

## **The Governing Body of the Holy Trinity Church of England Secondary School**

The Holy Trinity Church of England Secondary School Governing Body consists of up to 18 Governors.

The Governing Body holds 7 Full Governing Body meetings throughout the year. There is also a Finance Committee and an Outcomes Committee, both of which meet at least 3 times a year. An Admissions Committee and Pay Committee are held on an annual basis.

The statutory purpose of the Governing Body is to promote high standards of educational achievement at the school. The day-to-day management of the school is the responsibility of the Headteacher and staff, whereas the governors are responsible for the general direction of the school and providing the strategic overview. The core functions of our governing body, as set out in the School Governance (Roles, Procedures and Allowances) [England] Regulations 2013 are:

- Ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- Ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and
- Ensuring the sound, proper and effective use of the school's financial resources.

### **What does a Governing Body Do?**

The Governing Body acts to support and challenge the school and ensures accountability, whilst considering the interests of children, parents and staff. It makes decisions about curriculum, finance, staffing and premises matters, to help raise standards and to make sure that the school provides a good quality education for all our pupils.

Our school **Mission Statement** is: Deeply Christian, Open to all

Our school **Vision Statement** is: A centre of excellence for learning, inspired by Christian values, where every person in our school community fulfils their potential.

Governors may be allocated specific governor roles. It is a statutory requirement to have a senior board level lead with responsibility for the school's safeguarding arrangements, special educational needs and disability and an individual who takes an interest in careers education and guidance. In addition to these roles, the governing body has also allocated link governors which align with the Whole School Improvement Plan.

### **Becoming a Governor**

Governors do not need to be education experts. Most effective governors listen, think and ask questions. The average governor role will take approximately eight hours a month, however this can vary. For example, governors are invited to attend open days/evenings, celebration events, OFSTED inspections. Depending on your role you may have a regular meeting with certain members of staff, this is in addition to attending the governing body meetings. Governors are also encouraged to attend training sessions. If you would like more information about becoming a governor please contact the Clerk to Governors, [clerktogovernors@holytrinitycrawley.org.uk](mailto:clerktogovernors@holytrinitycrawley.org.uk)

## **The Holy Trinity CofE Secondary School Governing Body 2024/25**

The governing body comprises the following positions:

### **Foundation Governors (term of office – 4 years)**

Foundation governors are appointed by the Diocese to represent the interests of the Diocese and to preserve and develop the Christian ethos of the school.

### **Parent Governors (term of office – 3 years)**

Parent governors are elected by the parents of the school for a period of 3 years. Parent governors are representative parents rather than representatives of the parents.

### **Co-opted Governors (term of office – 4 years)**

Co-opted governors are appointed by the governing body and, have, in the opinion of the governing body the skills required to contribute to the effective governance of and success of the school.

### **Staff Governors (term of office – 4 years)**

Staff governors are elected by school staff and can be a member of either teaching or support staff. The Headteacher is automatically a governor.

### **Local Authority Governor (term of office – 4 years)**

The LA governor is nominated by the LA or the Chair of Governors under a scheme agreed by the County Council. They are considered for appointment by the full governing body.

## **Instrument of Governance**

The Instrument of Governance (IOG) sets out the size and membership composition of the governing body. At Holy Trinity we have the governing body comprises of:

- 10 Foundation Governors
- 1 Local authority Link Governor
- 2 Staff Governors (1 of which is the Headteacher)
- 3 Parent Governor
- 2 Co-opted Governors

We currently have 5 foundation governor and 2 parent governor vacancies.

