

**Christ the King Catholic  
Primary School**



**Governor's Handbook 2017**

## Contents Page

<b>Contents</b>	<b>Page</b>
Mission Statement and Aims	3
Governing Body	4
Committee Membership	5
Category of Governor	6
Governing Body Meetings	7
Terms of Reference:	7
Headteacher's Delegated Powers	10
Terms of Reference: Curriculum Com	12
Terms of Reference: Pupil Matters and Admissions Com	14
Governors Code of Conduct	17
Governor visits policy	19
Instrument of Governance	22
Job description – Chair of Governors	24
Admission Criteria	25
Staff responsibilities	34
School Routine	35
Staffing Structure	36
Dates of Academic year	38
Dates of Governor meetings	39
Glossary of educational terms	40
Recommended Governor Websites	52
Useful Organisations	53

## **Christ the King Catholic Primary School exists to:**

- Assist in the Church's' mission of making Christ known to all people.
- Assist parents, who are the primary educators of their children, in the education and religious formation of their children.
- Be at the service of the local Church - the diocese, the parish and the Christian home.
- Be a service to society.

## **Our Mission statement....**

Our Mission statement was created by and is owned by the whole school community, reflecting our commitment to the Home, School, Parish partnership. It is the starting point for each policy, decision, meeting and action of our school community. If our school was a stick of rock then these words would run right through it...

**'In Jesus we learn, grow and pray together'**

## **Aims of our School Community:**

### **To follow Jesus in sharing God's love for all creation.**

- To experience and reflect upon a sense of belonging to a wider world.
- To nurture a sense of love for God and neighbour
- To work together to grow in faith
- To be the face of Christ to all we meet.
- To enjoy praying and praising God.

### **To provide opportunities and experiences for all to reach their potential.**

- To recognise the uniqueness of all and their talents and the contribution they make.
- To provide an enjoyable, broad and inclusive curriculum.
- To foster the skills of resilience, creativity, problem solving and independence.
- To learn through listening, sharing ideas, trying our very best.
- To encourage all and to have faith and seek help when they are finding something difficult.

### **To understand our roles and responsibilities to ourselves and others in a diverse world.**

- To ensure all be safe, healthy, self-disciplined and motivated to be good citizens and make a positive contribution.
- To have respect for all and an awareness of responsibilities towards the communities we are a part of.

## **Governing Body of Christ the King Catholic Primary School**

(term of office in brackets)

### **Foundation Governors**

Mr R Howell (Chair of Governors)	(16.11.07)
Mrs Diane Rourke (Vice)	(20.10.16)
Mr P O'Hara	(12.07.17)
VACANCY	
VACANCY	

### **Foundation Parent Governors**

Mr S Doran	(01.11.10)
Mrs M O'Donovan	(18.03.13)

### **Staff Governors**

Mrs K Griffin	(20.05.13)
Mrs Elaine Jensen	(06.01.17)
Mrs P Jackman	Co-opted Governor for admissions

### **Parent Governors**

Mrs Stephanie Chadwick	(27.03.18)
Mr Ian Robertson	(20.12.17)

### **LA Governor**

Mrs Gill Holland	(08.2016)
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### **Clerk To Governors**

Darren Tyms

### **Liverpool SIP**

Maggi Huyton	09.2014
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## **Governing Body of Christ the King Catholic Primary School**

### **Committee Membership 2014-15**

#### **Premises, Finance and Staffing Committee (meet six times a year)**

Sean Doran  
Ian Robertson  
Diane Rourke  
Pat OHara  
Kate Griffin

#### **Curriculum and Standards Committee (meet three times a year)**

Gill Holland  
Stephanie Chadwick  
Maureen O'Donovan  
Robert Howell  
Elaine Jensen  
Kate Griffin

#### **Admissions and Appeals (meet yearly)**

Kate Griffin  
Gill Holland  
Pat Jackman  
Ian Robertson  
Robert Howell

#### **Performance Related Pay, inc. Headteacher Performance Management (meet yearly)**

Pat O'Hara  
Sean Doran  
Robert Howell

#### **Appeals:**

Diane Rourke  
Gill Holland  
Stephanie Chadwick

**The Full Governing Body usually meets three times in an academic year – once per term. Additional Meetings will be called if considered necessary**

# Governing Body of Christ the King Catholic Primary School

## Code of Conduct

The governing body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

As governors of a voluntary aided school with a religious character we have a legal responsibility to ensure that the school is conducted according to Christian values and the teachings of the Catholic Church.

