SJB Governor Role descriptions

According to the Governors' Handbook, Governing bodies should have a strong focus on three core strategic functions:

- *Ensuring clarity of vision, ethos and strategic direction;*
- *Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and*
- *Overseeing the financial performance of the organisation and making sure its money is well spent.*

We are not involved in the day-to-day running of the school – this job is done by the school staff!

There is a detailed induction process for new governors to ensure they are brought up to speed quickly and thoroughly. All new recruits are assigned a Buddy Governor (see below) to act as mentor and give support while the role is still new.

Our Governors sometimes take on additional tasks, for example taking responsibility for a specific key area of school oversight or joining a working party to drive a particular activity. This document clarifies the various roles that are taken by SJB governors.

Contents

All Governors

- Abide by the SJB Governor Code of Conduct and GDPR guidelines
- **Undertake Governor Induction**, including completing statutory training within 3 months of joining the governing body
- **Attend full governing body meetings** there are usually four of these per year, held in the evening and each lasting around 2.5 hours. All Governors are expected to attend, as these are where we share information about all aspects of school activity and where decisions are made collectively. There are rare – short – Exceptional Meetings if we have to discuss a matter with particular urgency.
- **Attend committee meetings**: each of our three committees meets once per term, during or after school. These committees focus on specific areas of the Governing Body's work and are made up of individuals with particular expertise to contribute to these different areas.
- **Visit 'adopted' class once a term** every Governor is adopted by a class in school, and follows the class through the school from year to year. These class visits are fun and interesting, and an important way for Governors to get to know the school.
- **Carry out necessary training** (either online or twilight session) since we have responsibility for the legal oversight of many key areas – financial, child protection, health and safety to name a few – it is important to stay up to date and all Governors attend training to ensure we are sufficiently informed to carry out our roles effectively.

Class "adopted governors"

Class visits to our "adopted classes" give us the opportunity to get to know better the school and its staff and pupils. It is important to bear in mind that when in school, the role of Governors is to observe and support, but not to judge. These visits should be used to inform our strategic input to the running of the school, not to become involved with day-to-day operational decisions of teachers and staff.

Some points to help the visit run smoothly

- Arrange your meeting through the school office. You can ask for a specific activity which you would like to take part in or ask the class teacher to suggest one
- Make sure the Headteacher / Class teacher knows in advance that you are coming, and understands the purpose of the visit
- Keep in mind the aims and objectives of the School Improvement Plan – the role of class visits by governor is highlighted in the SIP – gather relevant evidence
- If something strikes you as worrisome, don't jump to conclusions; instead note it for follow up with the appropriate individual
- Have fun! Our pupils usually enjoy having another Grown Up around to involve in their activities

Please use the *Governor School Visit Record* to record your meeting. This should be kept on file by Clerk to Governors.

Buddy Governors

At SJB, our *Buddy Governor* helps new Governors to settle in to the Governing Body, and to find their feet quickly. There is lots of information to get on top of, and many procedures to follow and Buddy Governors are there to help with this process.

Buddy Governors should:

- Exchange contact details with their New Governor;
- Make informal contact by phone, email or in person around the time of the new Governor's first Full Governing Body meeting;
- Be available to chat through any issues that are outstanding following the new Governor's Induction meeting;
- Contact their New Governor once the papers for Full Governing Body meetings are sent out to ensure the New Governor knows how to prepare for the meeting;
- Discuss with their New Governor the skills, knowledge and experiences that they bring to the Governing Body, to establish their interests and development needs, and feed this back to the Link Governor;
- Stay in touch with their New Governor as s/he settles in to the Governing Body.

In addition, depending on the needs of the New Governor, Buddy Governors may also like to:

- Help their New Governor prepare for their first Governor School Visits;
- Accompany their Governor into school on their first School Visits;
- Attend a training course with their New Governor.

Key Area Governor – Assessment (formerly Standards and Progress)

Role Description
- Meet termly with staff member overseeing Assessment in school
- Monitor the effectiveness of different assessment procedures for measuring standards and progress in school
- Monitor the effectiveness of the moderation of our assessment procedures
- Receive feedback on the effectiveness of measures for driving up standards and improving progress
- Assist in monitoring/evaluating the Feedback and Assessment, and Target setting Policies
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	**Experience, skills and other attributes**
• Feedback and Assessment Policy • Target setting	• Commitment to improving education for all pupils • Communication skills, including being able to discuss sensitive issues tactfully • Familiarity with metrics for assessing pupil standards and progress, and the cycle of assessment in the school

Recommended Training/Knowledge
- Resources on The Key for Assessment

Primary Contacts
- Chair of Governors, staff member for Standards and Progress

Key Area Governor – Attendance

Role Description

- Keep informed about relevant legislation and request to be kept informed about new materials published and distributed to schools
- Liaise with Headteacher on pupil attendance and effectiveness of school efforts to improve attendance and punctuality
- Assist in monitoring/evaluating Attendance policy
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	**Experience, skills and other attributes**
• Attendance Policy	• Commitment to improving education for all pupils • Communication skills, including being able to discuss sensitive issues tactfully • Understanding of attendance issues and legislation regarding pupil absence

