM

ROLES AND RESPONSIBILITIES

September 2025

The Executive SLT

- consists of the Executive Principal, the Head of Standards, Safeguarding and SEND, the two Deputy Headteachers, three Assistant Headteachers and two Associate Leaders who lead the staff:-
- in the implementation of the school's aims and objectives so that we may fulfil our Strategic Intent
- in forward planning, in particular school self-review and in establishing and reviewing the School Improvement Plan
- in ensuring the welfare of pupils and good order throughout the school and in all school activities
- in ensuring that the education provided in the school is consistently of the highest quality

Jeremy Turner – Executive Principal

Responsible for the vision, direction and leadership and management of the school to establish a learning culture and promote excellence and equality, teaching and learning, appraisal and CPD and the overall vision and performance of the Bushey St James Trust (BSJT)

Line Management of: Executive Primary Headteacher, Head of Standards, Safeguarding and SEND, Deputy Headteacher i/c Teaching & Learning, Curriculum and ARR, BSJT Business Manager, Human Resources Manager, Clerk to the Trust

Areas of Strategic Responsibility

Vision and expectations for the schools across the BSJT

Evaluation of the schools' performance and the performance of the BSJT (SEFs and SDPs)

Identification of priorities for continuous improvement across and beyond the BSJT

The raising of standards in all areas: Student data, Performance tracking, Assessment, recording and reporting, Pupil Premium

Staff Wellbeing within the schools across the BSJT

Senior Leadership Development within the schools across the BSJT

Wider Leadership Opportunities within the schools across the BSJT

The development of policies and practices within the schools across the BSJT

The strategic management, organisation and administration of the schools across the BSJT

Ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and those of the schools across the BSJT

Liaison with other schools, marketing and the wider community and potential expansion and development of the BSJT

Responsible to the Governing Body for the effective recruitment, deployment and retention of staff

Main link with the Governing Body, Hertfordshire County Council, Little Reddings, Hartsbourne and the DfE, By Leaders for Leaders, NSCL and SSAT

House Links

Link to all Houses as required

SLT Duty Days

Oversight and support on all duty days

Governing Body

Represents the SLT on all Governors' Committees

Executive Trust Links

Represents the school on the Executive Trust Board and at LRS and HPS Governing Body Meetings

Links Beyond the BSJT

Member of Greenshaw Learning Trust

Chair of Wren Academy Trust

Head of Standards, Safeguarding and SEND

Deputises for the Executive Principal in his absence

Standards and Student Outcomes Years 7 - 13

Staffing and Timetabling

The Specialist Resource Provision & SEND across the BSJT

Line Management of:

Deputy Headteacher i/c Pastoral Care, Attendance and Safeguarding

Assistant Headteacher i/c Post 16 Education

Learning Support

Cover Manager and Learning Supervisor

Areas of Strategic Responsibility

Staffing and Timetabling

Day to Day Management of the School (Assemblies, Duty ~~Rotas~~, Fire Drills etc.)

School Diary/Calendar and Cover

SENDCo networks and consultancy support across the BSJT

Sharing best practice within and beyond the BSJT

Learning Assistant Development ~~programmes~~ across the BSJT

Outreach Liaison and Alternative Provision Interventions

Oversight of Attainment and Progress

Year 7 - 13 Attainment and progress

Year 7 – 13 Assessment/reports

Year 7 – 13 Interventions

Year 7 – 13 Consultation Evenings

Year 7 - 13 Pupil Premium Provision

Year 7 – 13 More Able provision

House Link

SLT Link to Ash

SLT Duty Days

Support and cover throughout the week

Governing Body

SLT Link with Governors' Teaching and Learning Committee and Student Achievement Committee

