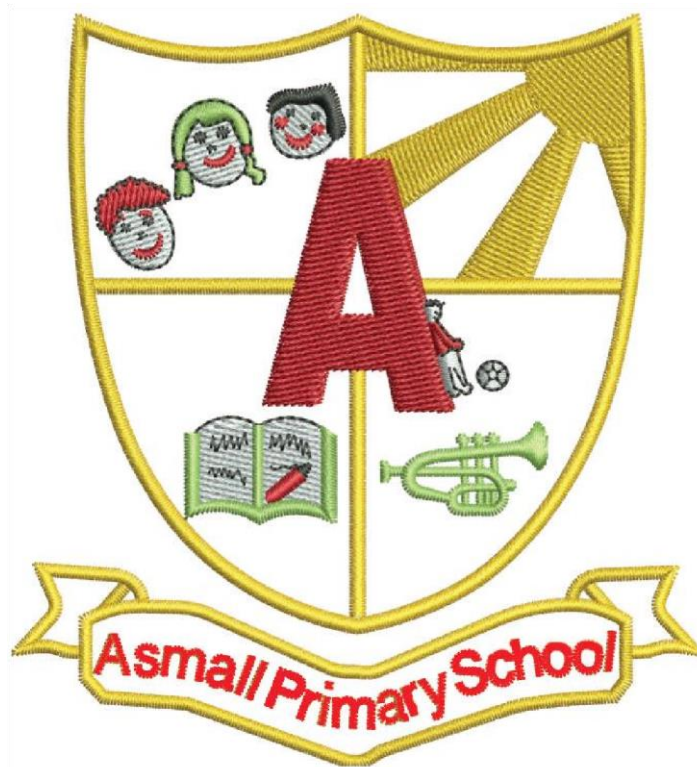


Asmall Primary School



New Governor Induction

Thank you for volunteering and welcome to Asmall Primary School Governing Board!

Lancashire County Council Governor Services will provide you with ample guidance material and opportunities for comprehensive training on the general role and responsibilities of a school governor. The purpose of this document is to provide initial information about how a governor contributes to school life.

What do school governors do?

Where an organisation has a Chief Executive or Managing Director, in schools the Headteacher has a similar role. Where an organisation has non- executive directors, in schools we have governors. Whilst the education professionals are clearly “in charge”, governors are there to provide another perspective, offering guidance or advice, or acting as a “sounding board”. A school governor should act as a “critical friend”, providing a balance of challenge and support, to the school management team. Governors have three main responsibilities:

- Shape the ethos of the school and determine its future aspirations
- Agree school performance targets and hold the school management team to account
- Ensure school finances are managed appropriately and effectively

Specialist support to governors is provided by the county council.

Governors have collective responsibility for decisions made on how the school is run, for example on Admissions Policy or Financial Management. The decisions governors are involved in help to shape the future direction of the school and the outcomes for children.

How do governors help?

The business of the school is broken down into committees. At the committee meetings, school leaders report to governors on items such as monitoring standards of education and achievement, oversight of budgets, reviewing and approving school policies, such as Attendance or Bullying. You may have practical skills that can help support running the school but an effective governor mostly brings common sense and a questioning outlook.

What do governors attend?

The business of the school is generally covered by two main committees:

Curriculum & Safeguarding- education standards, pupil attainment and progress, child protection, behaviour and attendance, Special Educational Needs

Resources- staffing, resources, and budget management, including Premises and Health & Safety matters.

Both committees meet once every term and report into the **Full Governors** meeting that is also held once every term.

Other committees may convene on an ad hoc basis as and when required.

All meetings are recorded either by a Governor Services clerk or by a minute taker with copies distributed to all governors.

How much time will it take?

It depends on you! All governors should be a member of at least one committee, so the minimum attendance commitment would be two meetings per term. Minutes of previous meetings and any papers to be discussed will be provided before the meetings. These papers will be referred to at the meetings so should be read prior to the meetings.

What about training?

The school Training & Development Governor will act as guide and mentor to support you through the early stages of your governor experience.

The Training Governor would deliver an initial induction/training briefing. This would be followed by review meetings held on agreed dates after the first two school terms, then again after four school terms after more than a year's service had been completed. These reviews give the opportunity to provide reassurance and coaching, discuss any concerns or training needs, and to give hints and tips.

The school also buys into Lancashire Governor Training which offers on- line and classroom- based training for all aspects of school life, from Child Protection to Financial Management.

The school Training Governor would also act as guide and mentor to support you through the early stages of your governor experience.

Am I qualified?

Yes! If you have experience of life, common sense, an enquiring mind, and a desire to ensure the children of Asmall School get the best education they can.

Governors are not expected to work alone but as part of a team.

Is there a Code of Conduct?

Formality is kept to a minimum, but there are certain commitments governors should keep:

- Attend meetings regularly
- Shoulder your share of responsibility when working together in committee
- Respect the views of others and act openly and without prejudice
- Monitor the effectiveness of yourself individually and as a body and undertake training and development where necessary
- Keep the “critical friend” focus to constantly promote progress
- Accept that all decisions are the collective responsibility of the Governing Body

And finally, but in bold, **Confidentiality**- keep whatever is discussed in school meetings strictly within those meetings.

The Law and You

Lancashire County Council Governor Services will provide comprehensive material on the responsibilities of the governing body under the Education Act of 2002. Key points to note are the requirements for governors to:

- Consider and approve the school budget and any proposed revisions to it.
- Approve policies essential to the operation of the school, particularly those governing pay, performance management, and appraisals for the school, ensuring that appropriate staff consultation has taken place and that policies are appropriately implemented.
- Make sure all appropriate records, particularly financial accounts, are kept accurately and are kept up to date.
- Provide advice, challenge, and support to the head teacher through being a “critical friend” Remember, a governor bears responsibility collectively, and governors support each other as well as the school. Most governors start out knowing very little about the details that make schools work well, so don’t hesitate to ask what might feel like a silly question. The “silly question” can often throw new light on an overlooked problem, and asking constructive questions is really what being a governor is all about.

Good Luck and thanks again!

(Version 5, July 2024 update)