Recommended Training/Knowledge
- Information on The Key on Attendance

Primary Contacts
- Head, Chair of Governors

Key Area Governor – Coffee and Chat

Role Description	
- Organise termly coffee and chat session for parent/carer drop in - Ensure these are adequately advertised to the wider community - Liaise with committee chairs to ensure opportunity for parent/carer consultation on relevant issues - Report back to the governing body following focused visits to school using agreed protocol on visiting	
Policy/Procedure Oversight	**Experience, skills and other attributes**
	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully
Recommended Training/Knowledge	
Primary Contacts	
Head, Chair of Governors, Committee Chairs	

Key Area Governor – Early Years

Role Description	
- Meet termly with staff EYFS leader - Assist in monitoring/evaluating the Curriculum (including EYFS) policy - Awareness of the importance of effective benchmarking of pupil performance in EYFS - Understanding barriers to learning in our youngest pupils and how these are being met - Report back to the governing body following focused visits to school using agreed protocol on visiting	
Policy/Procedure Oversight	**Experience, skills and other attributes**
Curriculum - including EYFS & Subjects	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully
Recommended Training/Knowledge	
Resources on The Key for Early Years provision	
Primary Contacts	
Chair of Governors, EYFS leader	

Key Area Governor – English as an Additional Language

Role Description

- Have an awareness of the number of EAL pupils, the first languages of these pupils and their entry points (age at joining) to SJB
- Keep aware of SIP priorities regarding EAL pupils and monitor progress towards these targets
- Keep aware of resources which are used to support EAL pupils and monitor the effectiveness and value for money of this spend
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	**Experience, skills and other attributes**
- Accessibility Plan - SEND and Inclusion Policy	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully

Recommended Training/Knowledge

- Develop possibility of knowledge transfer from partner school with higher %EAL, if we are successful in establishing such a link

Primary Contacts

- Head, Chair of Governors

Key Area Governor – GDPR

Role Description

- Meet termly with school DPO
- Assist in monitoring/evaluating the GDPR policy
- Receive updates whenever there is a data breach and ensure protocol is followed in such cases
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	**Experience, skills and other attributes**
Data Protection Policy	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully - Awareness of GDPR legislation and implications for Governing Body

Recommended Training/Knowledge

- Resources on The Key for GDPR, Modern Governor training

Primary Contacts

- Chair of Governors, DPO

Key Area Governor – Gifted and Talented

Role Description	
• Meet termly with staff member overseeing G+T • Understand how pupils are added to the G+T register • Assist in monitoring/evaluating the Gifted and Talented policy • Report back to the governing body following focused visits to school using agreed protocol on visiting	
Policy/Procedure Oversight	**Experience, skills and other attributes**
• Gifted and Talented	• Commitment to improving education for all pupils • Communication skills, including being able to discuss sensitive issues tactfully
Recommended Training/Knowledge	
• Resources on The Key for more able / Gifted and Talented provision	
Primary Contacts	
• Chair of Governors, staff member for G+T	

Key Area Governor – Health and Safety

Role Description	
• Meet termly with staff member overseeing Health and Safety • Site Health and Safety inspections with additional supporting governor as necessary • Assist in monitoring/evaluating the H+S Policy • Termly reporting on Accident and Incidents in school to FBP committee • Report back to the governing body following focused visits to school using agreed protocol on visiting	
Policy/Procedure Oversight	**Experience, skills and other attributes**
• Health and Safety	• Commitment to improving education for all pupils • Communication skills, including being able to discuss sensitive issues tactfully
Recommended Training/Knowledge	
• Resources on The Key for Health and Safety monitoring, Modern Governor training	
Primary Contacts	
• Chair of Governors, staff member for Health and Safety	

Key Area Governor – Health and Wellbeing

Role Description

- Meet termly with staff member overseeing PSHE/wellbeing
- Meet with kitchen staff once a year and arrange to eat school lunch with pupils to observe this in practice and get pupil feedback
- Assist in monitoring/evaluating the Personal, Social, Health and Economic Education Policy (PSHE) Policy and the Whole School Food Policy
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	Experience, skills and other attributes
• PSHE • Whole School Food Policy	• Commitment to improving education for all pupils • Communication skills, including being able to discuss sensitive issues tactfully

Recommended Training/Knowledge

- Resources on The Key for pupil Health and Wellbeing, Mental Health and PSHE

Primary Contacts

- Chair of Governors, staff member for Wellbeing

Key Area Governor – ICT and e-Protection

Role Description

- Meet termly with staff member overseeing ICT and e-Protection
- Assist in monitoring/evaluating the Policy Online E-Safety Policy
- Monitor the effectiveness of the school Web site for communicating with our stakeholders
- Monitor the preparation and implementation of the 3/5 year ICT development plan
- Obtain feedback on effectiveness and efficiency of the ICT support from external providers received by the school
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	Experience, skills and other attributes
• Online E-Safety Policy	• Commitment to improving education for all pupils • Communication skills, including being able to discuss sensitive issues tactfully • Awareness of technical issues regarding school ICT implementation

