

**Hartford Infant School Governing Body Report on its Constitutional Arrangements**  
**September 2015 [updated July 2022]**



**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	Mrs Sunetha Diaram
Vice-chair[shared position]	-

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](http://www.hartfordinfantschool.org)

**Terms of Reference** can be found alongside this document on the school's website [www.hartfordinfantschool.org](http://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	June 2022	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	Trust Appointed	05.2.2018	4 years	April 2022	Governing Body	None	None
Mrs Mansi Ligga	Parent	July 2021	4 years	January 2022	Governing body	None	None
Mrs Abigail Shearing	Parent Governor	2.12.2021	4 years	n/a	Parent Election	None	None
Mrs Jo Eagle	Staff	September 2021	4 years	n/a	Staff Election	None	None

### Key

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

### Attendance at Meetings 2020-21

	Governing Body Aut 1 23.9.2021	Governing Body Aut 2 2.12.2021	Governing Body Spr 1 18.1.2021	Governing Body Sum 1 25.4.21	Governing Body Sum 2 5.7.21	Salary Review Committee Oct 2021	Headteacher Performance Management 5.11.2021	Budget Meeting 5.7.2022
Mr Vaughan Clark	X	X	X	X			X	
Ms Sunetha Diaram	A	X	X	X	X			X
Mrs Sue Orledge	X	X	X	A	A			
Mrs Rae Lee	X	X	X	X	X	X		X
Mrs Amy McCrae	X	X	X	X				
Mrs Mansi Ligga	X	A						
Mrs Abigail Shearing		X	X	X	X			X
Mrs Jo Eagle		A	X	X	X			X

### Courses Attended by Governors

Name of Governor	Course attended	Date of meeting	Name of Governor	Course attended	Date of meeting
Vaughan Clark Sunetha Diaram Mansi Ligga Jose Railton	<b>Basic Safeguarding</b>	9.9.2020	Vaughan Clark Sue Orledge	<b>Looking after Disadvantaged Children</b>	September & 28 <sup>th</sup> October 2021
Amy McCrae	Paul Lawrence from the Cam Trust Ofsted updates for Governors	18.10.2021	Vaughan Clark	<b>Local Authority Ofsted Training updates</b>	1.12.2021