



## Role of all Governors

Each individual governor is a member of a governing board, which is established in law as a corporate body. Individual governors may not act independently of the rest of the governing board; decisions are the joint responsibility of the governing board.

**The role of the governing board is a strategic one, it's key functions are to:**

- set the aims and objectives for the school;
- set the policies for achieving those aims and objectives;
- set the targets for achieving those aims and objectives;
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives;
- be a source of challenge and support to the headteacher (a critical friend).
- To follow and adhere to, both in letter and spirit, the BCS Governor Code of Conduct;
- To keep all matters discussed as governors confidential, including through use of social media;
- Attend training as required to enable us to understand and fulfil our obligations both as Governors, and as members of a committee and for our CPD;
- Attend all meetings, unless in exceptional circumstances, and to provide timely apologies with reason in the event of non-attendance;
- To read and understand all materials distributed before a meeting, and to come prepared with questions / ideas;
- To take on an additional role within the FGB as and when required and be available to mentor new governors;
- To participate in Monitoring visits eg. learning walks, and to report to the FGB comprehensively whether what they have observed on their visit meets the standards required;
- To uphold principles agreed in staff & governor behaviour policy.

**Current Roles are:**

Committee Roles	Governor 2022/23
Co-Chairs of FGB	Lucy Flavell Lindsay Harrison
Vice Chair of FGB	Susan Wilson
Clerk to BCS Governors	Eleanor Flower
Finance Governor	Lucy Flavell
Chair Pay Committee	Liz Hopkin
Vice Chair Pay Committee	Lucy Flavell
Specialist Governor Roles	
Training Governor	Eleanor Flower
Safeguarding Governor	Mary Sewell, Lindsay Harrison
Health & Safety Governor	Mark O'Connell, Rachel Street
Nursery Governor	Lucy Flavell
Primary Governor	Mark O'Connell, Rachel Street
SEND Governor	Susan Wilson
Pupil Premium Governor	Susan Wilson
SEMH Governor	Susan Wilson & Rosie Hercock

## Roles and Responsibilities

### FGB Chair

#### Committee Chairs

- Adhere to and ensure the committee Terms of Reference are carried out in full;
- To report on the meetings held to the FGB in sufficient detail so any issues, recommendations and decisions made are understood by the FGB;
- Demonstrate that the terms of Reference have been adhered to by accurate recording of the meeting minutes, ensuring confidential matters are recorded separately;
- To ensure all actions agreed during the meeting are recorded accurately and are completed correctly and in a timely basis;
- To address any concerns regarding the above to The Chair of Governors as required;
- To ensure the annual meeting schedule covers all policy, procedure and relevant checks and is adhered to and adjusted as necessary based on Government / LA / Ofsted recommendations.

#### Vice Chairs

- To support the Committee Chair as necessary in the above;
- To ensure they are capable of taking on the role of Chair at short notice should this be required.

#### Training Governor

- To ensure all Governors are aware of what courses they need to take to ensure they can carry out their role effectively;
- To book training requested by the Governors and inform them when the booking is complete;
- To record all training undertaken by each Governor vs their role to demonstrate the necessary training has been undertaken;
- To report to the Chair of FGB any non-attendance of training courses booked without cancellation, so that remedial action can be taken (this should be the Head if the Chair has not attended training);
- To organise and book the in house training course each year.

#### Safeguarding Governor

- To monitor and review adequacy, application and impact of the Safeguarding policy and procedures;
- To recommend whether to approve changes to the policy and procedures to the FGB; to report annually to the LA including the Central Record of recruitment and vetting checks;
- To ensure the Safeguarding Policies and Procedures are followed and adhered to under **all** circumstances, with the assistance of the School nominated Safeguarding staff;
- To meet with the Safeguarding staff annually to conduct an in-depth audit and termly health checks to review the above and to work with them as a team to ensure the Safeguarding at school is of the highest possible standard.

#### Health & Safety Governor

- To monitor and evaluate periodically the application and impact of Health and Safety Policy and procedures; to recommend to GB changes to the policy and procedures;
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- To carry out a full walk through of the school and its grounds to monitor existing issues and identify new issues termly, but more often if high risk issues become apparent, and to ensure with the school team that the appropriate mitigating action is taken in a timely fashion;
- To report to both the Resources and FGB any findings as the result of the above.

### **SEND Governor**

- To review SEND policy and make recommendations to the governing body and monitor and evaluate the application, impact of activities relating to education, assessment, funding and review of children with Special Educational Needs (including Gifted and Talented children) and have regard to the SEND Code of Practice;
- To meet with the SEND staff annually to review the above and to work with them as a team to ensure the SEND provision at school is of the highest possible standard.

### **Pupil Premium Governor**

- To monitor & evaluate the Pupil Premium Spending Plan & Evaluation.
- To champion Pupil Premium Pupils.
- To meet with CLA DT (Children looked after designated teacher) to ensure PEPs (personal education plans) are up to date and completed.
- To report to FGB and committees information and summaries regarding pupil premium data and systems.

### **SEMH (Social, emotional & mental health) Governor**

- To develop an awareness of and provide governors with an overview of the latest national and local initiatives in respect of SEMH in schools.
- To support senior leaders in dealing with SEMH issues amongst pupils, parents and staff.
- To inform governors of SEMH responsibilities for looking after the SEMH of headteachers.
- To advocate and share ideas for looking after your own well-being and SEMH in your role as a governor.