

What does a governor do?

Developing potential without limitations

February 2020

Role of a school governor...

Governors work together to ensure high standards of achievement for all children in their school by:

- Setting the school's vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

School governors are volunteers who help to run the school. We work together as a group called the '**governing body**'. We are involved in decisions about all aspects of managing the school – such as running buildings and budgets, supporting staff and setting standards of school discipline. Governors also help to make big decisions about the school's long-term goals. They support the Headteacher, but also ask questions and make sure the Headteacher is taking the school in the right direction.

At most schools you'll need to attend a governors' meeting each half term. You'll also be expected to join one or two committees – these cover different areas like the curriculum, finance or buildings. You need to be able to work well in a team, as you'll be making joint decisions on policy. As a governor you'll probably need to work eight to ten hours a month.

Head teacher

1 LEA governor

2 parent governors (voted in by parents)

8 Foundation governors (4 appointed by the Diocese)

1 Staff governor

1 co-opted governor (14 governors)

A governor does not.....

•••

- Write school policies.
- Undertake audits of any sort – whether financial or health & safety - even if the governor has the relevant professional experience.
- Spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school.
- Fundraise, that is the role of the PTA – the governing body however should consider income streams and the potential for income generation to support the school
- Undertake classroom observations to make judgements on the quality of teaching – the governing body monitors the quality of teaching in the school by requiring data from the senior staff and from external sources.
- Get paid for their role, it is voluntary.
- Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing body need to consider and rectify this.

The governing body committees.....

Governors' committees are the mechanism for allowing governors to get to grips with certain areas of their work in far more detail than is practical at full governing body meetings.

The committee structure facilitates wider participation on the part of governors. It is in committees that governors have the opportunity to review, question and to challenge the information that has been provided by the school. Governors' committees work within terms of reference that have been agreed by the full governing body. The terms of reference may include responsibility to consider policies, targets, results and many other sources of information put before them. It is for the committees to fully consider these and make recommendations to the full governing body as to what actions are needed. The valuable work that committees do should enable full governing body meetings to be well informed and more productive.

Work done by committees should be open to scrutiny, but not revisited by the full governing body meeting in huge detail. Committees are entrusted with responsibility to perform a task and this should be respected. Committees are open to all governors to attend, though only members of the committee may vote.

A more detailed appreciation of the role of a particular committee can be obtained by looking at the terms of reference of the committee.

We have several committees but the key ones are:

- **Premises Committee** - To be responsible for the maintenance of the school premises, facilities, fittings, furniture, grounds and services which are the Governing Body responsibility under the Local Management of Schools provision. To report each term to the Governing Body on inspections of the premises and grounds and the condition and requirements for the premises and grounds, together with comments and recommendations. To prepare and regularly update a rolling programme of maintenance works required for the premises and grounds showing full costings and prioritisation. Present this to the full Governing Body for approval and to the Finance Committee for funding as appropriate. Also they are responsible for the Health and Safety functions on behalf of the Governing Body as set out in its Policy Declaration, as well as Security and Emergency Planning matters on behalf of the Governing Body.
- **The Premises Committee is also responsible for the following governor roles:** Child Protection, Safeguarding, PE, DT and Science
- **Finance Committee** - The Finance Committee has responsibility for strategic oversight of the school's finances. The Bursar reports to the committee at every meeting on the current financial position of the school. The committee is involved in formulating and approving the draft budget and associated expenditure plans each year before they are presented to the full governing body for adoption. This committee also agrees the annual staffing structure, which is developed to ensure children's needs are fully met.
- **The Finance Committee is also responsible for the following governor roles:** Assessment, Maths and Computing

- **Pay Review and Personnel Committee** - The committee is delegated to: Meet the aims of the whole school Pay Policy and apply the criteria set by the whole school Pay Policy . It reviews the whole school Pay Policy annually to take account of local and national developments and makes appropriate recommendations to the governing body and considers and agrees the award of discretionary points for all staff.

It is also a key part of monitoring the Performance Management process and ensures that the performance of the teachers is reviewed annually in accordance with the regulations. It decides on the timing of the Performance Review cycle and carries out the Performance Review of the Headteacher. To do this, it appoints two or three governors to carry out the Performance Review.