However, whilst all governors share the same generic responsibilities it is the foundation governors who are appointed in order to fulfil special legal responsibilities. Briefly, these are:

to preserve and develop the school's religious character; and  
to ensure that the school is conducted in accordance with the trust deed of the Archdiocese of Liverpool

### **The governing body has the following core strategic functions:**

#### Establishing the strategic direction by:

- setting the vision, values and objectives for the school;
- agreeing the school improvement strategy with priorities and targets
- meeting statutory duties

#### Ensuring accountability, by:

- appointing the Headteacher
- monitoring progress towards stretching targets
- performance managing the Headteacher [& SLT]
- engaging with all key stakeholders
- contributing to school self-evaluation

#### Ensuring financial probity, by:

- setting the budget
- monitoring spending against the budget
- ensuring value for money is obtained
- ensuring risks to the organisation are managed

# Governing Body of Christ the King Catholic Primary School

## Code of Conduct

### As individuals on the governing body we agree to the following:

#### Roles and Responsibilities

- we understand the purpose of the governing body and the role of the Headteacher
- we accept that we have no legal authority to act as individuals, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body, not oneself, when we have been specifically authorised to do so
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected as a good employer
- We will encourage open governance and will act appropriately
- We will consider carefully how our decisions may affect the community and other schools
- We will always be mindful of our responsibilities to maintain and develop the ethos and reputation of our school. our actions with the school and the local community will reflect this
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body
- We will actively support and challenge the Headteacher
- We are aware of the Seven Nolan Principles of Public Life (see Appendix A)

#### Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy
- We will each involve ourselves actively in the work of the governing body and accept our fair share of responsibilities, including service on committees or working groups
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to
- We will get to know the school well and respond to opportunities to involve ourselves in school activities
- We will visit the school, with all visits to school arranged in advance with staff and undertaken within the framework established by the governing body and agreed with the Headteacher
- We will consider seriously our individual and collective needs for training and development and will undertake relevant training

# Governing Body of Christ the King Catholic Primary School

## Code of Conduct

### Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted
- We will express views openly, courteously and respectfully in our communications with other governors
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved
- We will seek to develop effective working relationships with our Headteacher, staff and parents, the local authority and other relevant agencies and the community

### Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside the school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting
- We will not reveal the details of any governing body vote

### Conflicts of Interest

- We will record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time
- Similarly, we will declare and personal interest, such as friend and family connections, and offer to leave the meeting for the appropriate length of time
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing body

### Breach of this Code of Conduct

- If we believe this Code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension / removal as a last resort after seeking to resolve any difficulties or disputes in more construction ways
- Should it be the chair we believe has breached this Code, another governor, such as the vice chair, will investigate.

# Governing Body of Christ the King Catholic Primary School

## Code of Conduct

Adapted from the NCA Code of Practice for School and academy Governing Bodies, August 2014. With further additions relating to the role of a Foundation Governor

### APPENDIX A

#### THE NOLAN PRINCIPLES

**Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

**Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** Holders of public office should promote and support these principles by leadership and example

## **Governing Body of Christ the King Catholic Primary School**

### **Categories of Governor:**

Foundation Governors (7)

(of which three must be parent foundation governors)

Foundation Governors are appointed by the Archdiocese. They are representatives of the Diocesan Trustees and must preserve and develop the Religious character and ethos of the school.

### **Elected Parent Governors (2)**

Parents and legal guardians of children at our school are eligible to stand for governorship. Parent Governors are elected by other parents at the school. If insufficient parents stand for election, the governing body can appoint parent governors.