Recommended Training/Knowledge

- Resources on The Key for Online Safety

Primary Contacts

- Chair of Governors, staff member for ICT and e-safety

Key Area Governor – PE & Sports Premium Champion

Role Description

- Meet annually with staff member overseeing PE and Sport
- Assist in monitoring/evaluating the Policy
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	Experience, skills and other attributes
	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully

Recommended Training/Knowledge

- Resources on The Key for Sports Premium
- School web page on how we spend Sports Premium

Primary Contacts

- Chair of Governors, staff subject leader for PE and sport

Key Area Governor – Pupil Premium Champion

Role Description

- Meet annually with staff member overseeing
- Assist in monitoring/evaluating the Policy
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	Experience, skills and other attributes
-	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully

Recommended Training/Knowledge

- Resources on The Key for Pupil Premium
- Education Endowment Foundation toolkit
- School web page on how we spend Pupil Premium

Primary Contacts

- Headteacher, Chair of Governors, staff member for Pupil Premium

Key Area Governor – Pupil Voice

Role Description

- Meet termly with staff member overseeing Pupil Voice
- Monitor pupil consultation and how this used to shape staff and governor planning
- Monitor provision of adequate routes for Pupil Voice to be heard and listened to
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	Experience, skills and other attributes
	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully

Recommended Training/Knowledge

- Resources on The Key for gathering pupils' views

Primary Contacts

- Chair of Governors, staff member for Pupil Voice

Key Area Governor – Safeguarding and Child Protection

Role Description

- Liaise with designated staff member for Safeguarding on a regular basis and provide a link between staff and governing body
- Ensure all staff members (including designated teacher) and governors have received training at the appropriate level
- Support the governing body to have a greater understanding of child protection/safeguarding procedures and liaise with training and development link governor to secure bespoke training if appropriate
- Ensure school has up to date and robust child protection policies and procedures consistent with Cumbria Local Safeguarding Children Board and that these are reviewed annually by governing body
- Ensure Safeguarding audit is completed and GB receives the action plan
- Ensure Headteacher and one other governor has undertaken Safer Recruitment training to strengthen safeguards against employing unsuitable people
- Ensure appropriate reporting and recording procedures are in place and staff are familiar with these
- Ensure relevant school policies have an appropriate link to safeguarding
- Report back to the governing body following focused visits to school using agreed protocol on visiting
- Ensure school has designated teacher for Children Looked After (CLA) and has received appropriate training
- Liaise with designated CLA teacher and keep governing body informed about issues affecting looked after children
- Termly survey of visitors' book with brief written report to CWI committee
- Ensure there is an annual report to the governing body with regard to progress and attendance of children in public care, training undertaken by staff, opportunities for looked after children to play a particular role in the life of the school

- Ensure procedures are in place for looked after children to have up to date personal education plans

Policy/Procedure Oversight

- SEND and Inclusion Policy
- Safeguarding Policy
- Safeguarding Audits
- Single Central Register sign off

Experience, skills and other attributes

- Commitment to improving education for all pupils
- Communication skills, including being able to discuss sensitive issues tactfully

Recommended Training/Knowledge

- CLA training for Governors
- Safeguarding training for Governors
- Detailed knowledge of the Safeguarding related policies: e.g. Behaviour, Health and Safety, e-Safety…

Primary Contacts

- Head, Chair of Governors, Safeguarding and CLA Lead

Key Area Governor – SEND

Role Description

- Keep informed about relevant legislation and request to be kept informed about new materials published and distributed to schools
- Liaise with SENCo in school, other governors and staff as necessary
- Assist in monitoring/evaluating SEND policy and ensure its annual review
- Ensure all parents are kept informed of schools policy and communication between parents of children with SEND and the school is 2 way
- Consider whether governing body decisions will have implications on SEND
- Attend relevant training (including INSET – by invitation)
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	**Experience, skills and other attributes**
• SEND Policy	• Commitment to improving education for all pupils • Communication skills, including being able to discuss sensitive issues tactfully • Understanding of special educational needs

Recommended Training/Knowledge

- SEN training for Governors

Primary Contacts

- Head, Chair of Governors, SENCo Lead

Key Area Governor – Single Equality

Role Description

- Meet termly with staff member overseeing Equality
- Assist in monitoring/evaluating the Equality Policy and Accessibility Plan, take a lead in ensuring that the governing body follows the detailed monitoring guidelines given in the Accessibility Plan
- Updating Parents and Carers about school activity in this area through the Governor Newsletter
- Report back to the governing body following focused visits to school using agreed protocol on visiting

Policy/Procedure Oversight	**Experience, skills and other attributes**
- Accessibility Plan - Equality Policy and Single Equality Scheme	- Commitment to improving education for all pupils - Communication skills, including being able to discuss sensitive issues tactfully - Awareness of Equality Legislation in relation to school Governance

Recommended Training/Knowledge

- Resources on The Key for Equality, Modern Governor training module,

Primary Contacts

- Head, Chair of Governors, staff member for Equality