

Governor Roles and Responsibilities and Committee Membership 2025-26

Chair of Governors: Ms H. Hamid

Vice Chair: Mr R. Puttnam

The Governing Body at Becontree Primary School fully understands its **core functions**, as detailed in the image below. Structures and roles and responsibilities have been devised to enable governors to fulfil their **statutory duties** whilst being **responsive** to the needs of the school.



Committee Membership

Committee	Members
Staffing	Mrs M Ziane (Headteacher), Ms H Hamid (Chair), Mr R Puttnam (Vice Chair)
Site and Financial Management	Mr R Puttnam (Committee Chair), Mrs M Ziane (Headteacher), Mrs S Iqbal, Ms H Samatar, Mr A Walker
Quality of Education	Ms H. Hamid (Committee Chair) All governors have automatic membership
Head Teacher's Performance Management	Ms H. Hamid and Mr R. Puttnam
Performance Management Appeals	Cllr Jane Jones plus one named governor as required
Pay	All non - staff governors
Pupil Discipline and Staff Grievance (Panel A)	Ms H. Hamid (Chair of Governors), plus two named governors as required
Pupil Discipline and Staff Grievance (Panel B)	Mr R. Puttnam (Vice Chair of Governors), plus two named governors as required
Staff Appointments	Headteacher to call on governors as and when necessary

Governor Roles and Responsibilities and Committee Membership 2025-26

Link Roles and Responsibilities

Roles and responsibilities are categorised in the following way:

- Whole School
- Quality of Education: SIP
- Quality of Education: Response to data

Whole School

Area of Responsibility	This role covers:	Link Governor	Lead Staff
Safeguarding and Child Protection	Safeguarding Policy and Procedures, including online safety Safeguarding Landscape Looked After Children Single Central Record Safer Recruitment Staff training, including First Aid RHE	Mrs K. Brissett	Mrs C. Stock (DSL) Mrs L. Stonier (DDSL) Mrs P. Thornton (SBL)
Health, Safety and Well-Being	Health and Safety Policy and Procedures: environment and people Staff and Pupil Mental Health and Well-Being Links with Pupil Well-Being Team (NEW)	Mr A Walker Cllr J. Jones	Mrs P. Thornton (SBL) Mr M. Allen (Site Manager) Ms. B. Reilly (SENDCo/Well-Being Lead)
Inclusion	Whole School Strategy SEND Provision, including ARP and Zen Dens EAL Disadvantaged Pupils, including Pupil Premium Strategy	Mrs A. Sarwar	Mrs C. Stock (DHT) Ms. B. Reilly (SENDCo) Mrs M. Cracknell (ARP Lead)
Behaviour and Relationships	Whole School Strategy Behaviour and Learning Expectations/ System Concerns and Exclusions, including discrimination incidents Attendance Policy and Procedures	Ms. H. Samatar	Mrs C. Stock (DHT) Mrs L. Stonier (DHT)

Governor Roles and Responsibilities and Committee Membership 2025-26

Personal Development	Whole School Approach Curriculum for Personal Development Curriculum for Cultural Development Race and Social Justice	Mr S Hack	Mrs C. Stock (DHT) Mrs L. Stonier (DHT) Mrs M. Ziane (HT)
Stakeholder Engagement	Whole School Engagement Strategy: - Staff - Parents/Carers - Pupils (various leadership roles) Communication Strategy (development of this) Website	Mrs S. Iqbal	Mrs M. Ziane (HT) Mrs J. Moldrich (PSA)
Governor Training and Liaison	New Governor Induction Skills Audits Governor training: whole governing body and individual	Mrs M. Ziane Mrs M.Peters	Mrs M Ziane

Quality of Education

The Chair of the QED Committee, Ms. H. Hamid, holds overall responsibility for the strategic overview of the quality of education provided by the school. Additional link governor roles are allocated annually in line with school improvement priorities.

School Improvement Plan 2025/26

Strategic Goal	Key Drivers	Link Governors
1.Behaviour, Relationships and Learning	Clare Stock	Ms H. Samatar
2. Meeting the needs of ALL children	LMT	Ms H. Hamid (Chair of QED Committee), all governors

Response to Data, Findings and Impact Reports

To ensure Governors are responsive to information provided to them throughout the academic year, link Governor visits and their focus are agreed at the FGB Meeting or a Committee Meeting. These visits are logged on a termly Governor Action Log; this Action Log is RAG rated on a termly basis.