**Welcome and thank you for agreeing to join the governors at Shenfield High School. We hope that the information set out below will be useful for you. Please ask if there is anything you need to know.**

**Upon joining you will have a meeting with the Head Teacher and Chair of Governors who will provide you with information about the school and your role and responsibilities as governors. You will also have an induction meeting with the Vice Chair and Training Governor.**

1. **Key Governor Contacts**

Andrew Worth Link Governor for training

[a.worth@shenfield.essex.sch.uk](mailto:a.worth@shenfield.essex.sch.uk)

Jane Swettenham Chair

[j.swettenham@shenfield.essex.sch.uk](mailto:j.swettenham@shenfield.essex.sch.uk)

Katharine Boulton Vice Chair

[k.boulton@shenfield.essex.sch.uk](mailto:k.boulton@shenfield.essex.sch.uk)

Karen Whordley Clerk to the Governors

[k.whordley@shenfield.essex.sch.uk](mailto:k.whordley@shenfield.essex.sch.uk)

1. **Senior school Leadership team**

Carole Herman Head Teacher

[c.herman@shenfield.essex.sch.uk](mailto:c.herman@shenfield.essex.sch.uk)

Jenny Comerford Deputy Head Teacher Student Support and Wellbeing and Lead DSL

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Jane Martin Deputy Head Curriculum and KS4 outcomes

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Jonathan Sands Deputy Head Teaching, Learning and Assessment

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Stuart Roberts Business Manager

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DJ Barron Assistant Head Teacher DSL

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Andy Cooke Assistant Head teacher Head of 6th Form

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Ben Clifford Assistant Head Teacher Head of English

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Richard Drew Assistant Head Teacher Head of Maths

[r.drew@shenfield.essex.sch.uk](mailto:r.drew@shenfield.essex.sch.uk)

Jamie Rigg Assistant Head Teacher Behaviour for Learning

[j.rigg@shenfield.essex.sch.uk](mailto:j.rigg@shenfield.essex.sch.uk)

Tony Taylor Assistant Head Teacher SENco

[a.taylor@shenfield.essex.sch.uk](mailto:a.taylor@shenfield.essex.sch.uk)

1. **Governors**

Julian Beard Safeguarding Governor

[j.beard@shenfield.essex.sch.uk](mailto:j.beard@shenfield.essex.sch.uk)

Katharine Boulton Vice Chair and Equality Governor Parent Governor

[k.boulton@shenfield.essex.sch.uk](mailto:k.boulton@shenfield.essex.sch.uk)

David Churchill Parent Governor

[d.churchill@shenfield.essex.sch.uk](mailto:d.churchill@shenfield.essex.sch.uk)

Debbie Hines Parent Governor

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Sandra Johnson SEN governor

[s.johnson@shenfield.essex.sch.uk](mailto:s.johnson@shenfield.essex.sch.uk)

Neil Purbrick

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Karuna Shanuk-Hobbs Staff Governor

[k.shanuk-hobbs@shenfield.essex.sch.uk](mailto:k.shanuk-hobbs@shenfield.essex.sch.uk)

Stuart Roberts Staff Governor

[s.roberts@shenfield.essex.sch.uk](mailto:s.roberts@shenfield.essex.sch.uk)

Jane Swettenham Chair/Chair of S&P/ CCF Governor

[j.swettenham@shenfield.essex.sch.uk](mailto:j.swettenham@shenfield.essex.sch.uk)

Andy Williams Parent Governor

[a.williams@shenfield.essex.sch.uk](mailto:a.williams@shenfield.essex.sch.uk)

Andrew Worth Training Governor/Health & Safety Governor

[a.worth@shenfield.essex.sch.uk](mailto:a.worth@shenfield.essex.sch.uk)

1. **Useful Documentation**  Please read

Code of Conduct (attached)

Governor’s Handbook (attached)

Safeguarding Policy (attached)

Keeping Children Safe in Education (attached)

Memorandum and Articles of Association [www.shenfield.essex.sch.uk](http://www.shenfield.essex.sch.uk)

OFSTED Report [www.shenfield.essex.sch.uk](http://www.shenfield.essex.sch.uk)

School Policies [www.shenfield.essex.sch.uk](http://www.shenfield.essex.sch.uk)

SIP [www.governors.shenfieldlearning.com](http://www.governors.shenfieldlearning.com) (Weebly) See Below

Minutes of last FGB [www.governors.shenfieldlearning.com(Weebly)](http://www.governors.shenfieldlearning.com(Weebly)) See Below

Governance Handbook. [www.gov.uk](http://www.gov.uk)

1. **Useful Information**

All documentation for meetings is uploaded to the following website

[www.governors.shenfieldlearning.com](http://www.governors.shenfieldlearning.com) (Weebly)

Karen our clerk will issue you with a password.

Weebly is a useful source of information and documentation.

1. **Meeting/Governor Visits Schedule (attached**) **Governors Committee Structure and membership (attached)**

The governing body meets four times a year. The Resources Committee and the Standards and Performance committees meet regularly. You will be invited to join one of these committees. Please read the terms of reference which will provide you with useful information about the role of these committees. (available on Weebly).There is also a Pay Committee and Head Teacher’s Appraisal Panel. Student Discipline, Pay Appeals and Staff Appeals are convened when required and do not have a fixed membership. A Strategy meeting involving all governors is held annually in January. This is important as governors are responsible for setting the strategic direction of the school in consultation with the Head.

Governor Visits enable you to get to know the school. Three visits are arranged every academic year once a term. All governors are encouraged to take part in one visit per year.

1. **Details of external course providers and useful online resources (attached)**

All new governors are expected to complete induction training provided by Juniper. Andrew Worth will provide you with information how to do this. All governors are expected to avail themselves of training opportunities as this is an important part of governor development. In addition the school runs three internal courses per year, one of which is safeguarding which is compulsory.

Please register for The key for School Governors. This is a useful online resource. [www.schoolgovernors.thekeysupport.com](http://www.schoolgovernors.thekeysupport.com)

1. **Other Information**

Upon joining you will be required to complete a DBS/Barred check. Karen our clerk will notify you of what is required. You will also be required to complete a Declaration of Business Interests (attached) and sign the Code of Conduct (attached). Karen will arrange for you to be registered with Companies House as a director. You will also be registered with governor services.