

HOLLINGBOURNE PRIMARY SCHOOL GOVERNING BOARD – 2025-26



GOVERNANCE FUNCTION, STRUCTURE AND DELEGATION

The core functions of the Governing Board are to ensure:

- that the vision, ethos and strategic direction of the school are clearly defined;
- that the headteacher performs their responsibilities for the educational performance of the school;
- the sound, proper and effective use of the school’s financial resources.

To fulfil these functions, the Governing Board operates a ‘circle’ structure and works collectively as a ‘whole team’, meeting at least six times per year, usually once in each of the six half terms. An annual Governance Plan together with Agendas for each meeting will include all the tasks which the board is required to consider as set out in the Terms of Reference agreed by the board; and the board’s Code of Conduct sets out the expectations and commitment required from school governors to properly carry out the board’s work within the school and the community.

The board may delegate assignments or activities, arising from the business of the meetings, to ‘working groups’ and will also appoint governors to the Pay Committee and the Headteacher Performance Management Committee.

In addition to commissioning assignments or activities, the board will delegate monitoring responsibilities to individuals. These include the DfE identified roles; the LA recommended roles and roles which focus on the priorities of the School Plan and 5-Yr Plan.

The board recognises that all decisions are made by the board, and no financial delegated authority is given to individuals.

Committees, working groups and monitoring individuals are required to report any findings, actions, or recommendations to the board at the next meeting. These reports will inform collective strategic decision making by the board.

Name of Governor	Date of Apt/re apt	Appointed by	Term of Office	End of Office	Committees/Roles/Responsibilities	Register of Business Interests
Co-Opted Governors (3)						

David Rothnie	09.12.20 13.02.25 17.09.25	Parents Parents Governing Board	4 years 4 years 4 years	08.12.24 17.09.25 16.09.29	<ul style="list-style-type: none"> • Pay Committee • Finance Governor • Technology • Sustainability 	None
Moira Watts	15.01.25	Governing Board	4 years	14.01.29	<ul style="list-style-type: none"> • HTPM Committee • School Plan – Teaching & Learning • School Plan – EYFS (Temp) 	Headteacher and governor at Mapleston Noakes School and governor at MMAP
Nicola Newin	07.03.24	Governing Board	4 years	06.03.28	<ul style="list-style-type: none"> • Chair of the Governing Board – appointed 17.09.25 • HTPM Committee • Safeguarding Governor • Wellbeing/nurture – Link Governor 	None
LA Governor (1)						
Sarah Howell	31.10.19 17.03.21 30.04.25	Local Authority	4 years 4 years 4 years	17.03.21 16.03.25 29.04.29	<ul style="list-style-type: none"> • Vice-Chair of the GB • Pay Committee • SEND Governor 	KCC employee – virtual school
Headteacher (1)						
Helen Bradley-Wyatt	01.09.17	Ex-Officio	n/a	n/a	<ul style="list-style-type: none"> • Headteacher • School DSL 	Governor at Maplesden Noakes school
Staff Governor (1)						
Tammie Allen-Harding	04.02.16 28.02.20 28.02.24	Staff	4 years 4 years 4 years	03.02.20 27.02.24 27.02.28	<ul style="list-style-type: none"> • Deputy Headteacher • School Wellbeing Lead 	Husband works at a Kent school. TA is a governor at Harrietsham Primary School
Parent Governors (2)						
Emma Evans	31.10.25	Parents	4 years	30.10.25	<ul style="list-style-type: none"> • Finance • Technology • Sustainability 	Has business and finance interests in Ninety One
Lucy Fox	31.10.25	Parents	4 years	30.10.25	<ul style="list-style-type: none"> • Health & Safety Governor • Equality & Diversity 	None
Clerk (No voting rights)						

Mrs Lyn Dive ldive@hollingbourne.kent.sch.uk	11.04.16	Hollingbourne Primary School	n/a	n/a	Provide advice on governance, constitutional and procedural matters; provide administrative support; manage information.	Clerk – Yalding Primary School
Ex Governors & Associates (current and previous year 2024/25)						
Carly Moore	17.03.21 15.01.25	Governing Board	4 years 4 years	16.03.25 17.09.25	<ul style="list-style-type: none"> Chair of the GB (Sept 2022 – Aug 2025) HTPM Committee School Plan – Link Governor 	None
Jill Hatch	19.11.21	Parents	4 years	18.11.25	<ul style="list-style-type: none"> SEN Governor School Plan – Link Governor 	Works at a Kent school

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MEETING ATTENDANCE REGISTER

Name	18/09/24	20/11/24	15/01/25	12/03/25	30/04/25	21/05/25	16/07/25
Tammie Allen	/	Ap	/	Ap	/	/	/
Helen Bradley-Wyatt	/	/	/	/	/	/	/
Sarah Howell	/	/	Ap	Ap	/	/	/
Carly Moore	/	Ap	Ap	/	Ap	/	/
David Rothnie	/	/	/	/	/	Ap	/
Jill Hatch	/	/	/	/	/	/	/
Nikki Newin	/	/	/	/	/	/	/

Moira Watts				/	/	Ap	Ap
Lyn Dive (Clerk	/	Ap	/	/	/	/	/