### **Staff Governors (2)**

Both teaching and non-teaching staff are eligible for staff governorship. Staff governors are elected by the school staff and must be paid to work at the school – volunteers are not eligible. The Headteacher is a member of the governing body by virtue of her office and counts as a member of the staff category.

### **Local Authority (LA) Governors (1)**

LA Governors are appointed by Liverpool City Council. LAs can appoint any eligible person as an LA Governor.

### **The role of the governing body:**

Provide a strategic view

Act as a critical friend

Ensure accountability

In practice this means:

#### **Steering:**

Agreeing aims, policies, improvement plans; setting budgets; responding to inspection

#### **Monitoring:**

Plans, Budget and Standards of education

#### **Executive Decisions:**

Recruitment, dismissal, admissions, and appeals against exclusion

#### **Support:**

Supporting and advising the Headteacher

## **Governing Body of Christ the King Catholic Primary School**

### **Terms of Reference FULL GOVERNING BODY**

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will :

- Appoint or remove the clerk
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
- Annually adopt the SEF
- Set dates of meetings for the year ahead (Note term dates for the academic year and agree the occasional days)
- Receive Head teacher reports (Review and monitor examination/national test results; Review the level of exclusions; Monitor attendance of pupils/staff/governors)
- Review, approve and monitor the School Developmental Plan
- Annually elect governors for the following responsibilities:- Assessment, SEND, Safeguarding and attendance, Curriculum, RE, English, Mathematics, PE
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Maintain and update annually a file of pecuniary interest declarations
- Review annually the delegation of functions and committee structure
- Organise support and training for governors Committee Terms of Reference Membership
- The committee may make recommendations to the Governing Body for co-option of non-governor members.
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.

## **Governing Body of Christ the King Catholic Primary School**

### **Terms of Reference All sub - Committees**

#### **Membership**

The membership shall be 7 governors plus the Headteacher in their voting capacity. The Committee members can ask the Governing Body to appoint up to two non-voting members with appropriate financial skills.

#### **Quorum**

The quorum shall be three voting members

#### **Meetings**

The committee will meet accordingly and report to the Full Governing Body Meeting. Any additional meetings will be called as necessary. As far as possible 7 days notice must be given when calling a committee meeting

#### **Minutes**

The minutes will be taken by a clerk from Governors' Services who will type them up and distribute to all governors within 7days.

#### **Chairing**

The committee shall elect a Chair and a Vice Chair annually

The Chair, in consultation with the Headteacher, shall be responsible for drawing up the agenda and getting it sent to the committee members. As far as possible the minutes should be sent out at least 7 days in advance.

#### **Reporting to the Governing Body**

The Chair will report to the full Governing Body on main decisions taken and any recommendations that the full Governing Body need to vote upon

#### **Finance Committee**

- To establish a three year budget plan taking into account the agreed priorities of the School Development / Improvement Plan
- To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Development / Improvement Plan.
- To make decisions in respect of the service level agreement with the Local Authority (Trading Fair).
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- To consider and approve recommendations made by the Premises Committee on all aspects relating to the school premises

# Governing Body of Christ the King Catholic Primary School

## Terms of Reference

### Finance Committee cont'd

#### Public Funding

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by SIMS.
- To receive details of any budgetary adjustment made by the Local Authority through the Income Allocation Notification process.
- To report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan
- Subject to the local scheme of delegation (See Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To carry out Best Value Reviews in accordance with the Best Value Statement.
- To review comparative financial statistics presented by the Local Authority and obtained from the DCSF benchmarking website
- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.

#### Non-public funds

- To receive reports and monitor the income and expenditure throughout the year.
- To appoint an external auditor of these funds.
- To receive and respond to the audit report on these funds.

#### Financial Management Standard in Schools (FMSiS)

- To review the School's self assessment in preparation for the external assessment.
- To annually complete the Statement of Internal Control
- To annually review Governors' competencies in regards to continued professional development as stated under FMSiS
- To receive and respond on any report issued by the external assessor following an external assessment.

