



Link Governor Role Descriptions

Special Education Needs and Disabilities (SEND) Governor

The code of practice for identification and Assessment of Special educational Needs recommends the nomination of a named governor to take a particular interest on behalf of the governing body in the way the school manages its provision for children with SEND, and to report regularly to the governing body.

Responsibilities

- Keep informed about relevant legislation and request to be kept informed about new materials published and distributed to schools
- Liaise with SENCO, other governors and staff as necessary
- Assist in monitoring/evaluating SEN policy and ensure its annual review
- Ensure all parents are kept informed of schools policy
- 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

Safeguarding Governor

Section 175 of the Education Act 2002 states governing bodies must ensure they exercise their functions with a view to safeguarding and promoting the welfare of children and to have regard to guidance issued by the Secretary of State. Essentially this duty requires governing bodies to have appropriate child protection procedures in place and are well resourced.

Schools should have in place procedures for handling suspected cases of child abuse including those to be followed if an allegation is made against a member of staff.

Schools should have a designated senior teacher and nominated governor with responsibility for child protection. If a specific governor is not named the responsibility will fall to the Chair of governors.

*As good practice, in order to provide the appropriate challenge and scrutiny within this role, it is recommended that this role is **not** undertaken by a staff governor.*

*You must be aware of the importance of confidentiality. The role is **not** about:*

- *Investigating concerns and allegations*
- *Asking for information or details about individual cases or pupils*
- *Acting independently*
- *Creating additional work for staff*

Responsibilities

- Liaise with designated teacher on a regular basis and provide a link between staff and governing body

- Ensure Local Authority, all staff and governors are aware of name of designated member of staff and nominated governor
- 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 secure bespoke training if appropriate
- Attend relevant training – including enhanced safeguarding
- Ensure school has up to date and robust child protection policies and procedures consistent with Local Authority Safeguarding Board and that these are reviewed annually by governing body
- Ensure parents are aware of procedures in place
- Ensure governors, via an agenda item, receive regular reports on:
 - changes to policy/procedures
 - training undertaken within school,
 - incidents of bullying and racial incidents
 - number of looked after on roll
 - number of exclusions
 - number of children on child protection register
- Ensure section 175 audit is completed by school and governing body receives action plan
- Ensure all staff are aware of relevant policies in place and are familiar with referral process
- Ensure all staff receive induction training on child protection appropriate to their role and responsibilities
- Ensure Headteacher and one other governor has undertaken NCSL 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
- Find out how school delivers the Every Child Matters agenda in particular stay safe, being happy and enjoying and achieving.
- Report back to the governing body following focused visits to school using agreed protocol on visiting
- Ensure relevant school policies have an appropriate link to safeguarding such as:
 - Behaviour management
 - Safeguarding
 - Allegations against staff
 - Health and safety
 - First aid
 - E-Safety
 - Equality
 - Whistle blowing

Looked After Children Governor

Under section 52 of the Children Act 2004 local authorities have a duty to promote the educational achievement of children in their care. In order to implement this duty successfully they will need the active co-operation of schools. Governing bodies have a major responsibility for helping children to succeed, to raise awareness and challenge negative stereotypes.

Governing bodies are asked to have a nominated governor with the responsibility for Looked After Children

Responsibilities

- Ensure school has designated teacher for looked after children
- Ensure designated teacher attends appropriate training
- Liaise with designated teacher and keep governing body informed about issues affecting looked after children
- Attend specific training
- Keep abreast of local and national issues affecting looked after children
- 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 LA is aware of name of nominated governor
- Ensure policy on looked after children is monitored and reviewed and assist in process
- Ensure over subscription criteria meets statutory requirements
- Ensure priorities for looked after children are considered when reviewing school policies
- Ensure school has an overview of the educational needs and progress of looked after children
- Ensure procedures are in place for looked after children to have up to date personal education plans

Curriculum Governor

Responsibilities

- Take an interest in chosen area and keep up to date with local and national initiatives, Ofsted inspection criteria and current policy and practice impacting upon subject
- Meet on a regular basis with relevant school lead to become informed on policies and practices in place in school and how the subject fits into school development plan
- Assist in monitoring and review of relevant policies and ensure this is completed in line with policy review timetable
- Liaising with school lead, obtain following information:
 - Training available
 - Condition and availability of resources
 - SEND provision for subject area
 - Planning, assessment and recording procedures
 - Standards of achievement
 - Operation of policies
- Provide link about schools practice and policy in chosen area with school and governing body
- Attend relevant training (including INSET – by invitation)
- Visit school, within agreed protocol for governors visits, to observe lessons in order to better understand how subject is taught
- Encourage subject lead to give occasional presentation to governing body
- Report back to the governing body following focused visits to school using agreed protocol on visiting and reporting procedures

Early Years Pupil Premium Governor

The nominated Early Years Pupil Premium Governor should understand relevant school pupil performance information that shows progress of different groups over time and hold the school to account for ensuring that all available funding is used effectively to close the attainment between children who are eligible and those who are not.

