

ATTENDANCE REPORTING

Spittal Community First School

From September 2015, Governing Bodies are required to publish, on their website, information about their governors.

Governors are required to attend at least the statutory termly Full Governing Body Meetings and, if they fail to do so, the Governing Body can review their appointment and consider disqualifying them from the Governing Body.

However, we recognise that attendance at one meeting per term is unlikely to enable the Governor to contribute fully to meeting the statutory responsibilities and accountabilities of the Governing Body. Moreover, our Governors are encouraged to make regular visits to school, to apply their skills to support and challenge our Headteacher and to develop their knowledge and understanding of the expectations we have of our pupils, staff and Senior Leaders.

In practice, the Full Governing Body and each of the two main committees will meet at least once in each Half Term. Individuals can be assigned specific responsibilities, such as Safeguarding. They may be invited to work together with other Governors and Staff in a Working Group to review policies, review key issues and plan next steps to deliver our Development Plan. They may be part of an Appointment Panel to fill key job vacancies.

In addition, they may attend training and development to support their own understanding of their role.

We value their input and acknowledge that some of our Governors volunteer hours and hours of their own time. For that reason, we will always review attendance at the statutory meeting in the context of their overall contribution.

In the table below, the key responsibilities within the Governing Body are listed, along with their attendance at Full Governing Body Meetings in the last 12 months.

Name and Category	Appointing Body	Terms of Office	Committees	Official Responsibility	Attendance at Autumn 2025 Full Governing Body Meeting	Attendance at Spring 2026 Full Governing Body Meeting	Attendance at Summer 2026 Full Governing Body Meeting	
Wendy Kiff-Head teacher	By virtue of office	11/04/2016	Both Committees	Head teacher	Y	Y		
Geraldine Cowan	Local Authority	01/07/2015 to 11/06/2027	Both Committees	Chair	Y	Y		
Emma Richards-Staff Governor	Staff Body	18/10/2017 to 17/10/2029	Both Committees		N	Y		
Iain Scott-Co-opted Governor	Governing Body	01/07/2015 to 31/06/2026	Finance	Vice Chair	N	N		
Chloe Hattle-Co-opted Governor	Governing Body	01/07/2015 to 11/06/2027	Curriculum		Y	Y		
John Todd Co-opted Governor	Governing Body	01/07/2015 to 11/06/2027	Finance		N	Y		
Shona Richardson Parent Governor	Parent Body	08/06/2022 to 07/06/2026	Curriculum		Y	Y		
Stuart Coyle-Co-opted Governor	Governing Body	13/12/2017 to 12/12/2029	Curriculum		Y	N		

Martin Dixon-Parent Governor	Parent Body	03/02/2026 to 02/02/2030						
Giselle Dudley Co-opted Governor	Governing Body	16/05/2022 to 15/05/2026	Curriculum		N	Resigned	Resigned	
Nicholas Hair	Co-Opted Governor	17/10/2024 to 16/10/2028	Curriculum/Finance		Y	Y		

Finance and Staffing Committee

Member	Autumn 2025	Spring 2026	Summer 2026
Wendy Kiff	Y	Y	Y
Geraldine Cowan	Y	Y	Y
Emma Richards	N	Y	Y
Iain Scott	N	N	Y
John Todd	N	Y	Y
Stuart Coyle	N	N	Y
Nicholas Hair	Y	Y	Y

Curriculum Committee

Member	Autumn 2025	Spring 2026	Summer 2026
Wendy Kiff	Y	Y	Y
Geraldine Cowan	Y	Y	Y
Emma Richards	N	Y	Y

Chloe Hattle	Y	Y	Y
Shona Richardson	Y	Y	Y
Giselle Dudley	N	Resigned	Resigned
Nicholas Hair	N	Y	N
Martin Dixon			Y