#### Relationship with other committees

- To receive reports from other committees that may have financial implications on the operation of the school.

# Governing Body of Christ the King Catholic Primary School

## Terms of Reference

### Premises

- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To inspect the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- To advise the Finance committee on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation.  
The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.
- To oversee the preparation and implementation of contracts.
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To prepare and agree a lettings and charges policy and to monitor its implementation. • To establish and keep under review an Accessibility Plan.
- To ensure any necessary liaison with the LA regarding premises issues
- To review, adopt and monitor a Health and Safety policy.
- In consultation with the Head teacher and the Finance committee to oversee any premises related funding bid.

### Staffing

- In consultation with the Headteacher, to determine the staffing structure of the school.
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance committee
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.

# Governing Body of Christ the King Catholic Primary School

## Terms of Reference

### Staffing

- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as “first committee” for formal disciplinary or complaints hearings.
- To review, adopt and monitor a Pay Policy.
- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the committee should seek to ensure that HTPM group members have received appropriate training. The Chair of Governors should not be a Performance Management Governor.
- To review, adopt and monitor the Equal Opportunities policy

### Curriculum and Standards

- To review, adopt and monitor an overall curriculum policy.
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review, adopt and monitor policies for Collective Worship and Sex Education.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To monitor and review the information about school performance and report according to statutory requirements.
- To review, adopt and monitor policies concerning inclusion, equality, drugs education, pupil behaviour and discipline, and child protection, and to monitor their implementation.
- To advise the Finance and Staffing committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator (EVC)
- To prepare and publish the school prospectus and school profile.

Date reviewed and adopted:.....

Date of next review:.....

Signature of Chair of Governors:.....

# Governing Body of Christ the King Catholic Primary School

## Terms of Reference

### Inclusion and Appeals

- To consider and approve all policies concerning pupil welfare within the school eg. Behaviour, Child Protection etc
- To consider parental opinion on how the school is managed and to meet with parents where necessary. If a Governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing
- To hear and make recommendations from any parental complaint, on behalf of the governing body, following the procedure outlined in the Parents' Prospectus. A committee of at least three governors should meet with the parent after the receipt of a written complaint.
- To review the school admission criteria annually and make recommendations to the governing body
- To meet to consider an application made to the school by parents for admission of a child mid year and to meet annually to consider the applications of Reception children for admission the following September.
- To consider all aspects of pupil behaviour including exclusion:
- To review the use of exclusion in the school, including considering the views of an excluded pupil and deciding whether to confirm exclusions of more than five school days or those where a pupil would miss an opportunity to take a public examination.
- If a Governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.
- If four members consider an exclusion the Chair will have the casting vote.
- For exclusions of more than five days in a term or where a pupil loses an opportunity to take a public examination, the Pupil Matters Committee should consider the exclusion and decide whether the pupil should be reinstated.
- If a pupil has been excluded several times for fewer than five days each time the Committee should meet once the pupil has missed more than five days in the term. If the same pupil is excluded again that term, they should meet again to consider the exclusion.
- Provided the time limits are met, the Committee may use a meeting to consider more than one exclusion.
- To adhere to the Admissions policy, directed by the Archdiocese

# **Governing Body of Christ the King Catholic Primary School**

## **INSTRUMENT OF GOVERNMENT**

1. The name of the school is Christ the King Catholic Primary School.
2. The school is a voluntary aided school.
3. The name of the governing body is "The governing body of Christ the King Catholic Primary School".
4. The governing body shall consist of:
  - a) 2 parent governors
  - b) 1 LA governor
  - c) 2 staff governors (including the head teacher).
  - d) 7 foundation governors (including 3 Foundation Governors eligible to be parents)
5. Total number of governors: 12
6. Foundation Governors are appointed and may be removed by the Archbishop of Liverpool (or any other person exercising ordinary jurisdiction on his behalf).
7. The school was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic School in accordance with canon law and teachings of the Roman Catholic Church and in accordance with the Trust Deed of the Archdiocese of Liverpool in particular:

religious education is to be in accordance with the doctrines, discipline and general and particular norms of the Catholic Church;  
religious worship is to be in accordance with the liturgical norms of the Catholic Church;  
and at all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.
8. This Instrument of Government comes into effect on September 1st 2015
9. This Instrument as made by the order of Liverpool City Council
10. A copy of the Instrument must be supplied to every member of the governing body (and the headteacher, if not a governor)