## Governing Body 2024/25 (March 2025)

<p><b>Foundation Governors</b>  Nigel Stalley (Chair)  Helen Thomas (Vice-Chair)  Caroline Ngabirano  Richard Quirk  Steve Burston</p> <p>5 x vacancies</p> <p><b>LA Governor</b>  1 x vacancy</p> <p><b>Co-opted Governor</b>  Tim Hulme</p> <p><b>Staff Governors</b>  Chrissie Millwood (Exec. Headteacher)  1 x Sarah O'Neill</p> <p><b>Parent Governors</b>  Peter Edo Okaeben  2 x vacancy</p>	<p><b>Link Governor Roles</b></p> <p>Safeguarding – Caroline Ngabirano  Children Looked After – Caroline Ngabirano  Attendance – Caroline Ngabirano  SEND – Richard Quirk  Careers – Richard Quirk  Health and Safety – Tim Hulme  Governor Training and Induction – Nigel Stalley  Website/GDPR - Sarah O'Neill  Pupil Premium – Helen Thomas and Steve Burston  Curriculum – Helen Thomas and Steve Burston  Literacy – Helen Thomas</p>
--	--

Committees				
<p><b>Outcomes</b>  Helen Thomas (Chair)  Richard Quirk  Nigel Stalley  Peter Edo Okaeben</p>	<p><b>Finance</b>  Nigel Stalley (Chair)  Helen Thomas  Richard Quirk  Tim Hulme  Chrissie Millwood</p>	<p><b>Admissions</b>  Caroline Ngabirano  Chrissie Millwood  Nigel Stalley</p>	<p><b>Pay</b>  Nigel Stalley  Helen Thomas  Chrissie Millwood</p>	<p><b>Headteacher Appraisal</b>  Richard Quirk  Caroline Ngabirano  Nigel Stalley</p>

## **Holy Trinity CofE Secondary School Governing Body – 2024/25**

### **Nigel Stalley (Chair of Governors)**

Nigel has been a governor at Holy Trinity School for seven years. He was appointed by the Diocesan Board of Education and has recently become Chair of the Governing body as well as Chair of the Finance Committee. Nigel attends St. Mary's Church in Horsham and has spent over thirty years teaching in a Secondary Ecumenical Church School, where he was also a staff governor. Nigel is very keen to see the school continue to develop to be a centre of excellence for learning and hopes that, before long, we can start our new school building project.

### **Peter Edo–Okaeben (Parent Governor)**

Peter is a secondary school maths teacher. He has taught in the UK for about eight years. Peter is very passionate for ALL students to make the necessary attainment that will set them up for a better future. Peter currently has two children at the school.

### **Caroline Ngabirano (Foundation Governor)**

Caroline is a Human Resources professional and a chartered member of the Chartered Institute of Personnel and Development (CIPD). She holds an MBA (HR major) from the University of Sunderland and currently works as a Human Resource Manager. Caroline is the Safeguarding Governor with responsibility for making sure all the policies are followed which are there to keep students safe.

### **Dr Richard Quirk (Foundation Governor)**

Richard has been a school governor for over 20 years in a range of schools in London and Sussex. He loves being part of a team who are committed to providing fantastic education and support for our students. Richard works in the NHS and has two children at Holy Trinity. Richard is a member of both the Finance and Outcomes Committees.

### **Helen Thomas (Vice-Chair & Foundation Governor)**

Helen started her working life in IT, as a programmer/technician implementing budget and accounting systems for an international charity. More recently, she has worked for a small international NGO on the financial side of grants management, but is currently back in IT support working for AgeUK WSBH. Helen has a child at the school and is currently the Chair of the Outcomes Committee and a member the Finance Committee.

### **Rev Chrissie Millwood (Executive Headteacher)**

Chrissie has enjoyed a varied career, entering business from school, selling print and then running her own IT consultancy, following which she trained for the Methodist ministry and moved to the Isle of Wight, where she was responsible for four churches in the Sandown Bay area. After 5 years of full-time ministry, Chrissie moved into education training as an RS teacher and over the next 10 years was Head of Social and Religious Studies, Assistant Headteacher, Head of Sixth Form and finally Deputy Headteacher. In 2011 Chrissie moved to Ashford in Kent to join The John Wallis Church of England Academy as Vice Principal (Pastoral) and in December 2015 was thrilled to be appointed Headteacher of Holy Trinity school. Chrissie considers herself to be enormously privileged to have the amazing role of leading Holy Trinity. In her spare time Chrissie loves to spend time with family, travelling and football.

**Tim Hulme (Co-opted Governor)**

To follow.

**Rev. Steve Burston (Foundation Governor)**

To follow.

**Sarah O'Neill (Staff Governor)**

To follow.