Additionally it ensures appropriate personnel policy and procedures are adopted and reviews the staffing structure (teaching and non-teaching), especially following a vacancy and at least annually in relation to the School Development Plan .

- **The Pay Review and Personnel Committee is also responsible for the following governor roles:** PSHE, SMSC and MFL
- **Curriculum Committee** - It works in partnership with the Head and staff from the Leadership Teams to assist in matters concerning the school curriculum and policy. It is the role of the Curriculum Committee to monitor the school assessment data in order to maintain high standards and high expectations of all pupil achievements. Reports are given on pupil progress within school and areas of strength and weakness are discussed, including more formal target setting for Key Stage 1 and 2. Areas which are in need of further improvement become part of the annual School Development Plan, with the Curriculum Committee monitoring the progress of the actions throughout the year. The progress of all children of differing abilities is monitored here with termly SEN and Challenge reports to the committee. The governors on this committee discuss and review curriculum policies and any changes to its provision.
- **The Curriculum Committee is also responsible for the following governor roles:** English, RE and Collective Worship, EYFS and SEN

All Governors are also invited into staff training days and they also ensure that the school complies with all relevant legislation relating to equality and diversity e.g. disability, gender etc. Members of staff also report to the governors on their subject leadership role e.g. Assessment, Numeracy, Literacy, PSHE, RE, Collective Worship, Science etc. The quality of teaching and learning is also monitored as this has a bearing on how the curriculum is delivered and how much progress is being made.

Who can be a governor?

Anyone over 18 can be a school governor – you don't have to be a parent with a child at the school. However, every governing body includes parent governors, and it can be a rewarding way to be involved in your child's school. All the governors of a church school must work collectively to ensure the effectiveness of the school as a place of learning, where Christian values can flourish. Our school's Instrument of Government (IoG) show that we must have 7 foundation governors plus the Rector. Foundation governors are those appointed by the Diocesan Board of Education often from the local church community, and 4 are appointed directly by the Parochial Church Council (PCC). We strive to always present a balance of skills on our governing body so as to best serve the school and the children. At present we have built a team who come from financial and accounting jobs, building project management, surveying, teaching, computing, sales and marketing and PR backgrounds.

Who are our governors?.....

Please see our website for photos and further introductions.

Head teacher.....	Mrs Reid
Chair.....	Merelina Tebbot
Vice Chair.....	Jill Dean
Ex-Officio.....	Rev Stephen Southgate (currently on secondment)
LA Gov.....	Vacancy
Staff Gov.....	Mrs Sparks
4 PCC Foundation Govs.....	Jill Dean (local resident, 4 years), Melanie Sharpe, (parent, 6years, Gill Sandeman (villager and grandparent, 18 months) , Christine Weaving (grandparent, 1 year)
3 Diocesan Foundation Govs....	Michael Cox (villager &parent, 2 1/2 years) Merelina Tebbot (villager & grandparent, 6 years), David Redhouse (local resident, recent appointment)
Parent Governors.....	Dean Gibbons (6 months), Vacancy
Co-opted governor.....	Mrs Tyzack (staff. 3 ½ years)

The minutes from the meetings....

All the FGB meetings and individual committee meetings are minuted and these minutes are held in the school office. They are available for all school stakeholders to read once they have been approved and signed off by the chair.

Are you interested in being a governor?

In addition to categories of elected Governors from staff and parents, we may need in future to appoint new Governors, and we believe it would be helpful to keep a list of those who might be able to serve in this way. Therefore, if you think that at some point you or someone you know (who does not have to be a parent) might be available and have relevant skills, experience or potential, please contact the Chair of Governors at the school, who will make arrangements to obtain relevant information the Governors require.

Did you know that employees can get time off work for certain public duties as well as their normal holiday entitlement? Employers can choose to pay them for this time, but they don't have to - just ask your employer what their policy is.

In making appointments, we will have particular regard to the balance of skills and experience on the Governing Body at the time and their forthcoming activities. Therefore, those who might prove good governors might not necessarily be appointed at a particular time, but their details will be kept on file.