Signed ..... Director of Education

## **Governing Body of Christ the King Catholic Primary School**

### **Admission Policy and Arrangements for 2016-2017**

1. Christ the King is a Catholic Primary School under the trusteeship of the Archdiocese of Liverpool and is maintained by Liverpool Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for making decisions on applications for admission.
2. The Local Authority undertakes the co-ordination of admission arrangements.
3. For the school year commencing September 2017, the Governing Body has set its admission number at 60.
4. The school serves in the first instance baptised Catholic children living in the Parish of Christ the King and Our Lady. However, any children who are in the care of the Local Authority (LAC) and those previously looked after would have preference under criterion 1.
5. Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.
6. Parents must complete the Local Authority application form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. Local Authority form should be returned to LA and school form should be returned to the school no later than 15 January 2017.

## **Governing Body of Christ the King Catholic Primary School**

### **Admission Policy and Arrangements for 2016-2017**

#### **Over-subscription Criteria**

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of Christ the King & Our Lady's (the part of the parish formerly referred to as Christ the King).
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children.

For further details

<http://www.christthekingcatholicprimary.co.uk/policies/>

## Governing Body of Christ the King Catholic Primary School

### Teaching Staffing Structure from September 2017

Leadership & Management Team	Responsibilities
<b>Mrs Kate Griffin, Headteacher</b>  <b>L17-23</b>	<ul style="list-style-type: none"> <li>• Provide professional leadership and management of the school through the 6 domains of excellence:               <ol style="list-style-type: none"> <li>1. Shaping the future</li> <li>2. Leading Learning and Teaching</li> <li>3. Developing Self and Working with Others</li> <li>4. Managing the Organisation</li> <li>5. Securing Accountability</li> <li>6. Strengthening Community</li> </ol> </li> <li>• Safeguarding Deputy</li> </ul>
<b>Mr David Delaney, Deputy Headteacher</b>  <b>L11-15</b>	<ul style="list-style-type: none"> <li>• Developing Learning and Teaching</li> <li>• Inclusion Lead</li> <li>• Safeguarding Lead</li> <li>• EYFS and KS1 Lead, including staff performance management</li> </ul>
<b>Vacancy Assistant Headteacher</b>  <b>L4-7</b>	<ul style="list-style-type: none"> <li>• Curriculum Design and Approach</li> <li>• Subject Lead</li> </ul>
<b>Mr Matthew Morris, Assistant Headteacher</b>  <b>L4-7</b>	<ul style="list-style-type: none"> <li>• Assessment Lead, including Pupil Premium</li> <li>• KS2 lead, including staff performance management</li> <li>• Computing Lead</li> </ul>
<b>Mrs Kelly Kinsella</b>  <b>TLR 2B</b>	<ul style="list-style-type: none"> <li>• English Lead</li> <li>• Y4 Class teacher</li> </ul>
<b>Mrs Jane Selby</b>  <b>TLR 2b</b>	<ul style="list-style-type: none"> <li>• Maths Lead</li> <li>• Y6 class teacher</li> </ul>
<b>PPA/MANAGEMENT TIME</b>	
Mrs Carole Newstead Miss A Flynn	<ul style="list-style-type: none"> <li>• PPA/ Outdoor Learning</li> <li>• Management Time/ PSHE Lead</li> </ul>

