



The Dixie Grammar School

Nursery • Junior • Senior

Market Bosworth

*Welcome to
The Governing Body*

Dear Parents

Welcome to The Dixie Grammar School Board of Governors, a committed and highly skilled group of people who share their time and professional experience with the School on a voluntary basis.

The School is a member of the Association of Governing Bodies of Independent Schools (AGBIS) and Dixie Grammar School Governors attend their conferences and seminars. This, along with reference to the AGBIS Guidelines for governors, enables a well-informed group of individuals. The Board of Governors has a key role in the strategic vision of the School on behalf of all its stakeholders. It performs three important functions:

- Be responsible for the strategic vision of the School, and ensuring that this is met effectively as possible. It does this through a number of committees involving contributions from different stakeholders from within and outside of school.
- Work in partnership to provide the best education for pupils within a safe and sustainable environment.
- To meet legal obligations within the framework of regulations as they apply to Directors, Trustees and Governors. The school operator is the Leicestershire Independent Educational Trust (LIET). This is a limited company and a registered charity which means that Governors also act as company directors and trustees to safeguard the financial, academic and personal wellbeing of the company, its staff and pupils within the Government's guidelines on educational framework.

The Dixie Grammar School's strategic aims are:

- To provide The Dixie Pupil Experience: A thirst for life.
- To be a sustainable, competitive business.
- To have supportive, enabling services.

We deliver the strategy through the willing participation of the governors on a series of five key committees which meet at least termly and report to the full Board of Governors. Pupils are at the heart of all we do.

The efficiency of the committee structure is under regular review, adapting to the needs of the School. The current committees are:

- Finance, Facilities and People Committee
- Education Committee
- Marketing & Communications Committee
- Strategy Development Committee – comprises Chairs of the four committees and the Chair of Governors.

The Dixie Grammar School governors draw on their wealth of experience to support the School. They are an effective team of experienced, professional people with a shared dedication and passion for the School. From time to time, Governors retire and we seek new Governors. Short biographies of the current Board of Governors are detailed below. If you wish to write to any of the Governors, please forward any correspondence to: The Dixie Grammar School, Market Bosworth, Leicestershire, CV13 0LE.

Please visit www.dixie.org.uk where you can find out about school life and find links to our Facebook and Twitter pages where your support is most welcome.

Best wishes,

Jo Fenton Parkes

Jo Fenton Parkes
Chair of Governors
parkesj@dixie.org.uk



The Role of each Committee

Strategy Committee

The vision for The Dixie Grammar School is “... *to educate its pupils to the highest standards of excellence to become full, confident and active members of the community, thus preparing them for the global society of the 21st Century.*”

Taking this as our top-level objective, the Strategy Development Committee’s role is to be responsible for the development and delegated deployment of the Strategic Plan, ensuring that all investment and development within the School is fully in harmony with the Plan. The membership of the Committee (the four other Committee Chairs, the Headmaster, Bursar and Head of Junior School from the Senior Leadership Team (SLT) and the Chair of Governors) is designed to reflect the general and over-arching nature of this group’s responsibilities as well as to enable us to look well beyond the current year as we plan-out the delivery of the vision.

Education Committee

The Education Committee meets once each term with the Headmaster, Head of Junior School and SLT, to discuss current national and local educational matters of relevance to School and to monitor all safeguarding children issues.

The membership of the committee comprises three governors, each with a strong educational background in different sectors (higher education, independent senior, maintained junior), the Headmaster, the Head of Junior School and other members of the SLT. The nominated Governor with responsibility for Child Protection is one of the three governor members.

Agenda items typically include curriculum matters, examinations and results (transfer, admissions and external), inspection, teaching and learning and child protection. Issues relating to all age groups at The Dixie from nursery to the sixth form are included.

The Committee receives regular updates on educational initiatives and legislative changes from the Headmaster via the Independent Schools Council (ISC), the Independent Schools Association (ISA) and the Independent Schools Inspectorate (ISI) and reviews school policies relating to education on a regular basis.

The Committee Chairman spends a day in each school either in lessons or in discussion with teachers and pupils at least once every year and reports back to the Board of Governors; the nominated Governor with responsibility for Child Protection regularly liaises with the Headmaster and SLT and the Governor from higher education provides both subject and university entrance support.

Marketing and Communications Committee

The primary role of the Marketing and Communications Committee is to actively promote the vision, values and ethos of the School to further enhance The Dixie's reputation as the main independent school of choice for those parents and pupils living; working and studying within reasonable access of the School.

In order to fulfil their role Committee members recognise the need to fully understand the needs and aspirations of both current and prospective parents and pupils of the School and, in particular, to fully appreciate what they value most from their investment in education.

Listening to feedback from parents, pupils and staff; taking account of parental surveys; celebrating successes and paying attention to any concerns raised are important priorities for Committee members in order for them to discharge their role on behalf of the School.

The main focus of the Marketing and Communications Committee is to oversee:

- The School's priority to grow the School to achieve capacity in pupil numbers.
- The promotion of publicity and positive media which enhances the reputation of the School.
- Effective communication between the School and parents; staff, pupils and key stakeholders of the School including alumni and members of the local community.

The membership of the Marketing and Communications Committees comprises of two Governors; the Headmaster; Head of Junior School; Head of Sixth Form, Press liaison officer and the Business Manager.

Finance, Facilities and People Committee (FFP)

The FFP Committee meets at least termly to review matters relating to the financial performance of the School and to ensure that the School provides a safe and vibrant environment for both the pupils and the staff of the School. The committee reviews matters relating to school staff, personnel policy and Health and Safety. The School is a charitable trust which aims to break-even on an annual basis. There are five Governors on the Finance Committee, along with the Headmaster, Business Manager and Head of Junior School. The Governors are all qualified accountants or business leaders and all have experience of leading and managing staff.

Agenda topics will typically include: pupil numbers, income, running costs, legal matters, cashflow forecasting and capital expenditure to improve the School environment, staff recruitment, recent employment legislation, staff benefits, contracts of employment and professional development. Recent capital development projects approved by the Committee include the Music Room at the Junior School and the synthetic pitch at the Barton Road Sports Ground, both of which will enhance the children's experiences at school. The Committee also meets regularly with our bankers to review our facility and with our auditors to approve the annual accounts.

The Personnel Committee meets once a term to The Committee also receives regular reports from the School Health and Safety committees with regard to audits, actions taken and the status of risk assessments.

Our goal is for the School to become an employer of choice and to achieve exemplary employee relations throughout. Our team recognises that excellence in teaching is a direct result of excellence in personnel practices, across all areas. Recent initiatives, overseen by this Committee, have included the introduction of a new staff professional development review system, the commissioning of an external review of safeguarding practices in staff recruitment and the appointment of a new Head for the school.

Contacting the Governing Body

If you would like to contact the Chairman, or any other member of the Board of Governors, please write in confidence to:

The Dixie Grammar School, Market Bosworth, Leicestershire, CV13 0LE