

Nursling (Church of England) Primary School

Supporting information for prospective governors

Introduction

The role of the school governor is to contribute to the work of the Board of Governors in ensuring high standards of achievement for all pupils in the school by:

- i) Setting the school's vision, ethos and strategic direction
- ii) Holding the head-teacher and senior leaders to account for the educational performance of the school; and
- iii) Overseeing the financial performance of the school and ensuring money is well spent.

Essential attributes for being a Governor

The role of the school governor is to be a 'critical friend' to the staff who provide the teaching expertise and supporting services for the educational benefit of pupils. This is achieved by each governor demonstrating on all occasions the:

- iv) Commitment to improving education for all pupils
- v) Ability to work professionally as part of a team taking collective responsibility for decisions
- vi) Willingness for personal learning, training and self development
- vii) Commitment to the school's vision and ethos
- viii) Understanding of primary education requirements
- ix) Adherence to the Code of Conduct for governors

Experience within the Board of Governors

The Board of Governors will bring the experience and skills necessary to achieve effective governance. This will be achieved by having an annual skills mix review and ensuring collectively there is experience and skill in:

- x) Board membership
- xi) Chairing meetings
- xii) Professional leadership
- xiii) Strategic planning
- xiv) Project management
- xv) Change management
- xvi) Understanding current education policy
- xvii) Analysing data
- xviii) Communication and engagement
- xix) Human resource management
- xx) Performance management
- xxi) Finance and procurement
- xxii) Premises and facilities management

- xxiii) Subject areas of the national curriculum
- xxiv) Quality management
- xxv) Health & Safety management

Time commitment

Hampshire County Council has estimated that a governor may commit 20 hours per term attending meetings, reading documents, visiting school and attending training. This may be composed of attending at least 6 committee meetings per year, each of which is usually of 2 hours in duration. It should be noted that some committees meet at 08.30 in the morning, whilst other committees meet at 17.30 in the evening and so it is helpful if the governor has some flexibility. It is essential that the governor commits to read the papers and other supporting material prior to a committee meeting, and be prepared to actively contribute to the discussions and decision making within a committee. In addition, the ability to attend training sessions on specific topics is highly advantageous: these training sessions are usually about 2 hours in duration and maybe located at another school or meeting place. The number of training sessions to be attended is dependent upon learning and self development requirements. Out of pocket expenses may be claimed for undertaking governor duties.

The role of governor does not require involvement in the day to day operation or executive decisions made by staff at the school. The governor will not make judgement on the individual performance of staff, but rather the Board of Governors monitors the quality of teaching and financial performance in the school by requiring and monitoring data from staff and other external bodies. The governor must register any conflicts of interest of a pecuniary nature prior to any decision making, and also must avoid any conflicts of interest if they, or another member of the family, have other interests in the school (eg a spouse is a member of staff, volunteer within school, member of PTA, etc). For instance it is inappropriate for some governors to be part of an appraisal process of teaching staff.

Governor appointments

All governor appointments are made by completion of a Hampshire County Council application form with the appointment taking into account the collective skills to be maintained on the Board of Governors. It is the policy of this school that all governor appointments are subject to satisfactory confirmation from the **Disclosure and Barring Service (DBS)** that the prospective governor is able to take up the appointment.