## Governing Body of Christ the King Catholic Primary School

Teaching Staff	Year Group	Responsibilities
Mr D Delaney	Reception	See opposite
Miss L Douglas	Reception	MPS teacher Music/ Collective Worship Lead
Mrs M Marsh	Year 1	MPS teacher Phonics/ Art and DT Lead
Miss J White	Year 1	MPS Teacher Geography
Mr E McLaughlin	Year 2	MPS teacher PE and Sports Lead
Mr Hints	Year 2	NQT
Mrs L Cooper (0.5)	Year 3	UPS Class teacher History Lead
Mrs P Moriarty (0.5)	Year 3	UPS Teacher RE Lead
Mr M Morris	Year 3	See opposite
Mrs K Kinsella	Year 4	See opposite
Mr J Mannion	Year 4	NQT
Mrs L Campbell	Year 5	MPS Teacher MFL Lead
Mr L Fay	Year 5	MPS Teacher Reading Ambassador
Mr P Heery	Year 6	MPS Teacher Science Lead
Mrs J Selby		See opposite
Mrs J Pooke		Assistant Senco
Mrs T Malone Mrs E Jenson Mrs J Alliston	Mrs S berrington Mrs G Pugh Mr L Canning	Learning Support Assistants

## Governing Body of Christ the King Catholic Primary School

### Support Staffing from September 2016

Staff	Area	Responsibilities
Ms D Christopherson	Business Manager	<ul style="list-style-type: none"><li>• Financial responsibility and accountability</li><li>• Line management of office staff and kitchen staff</li><li>• Educational Visits Coordinator</li></ul>
Mrs P Jackman	Office	<ul style="list-style-type: none"><li>• Office administration</li><li>• School admissions</li></ul>
Mrs M Bannon	Office	<ul style="list-style-type: none"><li>• Office Administration</li></ul>
Mrs Y Quirk	Office	<ul style="list-style-type: none"><li>• Office Administration</li><li>• Attendance</li></ul>
Mr M Smith	Site	<ul style="list-style-type: none"><li>• Site Manager</li><li>• Football Manager</li></ul>
Mrs K Dilworth	School	<ul style="list-style-type: none"><li>• Cleaner</li><li>• Catering Assistant</li></ul>
Mrs C Robinson	School	<ul style="list-style-type: none"><li>• Cleaner</li><li>• Catering Assistant</li></ul>
Ms J Lee	School	<ul style="list-style-type: none"><li>• Cleaner</li><li>• Kitchen Cover</li></ul>
Mr P Riviera E	Kitchen	<ul style="list-style-type: none"><li>• Head Chef</li></ul>
Mr J Smith	Kitchen	<ul style="list-style-type: none"><li>• Assistant Chef</li></ul>
Ms J Craig	Kitchen	<ul style="list-style-type: none"><li>• Lunchtime Supervisor</li></ul>
Mrs J Dunn	Kitchen	<ul style="list-style-type: none"><li>• Lunchtime Supervisor</li></ul>
Mrs J Orford	Kitchen	<ul style="list-style-type: none"><li>• Lunchtime Supervisor</li></ul>
Mrs K Power	Kitchen	<ul style="list-style-type: none"><li>• Lunchtime Supervisor</li></ul>
Mrs J Austin	Kitchen	<ul style="list-style-type: none"><li>• Lunchtime Supervisor</li></ul>
	LSSP	Sports Coaching
Mr Curtis	Music	<ul style="list-style-type: none"><li>• KS2 Music Delivery</li></ul>

## Governing Body of Christ the King Catholic Primary School

### The Mission of My Life

*“God has created me to do Him some definite service. He has committed some work to me which He has not committed to another. I have my mission. I may never know it in this life, but I shall be told it in the next. I am a link in a chain, a bond of connection between persons. He has not created me for naught. I shall do good; I shall do His work. I shall be an angel of peace, a preacher of truth in my own place, while not intending it if I do but keep His commandments. Therefore, I will trust Him, whatever I am, I can never be thrown away. If I am in sickness, my sickness may serve Him, in perplexity, my perplexity may serve Him. If I am in sorrow, my sorrow may serve Him. He does nothing in vain. He knows what He is about. He may take away my friends. He may throw me among strangers. He may make me feel desolate, make my spirits sink, hide my future from me. Still, He knows what He is about.”*

### Cardinal John Newman



