

Hartford Infant School Governing Body Report on its Constitutional Arrangements
September 2015 [updated July 2021]



Executive Summary

Hartford Infant School joined The CAM Academy Trust on January 2017. The CAM Academy Trust Scheme of Delegation sets out the powers and responsibilities between the Trust Board and the Local Governing Bodies of the Academies. It determines the composition of the Local Governing Body in accordance with the following provisions.

Considering DfE guidance to ensure that we are in full compliance with their expectations we publish a report each time the LGB meet to share the attendance of committee and further governor training.

Composition of the Local Governing Body

The membership of the Local Governing Body shall be determined in accordance with the following provisions:

The total membership shall be not less than 9 and not more than 16.

The membership shall comprise:

- Two members ex-officio: the CEO or Primary Executive Leader of the Trust and the Head(s) of School/Principal;
- Two elected members of staff, each to serve for four years (so long as they remained members of staff) from the date of their election;
- Two elected parents, each to serve for four years (or for so long as they remained eligible as parents with children in the school) from the date of their election;
- Not fewer than five, nor more than twelve, Trustee Governors, appointed by the Trust. These governors are to serve for four years on a four-year rolling cycle, from the beginning of the academic year. Any casual vacancy is to be filled, in the first instance, for the remainder of the term of office of the departed governor.
- Trustee Governors are to be chosen in consultation with the appropriate Local Governing Body, the regular procedure to be that in each summer term the Local Governing Body and the Trust would routinely review forthcoming vacancies. In making appointments the Trust will take into account the range of skills and experience on each Local Governing Body, and the outcome of consultation with each Local Governing Body. The Trust will hold a short CV for each Governor (including the elected Governors). Trustee Governors would be eligible for re-appointment for a further term of service, if appropriate.

The names of our executive officers are

Position	Name of governor
Chair	Mr Vaughan Clark
Vice-chair[shared position]	Mrs Sunetha Diaram and Mrs Amy McCrae

The standing orders and code of conduct for the governing body can be found alongside this document on the school's website www.hartfordinfantschool.org

Terms of Reference can be found alongside this document on the school's website www.hartfordinfantschool.org

Governor details and the register of interest

Name of Governor	Category of Governor	Date of Appointment	Term of Office	Date stepped down [where applicable]	Name of Appointing Body	Business and Pecuniary Interests <small>[inc. governance at another setting]</small>	Relationship with other governor or staff member
Mr Vaughan Clark	Trust Appointed	18.9.17	4 years	n/a	CAM Trust Appointment	None	None
Ms Sunetha Diaram	Trust Appointed	July 2020	4 years	n/a	CAM Trust Appointment	None	None
Mrs Sue Orledge	Staff	01.01.2017	4 years	n/a	Staff Election	None	None

Mrs Rae Lee	Ex Officio	01.01.2017	n/a	n/a	Governing Body	None	None
Mrs Amy McCrae	Parent	05.2.2018	4 years	n/a	Governing Body	None	None
Miss Kayleigh Reid	Staff	25.9.18	3 years	n/a	Governing Body	None	None

Key

X	Attended the meeting	A	Absent with the consent of the governing body
F	Failed to attend or absent without the consent of the governing body	Grey	Not on committee

Attendance at Meetings 2020-21

	Governing Body Aut 1 16.9.2020	Governing Body Aut 2 12.11.2020	Governing Body Spr 1 21.01.2021	Governing Body Sum 1 22.4.21	Salary Review Committee Oct 2020	Headteacher Performance Management 11.11.2020	Budget Meeting tbc
Mr Vaughan Clark	X	X	X	X	X	X	X
Ms Sunetha Diaram	A	X	F	X			
Mrs Sue Orledge	X	X	X	X			
Mrs Jill Watkin-Tavener							
Mrs Rae Lee	X	X	X	X	X		X
Mrs Amy McCrae	X	X	X	X			
Miss Kayleigh Reid	A	A	A	A			

Courses Attended by Governors

Name of Governor	Course attended	Date of meeting	Name of Governor	Course attended	Date of meeting
Vaughan Clark Jill Watkin Tavener Sunetha Diaram Amy McCrae	Basic Safeguarding	23.9.2020	Rae Lee	Autumn Termly Briefing	22.9.2020