

HEAP BRIDGE VILLAGE PRIMARY SCHOOL



Governing Board Constitution and Related Information

**Review & Report of Functions
2025/26**

HEAP BRIDGE VILLAGE PRIMARY SCHOOL

Local Governing Board Constitution and Related Information

School governors are there to give a long-term strategic direction to how the school is run; to be critical friends to the school; and to ensure the school is accountable for its actions. Governors discuss and have input on: school policies, the strategic planning for the continuous improvement of the school, target setting and budget planning. Governors are also responsible for the appointment and dismissal of staff, dealing with complaints from pupils, staff and parents and ensuring the school meets all statutory and legal requirements.

Instrument of Government

The name of the Academy is **Heap Bridge Village Primary School**

The Academy is part of **Hollingworth Learning Trust**.

The governing board shall consist of:

- The Headteacher
- x3 staff governors
- x4 parent governors
- x3 co-opted (Trust appointed) governors

Total number of governors: 11

The term of office of all categories of governor is four years.

This instrument of governance came into effect on **6th February 2025**

Name of Governor	Designation	Term of Office <i>(4yrs)</i> -Ends-	Business Interests			Attendance LGB 2025-26		
			Relevant Business/Financial Interest	Governance roles in other schools	Relationship to school staff / pupils	T1	T2	T3
Mr Marcus Cockcroft	Headteacher	N/A	Trustee with REAL Trust		member of staff	/	/	/
<i>x3 staff governors</i>								
Mrs Katharine Collingwood	Co-opted	31/10/2028	none	Harwood Meadows (Bolton)	member of staff	/	/	/
Miss Lesley Porter	Staff	15/01/2028	none	none	member of staff	/	x	N/A
Miss Gemma Davies	Staff	15/01/2029	none	none	member of staff	x	/	/
<i>x4 parent governors</i>								
Mr Steven Tobias	Parent	31/10/2028			parent	/	x	/
Mrs Laura Hansom	Parent	11/05/2027			parent	x	Ab	N/A
Mrs Hayley Hughes-Finn	Parent	15/01/2029			parent	/	/	/
Mr Jiten Jethwa	Parent	31/10/2028		none	parent	/	/	/
<i>x3 co-opted</i>								
Steven Durham	Co-opted	31/10/2028			grandparent	x	x	/
Rev Sally Robinson	Co-opted	31/10/2028	Reverend @ St Georges Church	St Margaret's CoE Primary (Heywood)		x	x	Ap
Mr Marc Kemp	Co-opted	31/10/2028	none	Parkfield Primary (Middleton)	parent	/	/	/

LGB Meetings

Autumn Term	Spring Term	Summer Term
Full LGB: 09/10/2025	Full LGB: 05/02/2026	Full LGB: 07/05/2026
Standards & Curriculum: 13/11/2025	Standards & Curriculum: 19/03/2026	Standards & Curriculum: 11/06/2026
Finance & Resources: 13/11/2025	Finance & Resources: 19/03/2026	Finance & Resources: 11/06/2026

Committee Membership

Finance & Resources (F&R) (meets termly)	Standards & Curriculum (S&C) (meets termly)	Personnel Appeals (meets required)
Mr Marc Kemp (Chair) Mr Marcus Cockcroft Mrs Katharine Collingwood Mr Steven Durham Miss Lesley Porter Mr Steven Tobias	Mr Jiten Jethwa (Chair) Mr Marcus Cockcroft Mrs Katharine Collingwood Rev Sally Robinson Mrs Laura Hansom Mrs Hayley Hughes-Finn Miss Gemma Davies	Mr Steven Tobias (Chair) Mr Steven Durham Mr Marc Kemp Mr Jiten Jethwa Rev Sally Robinson
Headteacher Appraisal (meets annually (& as required))	Pupil Discipline (meets as required)	Complaints (as required)
Mr Darren Randle (CEO / HLT) Mr Steven Tobias (Chair)	Mr Steven Tobias (Chair) Mr Steven Durham Rev Sally Robinson	Mr Mark Kemp (Chair) Mr Steven Tobias Mr Steven Durham Rev Sally Robinson

Link Governors

Curriculum Teams:	Link Governors	Staff Lead
STEM: Science, Technology (Computing), Engineering (D&T) & Mathematics	Steven Durham	Katharine Collingwood (DHT) Michelle Rossington
Languages English & MFL	Jiten Jethwa	Leanne Grugel (TLR)
Humanities: History & Geography	Steven Tobias	Leanne Grugel (TLR) Amina Begum
The Arts: Art, Music & Dance (part of P.E.)	Hayley Hughes-Finn	Katharine Collingwood (SLT) Gemma Davies / Erin Myatt
Health & Wellbeing: Religious Education, Physical Education, RSHE (<i>inc.</i> PSHCE) & SEND	Laura Hansom Rev Sally Robinson	Laura Wallsworth (TLR) Ellie Hayward / Kim Clarke
Early Years Foundation Stage: Curriculum, assessment & standards	Marc Kemp Gemma Davies	Katharine Collingwood (SLT) Erin Myatt / Gemma Davies

Behaviour & Safety:	Link Governor	Staff Link
Safeguarding & Child Protection / LAC	Marc Kemp	Headteacher / Deputy Head
Special Educational Needs & Disabilities	Laura Hansom / Hayley Hughes-Finn	Katharine Collingwood
Attendance & Exclusions	Steven Tobias	Kim Clarke / Marcus Cockcroft
Health & Safety (inc. Fire Safety)	Steven Durham	Headteacher
Mental Health & Wellbeing (pupils/staff)	Rev Sally Robinson	Katharine Collingwood

Governors should ensure that they are familiar with the Link Governor Policy when preparing for a visit in school.

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