

**William Penn**

**A Parents’ Guide to the Governing Body**

Governors play an important part in overseeing the running of the school. We are here to ensure the school meets its statutory obligations and to provide the strategic overview for the school. The day-to-day management of the school is the responsibility of the Headteacher and the staff. Our role is to define what the school needs to do to improve, to support it in making these improvements, and to monitor how the improvements are being achieved.

Our responsibilities are varied and wide-ranging but include the following:

* Approval of the annual budget and monitoring of spending throughout the year
* Approval and revision of a large number of policies such as Homework, Behaviour, Child

Protection, Appraisal and Pay as well as all individual subject policies.

* Appointment of the Headteacher and carrying out the Headteacher’s performance management
* Approval of the targets for the children’s academic results and monitoring of the progress towards those results

All governors are volunteers. Our decisions are made as a collective body and no governor has any individual legal powers. However, most governors have responsibility for a particular area. For example, one governor is responsible for health and safety whilst another oversees the provision for children with Special Education Needs and meets regularly with SENCO.

The governing body at William Penn School includes the Headteacher plus:

* 2 Parent governors who have children at the school and are elected by the other parents
* 2 Foundation governors who are nominated by the Quaker community
* 1 staff governor who is elected by the staff
* 1 LA governor who is appointed by the Local Education Authority
* 4 Co-opted governors who are members of the community and are appointed by the Governing Body based on the skills they can contribute to effective governance and the success of the school.

Following is an example of some of the activities that take place during meetings:

* Receive reports from the Headteacher on the progress of actions linked to the School Improvement Plan
* Monitor and keep under review student progress and achievement
* Discuss and challenge the current status of the school budget and review the school accounts
* Receive reports on the Special Education Needs provision
* Review existing policies, discuss and approve new policies

In addition to the regular meetings, Governors also:

* Participate in individual training provided by the County group training as appropriate. Recent sessions have included Effective Governance, Child Protection and a Review of the Governing Body’s structure and roles.
* Attend the summer INSET day to contribute to the School Improvement Plan.
* Visit the school to monitor the provision and give specific attention to subjects linked to the School Improvement Plan.

**Contact Information for the William Penn Governing Body**

Below is a profile for each individual governor together with contact information. You are also welcome to use our group e-mail address which is [governors@williampenn.co.uk](mailto:governors@williampenn.co.uk).

| **PARENT GOVERNORS** |
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| **Mrs Emma Farncombe**    Co-Chair of Curriculum Committee, SEN Governor  🖂 [efarncombe@williampenn.co.uk](mailto:efarncombe@williampenn.co.uk)  Emma has two children at William Penn and is a regular parent helper. She is a qualified teacher and began her career in Key Stage One teaching Year One classes. She went on to take more qualifications in Specific Learning Difficulties and moved to a job teaching in a large Learning Support Department of an Independent School. Currently, she is a Supply Teacher in a number of local schools.  **Appointed: 18/06/2014** |
| **Mrs Sarah Storey**  C:\Data\NW Data\WP Governing Body\Admin & Link Governor\Photos\Sarah Storey.jpg  Member of Resources Committee  🖂 [sstorey@williampenn.co.uk](mailto:sstorey@williampenn.co.uk)  With two daughters having spent many happy years at William Penn, Sarah still has a 3rd daughter in JBB class. Thrown into the Fete Committee on day one was a good introduction all those years ago and provided a good way to get involved with helping the school and children. Sarah is self-employed within the Marketing Services Industry specialising in how organisations should manage their Customer Data.  **Appointed: 27/11/2013** |
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| **FOUNDATION GOVERNORS** |
| **Miss Vanessa Young**  Member of Curriculum Committee, Safeguarding Governor  🖂 [vyoung@williampenn.co.uk](mailto:vyoung@williampenn.co.uk)  Vanessa has worked in the field of education since 1985.  She has recently completed her MA in Restorative Justice, specialising in the implementation of restorative practice in schools.  She is a member of the Blue Idol Quaker Meeting and is committed to promoting Quaker values in education.  **Appointed: 13/03/2016** |
| **Mrs Su Johnston**  Member of Curriculum Committee, Joint Link Governor  🖂[sjohnston@williampenn.co.uk](mailto:sjohnston@williampenn.co.uk)  In Dorking Quaker Meeting, Su has served as Clerk and on Premises and Finance Committee. Early training as a professional dancer was followed by qualification as a teacher in primary and secondary schools. After being trained as a Laban Movement analyst, Su worked with boards of directors on how their individual personalities best worked as a team, in working and decision-making together. Su also tutored on the training courses of this.  **Appointed: 01/09/2017** |

