

## West Road Primary school Moorends Doncaster.

### **Governor Profile**

**Name:**

Adele Ward

**Category of governor:**

Associate Governor

**Role(s) on governing body:**

Business Manager/Finance Governor

I started out as a Parent Governor in 2008, and not long after I was appointed as Administrative Assistant, I then quickly moved to become the Office Manager and I then became the finance governor. My new role from September 2015 is School Business Manager.

School business managers are the senior financial and administrative managers in their schools. In this job we have to have excellent speaking and written communication skills and have the ability to make big decisions and manage large budgets. We also need to be organised and manage our time well.

As a school business manager I work closely with the head teacher to make sure that the school's budget and resources are used in the most efficient way. A major part of my job would be financial management and accounting, for example I often advise the head teacher and governors on financial policy and how to spend and control the budget and reduce costs, order goods and services and pay suppliers and contractors. I also organise through our HR provider to pay salaries and keep accounts for inspection report to the head teacher, governors, and local authority and government departments. I also help to recruit, train and manage some of our school support staff. Take control of school building maintenance, handle contracts and tenders for services like cleaning, catering and IT support make sure school security and health and safety policies are followed manage the school's administrative systems.

In my personal life, I am married (20 years in January!!) and have two beautiful children, we have 2 golden retrievers and enjoy plenty of walks around the countryside and coast. I was driven to become a governor at this school as both my children attended here I could clearly see from the outset how dedicated, caring and motivated the staff here were. I love to think that being a governor here at West Road.

It is my privilege to work as part of a fantastic team of Governors that offers both support and challenge to the senior leadership team as we strive to become an outstanding school that the community can be proud of.