# Hollingbourne Primary School Governing Board

## GOVERNANCE FUNCTION, STRUCTURE AND DELEGATION – 2026/2027

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 an Agenda 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<br>13.02.25<br>17.09.25 | Parents<br>Parents<br>Governing Board | 4 years<br>4 years<br>4 years | 08.12.24<br>17.09.25<br>*16.09.29* | • Pay Committee<br>• Finance Governor | None |
| *Ruth Stoneham (in process)* | *16.09.26* | *Governing Board* | *4 years* | *15.09.30* | • *School Plan (Curriculum/Early Years)* | *TBA* |

# Hollingbourne Primary School Governing Board

| | | | | | | |
|---|---|---|---|---|---|---|
| Nicola Newin | 07.03.24 | Governing Board | 4 years | *06.03.28* | • Chair of the Governing Board – appointed 17.09.25 to serve for up to 4 years.<br>• HTPM Committee<br>• Safeguarding Governor<br>• Wellbeing/Attendance | None |
| **LA Governor (1)** | | | | | | |
| Sarah Howell | 31.10.19<br>17.03.21<br>30.04.25 | Local Authority | 4 years<br>4 years<br>4 years | 17.03.21<br>16.03.25<br>*29.04.29* | • Vice-Chair of the GB<br>• SEND Governor<br>• Inclusion/Pupil Premium<br>• Food Standards (Allergies) | KCC employee – virtual school |
| **Headteacher (1)** | | | | | | |
| Helen Bradley-Wyatt | 01.09.17 | Ex-Officio | n/a | n/a | • Headteacher | Governor at Maplesden Noakes school |
| **Staff Governor (1)** | | | | | | |
| Tammie Allen-Harding | 04.02.16<br>28.02.20<br>28.02.24 | Staff | 4 years<br>4 years<br>4 years | 03.02.20<br>27.02.24<br>*27.02.28* | • Deputy Headteacher<br>• School DSL<br>• Policy Review<br>• Sustainability (Eco) | Husband works at a Kent school.<br>TA is a governor at Harrietsham Primary School |
| **Parent Governors (2)** | | | | | | |
| Emma Evans | 31.10.25 | Parents | 4 years | *30.10.29* | • Pay Committee<br>• Finance (Viability)<br>• Technology | Has business and finance interests in Ninety One |
| Lucy Fox | 31.10.25 | Parents | 4 years | *30.10.29* | • HTPM Committee<br>• Health & Safety Governor<br>• Equality & Diversity | None |
| **Clerk** (No voting rights) | | | | | | |
| Mrs Lyn Dive<br>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** | | | | | | |

# Hollingbourne Primary School Governing Board

| (current and previous year 2025/26) | | | | | | |
|---|---|---|---|---|---|---|
| Carly Moore | 17.03.21<br>15.01.25 | Governing Board | 4 years<br>4 years | 16.03.25<br>17.09.25 | • Chair of the GB (Sept 2022 – Aug 2025)<br>• HTPM Committee<br>• School Plan – Link Governor | None |
| Jill Hatch | 19.11.21 | Parents | 4 years | 18.11.25 | • SEN Governor<br>• School Plan – Link Governor | Works at a Kent school |
| Moira Watts | 15.01.25 | Governing Board | 4 years | 31.08.26 | • HTPM Committee<br>• School Plan – Teaching & Learning<br>• School Plan – EYFS (Temp) | Headteacher and governor at Mapleston Noakes School and governor at MMAP |