Responsibilities

- Be familiar with the concept of the early years pupil premium; what it is, why it has been set in place, how it is allocated, how it is calculated, which groups of pupils attract the premium
- Know basic early years pupil premium facts for the school; how many pupils attract the premium, how this figure compares with other local and similar schools, how the money is spent
- Understand relevant school pupil performance information that shows progress of different groups over time
- Monitor spending of the premium, ensuring the money is spent in identifiable ways to support target groups of pupils
- Monitor the impact of premium spending on target groups
- Meet occasionally with the special educational needs co-ordinator (SENCO) and/or other staff responsible for performance to discuss issues around underperforming groups including those eligible for early years pupil premium
- Monitor the attainment of different groups of pupils over time to provide evidence of how early years pupil premium pupils are progressing compared with others
- Challenge the allocation of the grant if there is no clear audit trail evidencing appropriate use of the resources
- Take an active part in any governing body or committee discussions when the allocation and monitoring of early years pupil premium is discussed and decided
- Report back to the governing body on the school's use of the early years pupil premium

Health and Safety Governor

The nominated governor should link with the named health and safety representative (Head Teacher) and should be a member of the committee managing health and safety issues on behalf of the governing body.

In community schools statutory health and safety responsibilities falls to the Local Authority (LA) (as the employer) and on the Headteacher who has day to day responsibility for managing health and safety. Other school employees have responsibilities as set out in legislation, in LA policy and schools policy.

Responsibilities

- Meet with the Schools health and safety lead termly to evaluate the outcomes of site surveys and inspections and identify issues
- Attend appropriate training (and INSET days on invitation)
- Keep governing body informed of health and safety issues
- Keep up to date with current legislation relating to health and safety matters via 'The Key for School Governors' and other online Governor support services
- Assist in monitoring and review of health and safety policy and ensure this is completed annually
- Ensure suitable risk assessments are carried out as set out in health and safety policy, that these are reviewed annually and suitable procedures put in place to manage risks
- Ensure procedures such as fire drills are carried out
- Ensure regular reports on health and safety matters are received by governing body such as accident statistics, results of health and safety checks
- Ensure local authority annual health and safety audit is carried out
- Be aware of health and safety implications of matters under consideration by governing body and ensure these are understood before a decision is taken
- Report back to the governing body following focused visits to school using agreed protocol on visit

Training Governor

To help their schools most effectively, governing bodies need to take their own development seriously. They should consider their training and support needs carefully, and be prepared to allocate funds for courses, visits to other schools or training for the whole governing body.

Governing bodies are recommended to appoint a link governor for training and development.

Good working relationships with all governors and the Clerk is crucial for this role to be effective.

Responsibilities

- Assist in planning of development activities for governors in accordance with the school development plan and priorities, as well as taking account of individual needs
- Making use of school development plan, draw up prioritized list of skills and knowledge needed by governing body. Ensure school development plan has section on governor learning and development
- Ensure new governors receive school based induction pack, governors handbook and are encouraged to attend Local Authority induction sessions (recommended procedures under SFVS)
- Ensure effective school based induction procedures for governors are in place
- Ensure all governors receive yearly training programme and support booking process if required
- Encourage governors to attend training and development opportunities and report back to governing body on value and content (preferably via a standing agenda item)
- Ensure decisions are made with regard to training and development Service Level Agreement and ensure that sufficient money is allocated to support governor development
- Promote skills/experience audits and training needs audit – especially when inducting new governors
- Encourage governing body to undertake an annual self-review and liaise with governor Support Service to secure bespoke training session if required to support this
- Liaise with other schools to promote joint training sessions
- Liaise with Governor Support Service in all matters relating to training
- Receive record of attendance of governors at training and development sessions and report back to governing body. Ensure record is filed safely
- Ensure certificates of attendance at training are received and given to governors