LAMBETH NURSERY SCHOOLS' FEDERATION
Holmewood, Maytree, Triangle, Effra and Ethelred Nursery Schools
with Tree House, Maytree, Clapham Manor, Effra and Ethelred Children's Centres

Overview of school governor responsibilities **Updated 8th July 2026**

There are 4 tables in this document showing different aspects of the governing body's work and those responsible:

1. **Annual schedule of meetings, training and monitoring visits**
2. **Regular meetings of the Governing Body**
3. **Governors specific responsibilities and monitoring visits to the school**
4. **Committees/Panels that convene when required**

1.	Autumn term	Spring term	Summer term
Meetings	Individual School Committee meeting Resources Committee meeting Full Governing Body meeting	Individual School Committee meeting Resources Committee meeting Full Governing Body meeting	Individual School Committee meeting Resources Committee meeting Full Governing Body meeting
Training	Safeguarding PREVENT		
Monitoring visits	Safeguarding meeting with EHT (safeguarding governor) Health and Safety visit (, H&S governor, 1 per site) Resources pre meet (FBM and chair of resources) SIP focus (1 per site)	Safeguarding meeting with EHT (safeguarding governor) Health and Safety visit (, H&S governor, 1 per site) Resources pre meet (FBM and chair of resources) SIP focus (1 per site)	Safeguarding meeting with EHT (safeguarding governor) Health and Safety visit (, H&S governor, 1 per site) Resources pre meet (FBM and chair of resources) SIP focus (1 per site)

2. Regular meetings of the Governing Body			
Name of group	**Focus**	**Who's involved**	**Named governors**
Full governing body (FGB) 3 per year (1 each term)	See DfE Governance Handbook See Delegation planner	All GB Hilda McNamara (Federation Business Manager FBM) attends	All Governors Chair: Marc Newall Vice Chair: Anna Jones
Resources Committee (RC)	See Terms of Reference Key focus, overview of resources across all	Sub-group of FGB	Chair - Ben Fletcher Vice Chair - Anthony Lamb

3 per year (1 each term)	schools: • Finance • Premises including. Health and Safety • Human resources/staffing • Pay	Minimum of 6 govs including EHT Hilda McNamara (Federation Business Manager FBM) attends	Luke Page Anna Jones Anieta Foley Daniel Burton Jane Ansell
Individual School Committees (ISC) 3 per year (1 each term)	See Terms of Reference Key focus: • School Improvement Plans (SIP) • Achievement of children • Early Years Pupil Premium Plans	Sub-group of FGB Executive Headteacher /Headteacher/ Head of School Other stakeholders	**Holmewood** Charlotte Bleech Anna Jones Tania Fricker (HOS) **Maytree** Ben Fletcher Vacancy Melanie Miah (HOS) **Triangle/Effra** Anna Jones (Chair) Lesley Saddington Emily Patterson (HOS) **Ethelred** Daniel Burton (Chair) Anthony Lamb Ludmilla Pillay (HOS) **Children's Centre** Anieta Foley Marc Newall (Chair) Kelvena Jones (CC manager)

3. Governors with specific responsibilities - monitoring visits to the school

Each governor will be expected to know about the key strengths and areas for development within the school. During an Ofsted inspection Governors will be asked how they monitor the school's progress towards: reaching its targets in the School Improvement Plans; whether children are achieving well; how the quality of teaching and learning is monitored; what strategies are taken to improve this; and, how the schools are meeting the statutory duties. Governors will visit the schools during the working day where possible to meet a member of staff to conduct their monitoring visit.

Responsibility	School monitoring visit focus	Who's involved	Named governors
Special Educational Needs (SEN) and Looked after Children (LAC/CLA) Governor (statutory role) (4 visits annually, one to each school)	Maintain an overview of SEND and LAC children's attainment and progress and current issues. Monitors relevant improvement plans relating to this. Meet SENCOs.	1 named governor (min)	Marc Newall Anieta Foley (support)

Safeguarding Governor (statutory role) (3 visits annually, one to each school)	Meet to review Safeguarding procedures and discuss issues. Monitors Single Central Record spreadsheet. Attends Child Protection Governor training. Named person if an allegation is made against a member of staff (excluding EHT or Headteacher - Chair of Governors takes this role). Monitors relevant improvement plans relating to this. Meet member of staff.	1 named governor (min) Governors will share responsibility for visits and checks	SCR - Anna Jones Marc Newall (CC) Anna Jones (H) Daniel Burton (Eth) Ben Fletcher (M) Anna Jones (Eff/T)
Premises / Health and Safety Governor (5 visits annually, one to each school)	Conducts a walk around the schools. Review procedures and discuss any key issues. Monitors relevant improvement plans relating to this. Meets FBM termly.	1 named governor (min)	Anieta Foley
Training and Skills Governor (no visits)	Ensures governor effectiveness through the self-review, skills audit (every 2 years), induction and overseeing governor training. Monitors relevant improvement plans relating to this. Reports termly to GB. Attends termly LA meeting.	1 named governor (min)	Charlotte Bleech

4. Committees/Panels that convene when required

Committee/Panel	Focus	Who's involved	Named governors
Executive Headteacher's PM Reviewers (2 meetings annually each)	Training from Lambeth strongly advised (not a requirement). 1 meeting each with School Improvement Advisor in the Autumn term to review and set targets for academic year. 1 meeting mid-cycle, each, to review progress.	2 required 3 possible	Anna Jones Anthony Lamb
Performance Management / Appraisal Appeals panel (as required)	Training/advice from Lambeth. Lambeth HR would advise and be present at any panel hearing.	3 (no staff)	Anna Jones Anthony Lamb
Recruitment panel (as required)	Usually one member to take part in selection process (agreeing advert, JD, shortlisting, interviewing). Minimum of 2 governors (excluding staff) - must complete Safer Recruitment training and complete test. More involvement required for recruitment of EHT/Headteacher.	Minimum of 2 governors (no staff)	Daniel Burton Vacany
Complaints (as required)	See Complaints policy	3	Anna Jones As required

HR panel (disciplinary, grievance, sickness, etc.)	To convene when required. HR provide support to the panel	Minimum of 3	Anieta Foley Daniel Burton Marc Newall