

## The Role of the school governor

The constitution of our Governing Body consists of the following;

6 Parent governors (elected)

3 LEA governors (provided)

4 Staff governors (3 elected and the Headteacher)

4 Community Governors (decided by the Governing Body)

Each governor serves for a period of 4 years except for the headteacher who remains a governor throughout. A governor may stand for re-election.

There is a clerk to Governors from governors support Taberner House. She is responsible for minute taking and provides guidance on governance and current issues.

There is a meeting at least termly to which all governors must attend. If a member of the governing body fails to attend without good reason, the other governors have the power to remove them. These meetings begin at 7:30 pm and usually last about 3hrs.

The governors vote in a Chair person and a Vice Chair person

There are several sub-committees which I believe you have already have notice of and each of these also has a Chair person. At these meetings the Chair provides the minutes.

The reason for the subcommittees is to enable the selected governors to gain a better understanding of what is happening in the school and they report back to the whole governing body. Most of these committees meet at least termly, sometimes more often depending on the need. Some of these are held during the school day and others in the evening.

The headteacher attends all of the meetings. The Chair has the right to attend all of the meetings and mostly does.

The **school improvement committee** focuses on the teaching and learning in the school. They approve the School Development plan, analysis data on test results etc and help to set yearly targets for the children. They monitor the curriculum, attend some of inset days and liaise with the subject coordinators. They visit the school and monitor the impact of how equipment that has been purchased has on the delivery of the curriculum.

Many of the governors help in school on a regular basis and the Chair meets with me each week as well as helping in school.

The **Finance committee** approves the yearly school budget, monitors expenditure, authorises any large expenditure and forward plans. The chair of finance meets with the school LEA finance officer for advice and clarification.

The **Building and Sites / Health and Safety committee** is responsible for ensuring that the building is safe and well kept. They are also responsible for ensuring appropriate and safe working conditions. They conduct risk assessments and report back to the LEA where needed. They seek advice from specialist providers and respond to these and LEA reports.

The **Human Resources Committee** monitors the staffing at the school and agrees the staffing structure; Members are invited to have representation on senior appointments at the school.

**Headteacher Performance Management Committee** sets targets for me and monitors me through a set of success criteria. Overall performance is also monitored and this is all formerly discussed and agreed with our SIP (school improvement partner) who is from the LEA.

The **Pupil Discipline** committee comes into force when any child has been excluded from school and acts as a review/appeal committee following a parental appeal.

The **Staff Dismissal** committee would act in much the same way if a member of staff were to be dismissed for unsuitable conduct etc.

All the Governors must attend suitable LEA training and often members are allocated to a set committee as they have some sort of an expertise or experience in that area.

Occasionally non members of the governing body are co-opted for a short time onto a sub-committee if they are known to have a professional expertise that may be useful to that committee.

Legally governors are responsible for everything that happens at the school and are answerable to Ofsted, the Department for Education, Children and Families and the LEA. They write the school profile.

They make decisions on the uniform at the school, the attendance policy, school fund and other related charges and agree or participate in writing the other legally required policies.

They attend concerts, school parties, retirements. Sports days etc and are proactive in promoting the school.

However, they are considered to be a voluntary body and therefore receive no pay for all of the hard work that they do or for all of their time that they give to the school in order to fulfil their duties.

**The Head Teacher's Report** is circulated to the governing body prior to the main meetings. I report to the governors under set headings.

Children, staff and classes simply informs them of the composition of each class, the number of children in the school, current staff and long term absences, staff training.

I report on the visits that individual governors have made to the school, school visits made by the children and visitors to school.

Charity events and contributions are listed and all other events are listed and reported on i.e. School productions, Arts week, parents meetings etc.

All sporting events are reported on in detail.

Special Educational needs provision and Child protection issues are discussed and reported on as well as visits from the school nurse and the general health of the children.

I report on the School Development plan, Finance including school fund, Site management, the termly fire drill and PTA events.

I also keep them informed about any unusual/difficult/sad/happy events.

A typical agenda for a governing body meeting might read as follows:

Apologies and welcome.

Minutes

Matters arising from the minutes

Pecuniary Interests

Head Teachers report.

Committee reports.

School Development Plan

School Evaluation Form

School Travel Plan

Target setting

Performance management

Items from the LEA

Governor training

AOB

Confidentiality

There is a great deal of questioning, debating, decision making and reporting throughout the meeting.

There is the occasional disagreement, the more often good humour, but the total commitment from them all in ensuring that the children/families at Keston get the best possible start to their education.

I am sure you will agree with me that they are very successful.

I hope that this gives you some insight into the school governor role and that at some time in the future you may consider becoming one yourself when we next have an election.

Headteacher