| **LOCAL AUTHORITY GOVERNOR** |
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| **Mrs Nicola Waters**    Chair of Governors, Member of both Committees  🖂 [chair@williampenn.co.uk](mailto:chair@williampenn.co.uk)  Nicola became actively involved in many areas of school life when her daughter started at William Penn in 2007.  She was a member of the PTA for 6 years and was Treasurer for 4 of those years. Although her daughter has now moved on to The Weald, Nicola continues to spend 1 morning a week in school as a class helper.  Nicola is the Managing Director of a local company which imports and distributes table tennis and football tables.  **Appointed: 12/03/2010** |
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| **CO-OPTED GOVERNORS** |
| **Mr Andrew Bernardi**  Vice Chair of Governors, Member of both Committees, Health & Safety Governor  Andrew Bernardi.bmp  🖂 [abernardi@williampenn.co.uk](mailto:abernardi@williampenn.co.uk)  Andrew serves as a committee member for West Sussex Governors Association.  He regularly performs in this country and abroad as a professional violinist. He formed his Bernardi Chamber Orchestra in 1990 and has gained subsequent critical acclaim.  Andrew is passionately committed to the ideal of bring together communities through music, and also its importance in developing young people.  Andrew formed Shipley Arts Festival and String Academy whilst serving as a member of professorial staff at Trinity Laban Conservative College of Music & Dance. He is very committed to William Penn and would like to help in any way to further benefit the children, parents and staff of the school. **Appointed: 01/01/2006** |
| **Mrs Margaret King-Tours**  28.bmp  Chair of Resources Committee, Member of Curriculum Committee  🖂 [mking-tours@williampenn.co.uk](mailto:mking-tours@williampenn.co.uk)  Margaret King-Tours has been a Governor of William Penn School since 1999 and was the Chair between 2004 and 2016. Her children all attended William Penn. Margaret works as a Dental Surgeon and is married to a local doctor.  **Appointed: 01/09/1999** |
| **Mr Jonathan Clarke**  Member of both Committees, Joint Link Governor  🖂 [jclarke@williampenn.co.uk](mailto:jclarke@williampenn.co.uk)  A former Detective and qualified teacher, Jonathan has been actively involved at the William Penn School as a voluntary classroom helper since November, 2014.  Jonathan has assisted with all age groups at the school, whilst providing general support to the teaching staff and to the school as a whole, currently spending two mornings per week helping with Years 5 and 6 in JBB.  Jonathan has a keen interest in the William Penn School and the role it has in the community.  **Appointed: 18/09/2017** |
| **Mr Philip Bellas**    Co-Chair of Curriculum Committee, Shadowing SEN Governor  🖂 [pbellas@williampenn.co.uk](mailto:pbellas@williampenn.co.uk)  Philip has worked in education for many years. As a technology teacher he led a very successful Design and Technology department. Later, as ‘Senior’ teacher of a large Surrey partnership school he focused on school effectiveness. He has previously been a secondary school staff governor and is passionate about providing young people with high quality education.  Phil has two children at William Penn. He is actively involved in the life of the school, supporting reading, ICT, science and technology and the school barbecue.  **Appointed: 18/09/2017** |
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| **STAFF GOVERNOR** |
| **Mrs Sophie Peters**  Member of Curriculum Committee  🖂 [office@williampenn.w-sussex.sch.uk](mailto:head@williampenn.w-sussex.sch.uk)  Sophie Peters joined the staff in September 2011 and is currently the class teacher in Fox along with Mrs Sillett.  **Appointed: 10/01/2014** |
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| **Mr Stephen Kear**  Headteacher  🕿 01403 741274  🖂 [head@williampenn.w-sussex.sch.uk](mailto:head@williampenn.w-sussex.sch.uk) Stephen Kear has been the Headteacher since January 2008, having been the Acting Headteacher since March 2007.Appointed: 01/09/2007 |
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| **Mr Jamie Coad**  10.bmp  Associate Governor  🖂 [jcoad@williampenn.co.uk](mailto:jcoad@williampenn.co.uk)  Jamie is keen to support the staff, pupils and parents. He has worked with the construction industry for 23 years, of which 20 years has been with his own company. Jamie has been involved in projects like the rebuilding of Belmont Prep School and dry-stone wall constructed raised golf tees at Croham Hurst, now specialising in domestic building works and hard landscaping. He moved into Coolham in 2007 registering the property as a smallholding where he now raises free-range pigs and poultry. In December 2011 Jamie became a member of Shipley Parish Council. His role within William Penn School increased in September 2012 when he took on the role of Caretaker and grounds / general maintenance. **Appointed: 25/09/09** |
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| **Mrs Virginia Stephenson**  Clerk to the Governing Body  🕿 01403 741274  🖂 [vstephenson@williampenn.co.uk](mailto:vstephenson@williampenn.co.uk)  Virginia has been a Teaching Assistant at William Penn since January 2016, undertaking the  role of Clerk to the Governors as of September 2017.  She has two children, one at University  and another who has just started secondary school.  **Appointed: 01/09/2017** |