Link with Primary School Governing Body Committees as required

Joe Beswick – Deputy Headteacher	Olivia de Groot – Deputy Headteacher
<p>Deputises for the Executive Principal and Head of Standards, Safeguarding and SEND in their absence</p> <p>Curriculum and Teaching and Learning</p> <p>Assessment, Recording & Reporting</p> <p>Whole School Literacy & More Able Provision</p> <p>BSJT Data Protection Officer</p> <p>SLT Link to Year 9</p> <p>Line Management of:</p> <p>Assistant Headteacher i/c Alternative Curriculum and PSHE</p> <p>Senior Lead Practitioner i/c Teaching and Learning</p> <p>Associate Leader i/c STEM and Exams</p> <p>Associate Leader i/c More Able and Literacy</p> <p>Science</p> <p>Maths</p> <p>Areas of Strategic Responsibility</p> <p>More Able Agenda</p> <p>Digital Learning</p> <p>STEM</p> <p>Blue Sky and Performance Appraisal</p> <p>Oversight of Year 9</p> <p>Year 9 Attainment and progress</p> <p>Year 9 Assessment/reports</p> <p>Year 9 Pastoral Intervention</p> <p>Year 9 Consultation Evenings</p> <p>Year 9 Pupil Premium provision</p> <p>Year 9 More Able Provision</p> <p>House Link</p> <p>Link to Elm</p> <p>SLT Duty Day</p> <p>Thursday</p> <p>Governing Body</p> <p>SLT Link with Governors T & L Committee</p>	<p>Deputises for the Executive Principal and Head of Standards, Safeguarding and SEND in their absence</p> <p>Pastoral Care, Attendance and Safeguarding</p> <p>KS3 Transition and Engagement</p> <p>Pupil Premium, CLAs and Service Families</p> <p>Designated Lead Teacher Safeguarding</p> <p>SLT Link to Year 10</p> <p>Line Management of:</p> <p>Assistant Headteacher i/c Year 7 Transition & In Year Admissions</p> <p>Pastoral Manager i/c Admissions</p> <p>Safeguarding Officer</p> <p>English</p> <p>Performing and Visual Arts</p> <p>Areas of Strategic Responsibility</p> <p>Pupil Premium Initiatives</p> <p>CLA and Service Children Support Programmes</p> <p>SML Development Programme</p> <p>ML Development Programme</p> <p>Oversight of Year 10</p> <p>Year 10 Attainment and progress</p> <p>Year 10 Assessment/reports</p> <p>Year 10 Intervention</p> <p>Year 10 Consultation Evenings</p> <p>Year 10 Pupil Premium Provision</p> <p>Year 10 More Able provision</p> <p>House Link</p> <p>SLT Link to Beech</p> <p>SLT Duty Day</p> <p>Friday</p> <p>Governing Body</p> <p>SLT Link with Governors' SA Committee</p>

Tracy Greenwood - Assistant Headteacher	Daniel <u>Mitman</u> - Assistant Headteacher	Madeline Silla - Assistant Headteacher
Deputies for the Deputy Headteachers in their absence	Deputies for the Deputy Headteachers in their absence	Deputies for the Deputy Headteachers in their absence
Alternative Curriculum & Vocational Opportunities PSHE and Enrichment SLT Link to Year 8	Whole School Culture and Character Year 7 Transition & In Year Admissions SLT Link to Year 7	Post 16 Education The House System & Student Leadership SLT Link to Year 12 & 13
Line Management of: Design & Technology WRL Coordinator D of E & World Challenge Coordinators Alternative Curriculum Coordinator	Line Management of: PE & Health Humanities and Social Sciences	Line Management of: MFL Deputy Head of 6 th form Assistant Head of 6 th form Pastoral Administration Officer for KS5
Areas of Strategic Responsibility Mental Health Lead PSHE Enrichment & Extracurricular D of E and World Challenge Year 9 – 10 Transition/Options	Areas of Strategic Responsibility Year 6 – 7 Transition In Year Admissions Character Development Initiatives CDC Monitoring and Support Student Support Plans	Areas of Strategic Responsibility The Alumni <u>Programme</u> The House System Student Leadership Extended Project Qualification Year 11 - 12 Transition
Oversight of Years 8 Year 8 Attainment and progress Year 8 Assessment/reports Year 8 Intervention Year 8 Consultation Evenings Year 8 Pupil Premium Provision Year 8 More Able provision	Oversight of Year 7 Year 7 Attainment and progress Year 7 Assessment/reports Year 7 Intervention Year 7 Consultation Evenings Year 7 Pupil Premium provision Year 7 More Able Provision	Oversight of Key Stage 5 Year 12 & 13 Attainment and progress Year 12 & 13 Assessment/reports Year 12 & 13 Intervention Year 12 & 13 Consultation Evenings Year 12 & 13 Pupil Premium Provision Year 12 & 13 More Able provision
House Link SLT Link to Oak	House Link SLT Link to Willow	House Link SLT Link to Maple
SLT Duty Day Monday	SLT Duty Day Tuesday	SLT Duty Oversight of Sixth Form Centre
Governing Body SLT Link with Governors' T & L Committee	Governing Body SLT Link with Governors' SA Committee	Governing Body SLT Link with Governors' SA Committee

