



"Show me your way, Lord teach me your paths." Psalms (25.4)

Almondsbury C of E Primary School

Becoming a School Governor

Welcome to the School Governing Body

Here is a brief outline of what a Governing Body does and how you will be involved.

Governors are appointed and elected to provide:

- strong links between the school and the community it serves;
- a wide experience of the outside world;
- an independent view;
- a visible form of accountability for the Headteacher and staff of the school;
- a team focusing on long term school development and improvement;
- accountability to the community for the use of resources and the standards of teaching and learning in the school;
- support for the Headteacher and staff.

Governing Bodies are the strategic planners of schools

In order to do this a Governing Body:-

- employs others to carry out the work of the school; (Headteacher and staff)
- has an operational manager (the Headteacher) who is responsible for the day to day management of the school;
- agrees policies and practice that allows the Headteacher the necessary tools to carry out his/her responsibilities;
- agrees principles and targets for improvement;
- together with the senior leadership of the school sets the overall strategic direction of the school
- acts as the critical friend of the school and Headteacher;
- receives and discusses reports on the resulting practice and conduct of the school;
- reviews its own working practices.

Decisions of the governing body are made in formal meetings, either with the Full Governing Body, or in committees, if their terms of reference allow.

In order to carry out our duties and responsibilities at Almondsbury, the Governors are currently organised into three main sub-committees and much of the work is delegated to those committees:

1. Finance, Staffing and Premises Committee
2. Curriculum and Standards Committee
3. Foundation Committee

Qualifications needed to become a Governor

There are no formal qualifications required to become a School Governor, however all Governors need to be able to offer the following skills and qualities.

- time
- commitment
- a willingness to learn
- a listening ear
- the ability to assimilate information, make judgements and take decisions
- flexibility
- tact
- ability to work as part of a team

Governors share in every aspect of the strategic management of the school.

All Governors, once appointed, share the responsibilities and work as a team.

Governors are not legally liable as individuals.

Individuals are part of the corporate Governing Body.

Decisions are made as a team.

Some Governors do have individual roles.

Governors at Almondsbury School work to support each other in their specific roles.

Current Structure of Almondsbury Primary School Governors

At Almondsbury the Governing Body consists of

6 parent governors

1 LA governor

3 staff governors (including Headteacher, Deputy Headteacher and staff member)

1 co-opted community governor

3 foundation governors (including Vicar in ex-officio role)

Governors are appointed for a term of 4 years but can stand for re-election.

Governors are expected to abide by the Confidentiality Policy and to follow the Governors' Code of Practice.

Examples of duties carried out are:

- monitor the overall academic standards
- contribute to self evaluation and strategic planning documents
- monitor staff performance management

- review policies
- to decide on the distribution of the budget
- approve the annual budget plan
- oversee care for the premises
- appointment of staff
- Headteacher's Performance Management (delegated to Pay Committee)
- visiting school, including learning walks and pupil conferencing
- monitor Christian ethos of the school

Meetings:

There are normally 6 meetings a year of the Full Governing Body. Normally held on a Tuesday at 4pm. Meetings last for about 2 hours.

In addition, governors are assigned to one of the 3 sub-committee, and are expected to attend meetings of that sub-committee (usually between 3 and 5 a year).

Class/Teacher Visits:

Governors are asked to link with a class teacher and/or a curriculum area.

Governors undertake to make at least two visits within the academic year.

Guidance is given on the protocol of school visiting.

Visiting school enables Governors to see policy put into practise, establish good working relationships with the staff and also demonstrates support and commitment to the school. Curriculum linked governors are expected to attend Curriculum Team meetings when Action Plans are formulated and reviewed. Governors are always welcome, by the invitation of the school, to assist in class where appropriate.

Individual Governor Roles:

There are, within the Governing Body, governors who have individual roles. Currently these include Health and Safety, Safeguarding and SEND.

Trainings:

Our Governing Body has set a target that each governor will try to attend at least two trainings courses including the Governor Induction Course for new Governors. Most of these trainings sessions are held in the evenings. These are very valuable in terms of developing our 'corporate' competence, increasing understanding of the role of the Governing Body and becoming familiar with current initiatives in education. New Governors are also offered in-house induction.