Mo Abusef – Associate Leader	Gary Johnson – Associate Leader
Deputises for the Assistant Headteachers in their absence	Deputises for the Assistant Headteachers in their absence
STEM across the BSJT Oversight of Examinations Trips and Visits Get Ahead Programme SLT Link to Year 11	Whole School Literacy and More Able Oversight of Reading Intervention Programmes More Able Year 11 Time2Shine Programme SLT Link Support as Required
Line Management of: IT and Computing Information Manager and Examinations Vocational Leaders	Line Management of: Lead Practitioner for Whole School Literacy Pathway Coordinator for English LRC Coordinator
Areas of Strategic Responsibility Data and Examinations BTEC Quality Nominee Get Ahead Programmes	Areas of Strategic Responsibility Reading Intervention Programmes More Able Provision Time2 Shine Programme Literacy and the LRC
Oversight of Year 11 Year 11 Attainment and progress Year 11 Assessment/reports Year 11 Intervention Year 11 Consultation Evenings Year 11 Pupil Premium Provision Year 11 More Able provision	Oversight of HPA & MA Students HPA & MA Attainment and progress HPA & MA Assessment/reports HPA & MA Intervention HPA & MA Consultation Evenings HPA & MA Pupil Premium Provision HPA & MA More Able provision
House Link Link to Sycamore	House Link <u>Deputising as Required</u>
SLT Duty Day Wednesday	SLT Duty Day <u>Deputising as Required</u>
Governing Body SLT Link with Governors T & L Committee	Governing Body SLT Link with Governors' SA Committee

Governors' Section of the Website

All Governors have access to a secure area of the school website.

<http://www.busheymeads.org.uk/>

The governors section can be found under the parents' tab at the top of the home page.

In this section of the website all Governors' minutes from Full Governing Body and Committee Meetings are stored and can be accessed by all Governors.

In addition there is information provided about:

- The Governing Body at Bushey Meads School
- Lists of Governors and contact details
- Terms of Reference for the Full Governing Body and Committees
- School policies relevant to Governors and not generally available on the website
- School self-evaluation documentation
- School Improvement Planning documentation
- Financial information
- Admissions

The section of the site requires a secure login, available from the school on request.

Policy Review Schedule

POLICY	COMMITTEE/BOARD	SLT Link re Review	DATE LAST REVIEWED BY COMMITTEE/LGB or TRUST BOARD	DATE OF NEXT REVIEW
Policies for Trust Board Review				
Service Level Agreement	Trust Board	RCS	Sep-24	Sep-25
Child Protection*	Trust Board	SAH	Dec-24	Dec-25
Children with a Social Worker	Trust Board	ODT	Dec-23	Dec-25
Gifts and Hospitality	Trust Board	RCS	Dec-23	Dec-25
Health and Safety	Trust Board	GCN	Dec-23	Dec-25
Procurement and Tendering	Trust Board	RCS	Dec-22	Dec-25
Safer Recruitment Policy	Trust Board	SFE	Dec-23	Dec-25
Schedule of Financial Delegation	Trust Board	RCS	Dec-24	Dec-25
Staff Code of Conduct	Trust Board	JTR	Dec-23	Dec-25
Staff Harrassment & Bullying	Trust Board	JTR	Dec-23	Dec-25
Trust Reserves	Trust Board	RCS	Dec-23	Dec-25
Staff Welbeing Charter	Trust Board	JTR	Feb-24	Feb-26
Managing Allegations of Abuse against Staff	Trust Board	JTR	Jul-24	Mar-26
Business Continuity Plan	Trust Board	RCS	Mar-24	Mar-26
Business Charge Card	Trust Board	RCS	Jul-24	Jul-26
e-Safety	Trust Board	GFR	Jul-24	Jul-26
Lettings	Trust Board	RCS	Jul-24	Jul-26
Performance Appraisal*	Trust Board	JTR	Jul-25	Jul-26
Redundancy Appeals Process	Trust Board	SFE	Jul-24	Jul-26
Staff Capability	Trust Board	JTR	Jul-24	Jul-26
Staff Pay*	Trust Board	JTR	Jul-25	Jul-26
Complaints	Trust Board	JTR	Mar-25	Mar-27
Flexible Working Request	Trust Board	JTR	Mar-25	Mar-27
Freedom of Information	Trust Board	GFR	Mar-25	Mar-27
Governor/Staff Relations	Trust Board	JTR	Mar-25	Mar-27
Local Government Pension Scheme	Trust Board	SFE	Mar-24	Mar-27
Shared Parental Leave	Trust Board	SFE	Mar-24	Mar-27
Staff Grievance	Trust Board	JTR	Mar-25	Mar-27
Whistle Blowing	Trust Board	JTR	Mar-25	Mar-27
Critical Incident	Trust Board	JTR	Jul-25	Jul-27
JCNC	Trust Board	JTR	Jul-25	Jul-27
Maternity, Paternity, Adoption and Carer's Leave	Trust Board	SFE	Jul-24	Jul-27
Staff Disciplinary	Trust Board	JTR	Jul-25	Jul-27
Staff Health & Attendance	Trust Board	JTR	Jul-25	Jul-27
Staff Leave of Absence	Trust Board	JTR	Jul-25	Jul-27
Staff Stress Management & Well-Being	Trust Board	JTR	Jul-25	Jul-27
Trust Reserves	Trust Board	RCS	Jul-25	Jul-27
Data Protection	Trust Board	GFR	Dec-24	Dec-27
More Able	Trust Board	ODT	Dec-24	Dec-27
Parent and Carer Code of Conduct	Trust Board	JTR	Dec-24	Dec-27
Subject Access Request	Trust Board	GFR	Dec-24	Dec-27
Governors' Allowances and Expenses	Trust Board	RCS	Jul-25	Jul-28
Medical Conditions	Trust Board	SAH	Jul-25	Jul-28
Intimate Care	Trust Board	SAH	Jul-25	Jul-28
Joint Finance and Resources Committee				
16-19 Bursary Fund	Finance & Resources	RCS	Jan-24	Jan-26
Assets and Depreciation	Finance & Resources	RCS	Jan-24	Jan-26
Charging & Remissions	Finance & Resources	RCS	Jan-24	Jan-26
Directed Time	Finance & Resources	JTR	Jun-25	Jun-26
Debt Recovery	Finance & Resources	RCS	Jan-25	Mar-27
Risk Management	Finance & Resources	RCS	Jan-25	Mar-27
Finance Policy and Procedures*	Finance & Resources	RCS	May-25	May-27

Policies for Committee Review				
Student Achievement Committee				
Attendance & Punctuality	Student Achievement	ODT	Sep-23	Sep-25
Conflict of Interests Policy	Student Achievement	MAF	Nov-24	Nov-25
Equality and Diversity	Student Achievement	DMN	Jan-24	Jan-26
Malprcatice Policy	Student Achievement	MAF	Jan-24	Jan-26
SEND Policy	Student Achievement	SAH	Jan-24	Jan-26
Positive Behaviour for Learning	Student Achievement	DMN	Apr-25	Apr-26
AI Use in Assessment Policy	Student Achievement	MAF	May-24	May-26
Anti-Bullying	Student Achievement	DMN	May-24	May-26
Examination Contingency Plan Policy	Student Achievement	MAF	May-24	May-26
Examinations	Student Achievement	MAF	Sep-24	Sep-26
Healthy Eating	Student Achievement	DMN	Jan-25	Jan-27
Non Examination Assessment	Student Achievement	MAF	Jan-25	Feb-27
Word Processor	Student Achievement	MAF	Apr-25	Apr-27
Education of Students Unable to Attend School for Medical Reasons	Student Achievement	SAH	Dec-24	Dec-28
Teaching and Learning Committee				
Curriculum	Teaching and Learning	TGD	Oct-23	Oct-25
Drug Education	Teaching and Learning	DMN	Oct-23	Oct-25
Religious Education	Teaching and Learning	TGD	Oct-24	Oct-26
Educational Visits	Teaching and Learning	MAF	Feb-25	Feb-27
Relationships & Sex Education	Teaching and Learning	TGD	Feb-25	Feb-27
Careers and WRL	Teaching and Learning	TGD	Feb-25	Mar-27
Feedback	Teaching and Learning	JBK	May-25	May-27
Teaching and Learning	Teaching and Learning	JBK	May-25	May-27
Home Learning	Teaching and Learning	JBK	Jun-25	Jun-27
Notes:				
For all policies the Trust Board/Governing Body is free to determine the frequency of review				
* must be reviewed annually				
Data Protection - every 2 years				

Policies for Review in 2026.27 and beyond

Policies for Review in 2026.27 and Beyond				
Examinations	Student Achievement	MAF	Sep-24	Sep-26
Religious Education	Teaching and Learning	TGD	Oct-24	Oct-26
Healthy Eating	Student Achievement	DMN	Jan-25	Jan-27
Educational Visits	Teaching and Learning	MAF	Feb-25	Feb-27
Non Examination Assessment	Student Achievement	MAF	Jan-25	Feb-27
Relationships & Sex Education	Teaching and Learning	TGD	Feb-25	Feb-27
Careers and WRL	Teaching and Learning	TGD	Feb-25	Mar-27
Complaints	Trust Board	JTR	Mar-25	Mar-27
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Finance Policy and Procedures*	Finance & Resources	RCS	May-25	May-27
Teaching and Learning	Teaching and Learning	JBK	May-25	May-27
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