

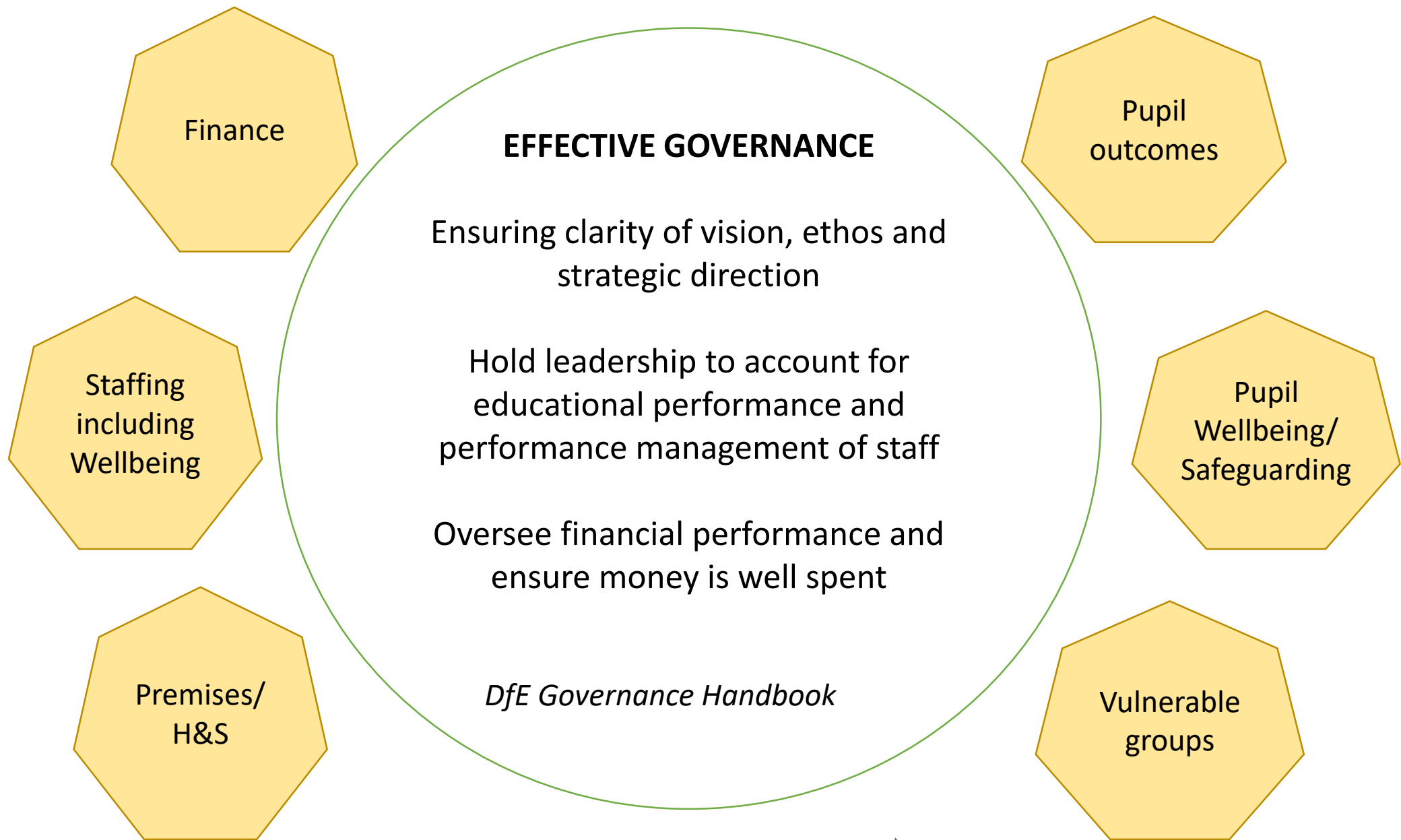
Effective governance – Roles and Responsibilities

Governors at Arno Vale Junior School

- The following pages give you an idea of the responsibilities of a governor. They also show you the distinction between different types of governor (including how they are appointed).
- A parent governor is one elected by the parents. It does not mean that they are there to represent the views of the parents.
- Likewise, a staff governor is one appointed by the staff. It does not mean that they are there to represent the views of the staff.
- The governor role is strategic. Governors are not involved in the day to day running of the school (see page 8) .

What does a governor do?

- At Arno Vale, we hold two full governing body meetings per term. One focuses on the business side of running a school with a strong focus on finance. The other meeting relates to standards and its aim is to deal and support with issues relating to pupil outcomes.
- All governors are expected to attend both meetings. The meetings generally last between 90 minutes and 2 hours.
- Governors may also take on a link role. This is where the governor will take responsibility for an area of school improvement. This is usually linked to the school improvement plan. A link governor will work closely with a member of staff to discuss strategy for this part of the improvement plan. For example, this could be special educational needs, safeguarding or health and safety (see pages 6 and 7).
- Link governors are expected to meet with their corresponding member of the school team at least once per term at a mutually convenient time.
- There will be a number of documents that governors need to familiarise themselves with.
- Governor Services provide a comprehensive package of training for governors. Some of this is face to face, other aspects may be delivered online.
- The school also requires governors to complete some training, this is usually online.



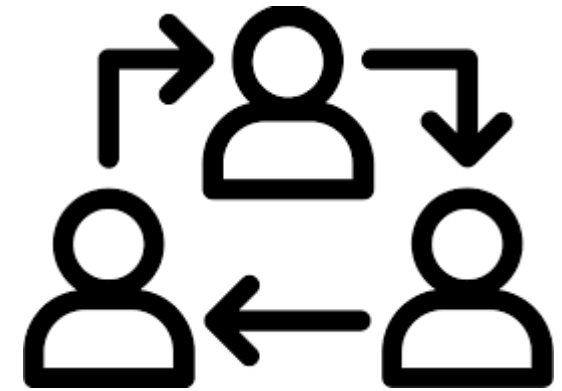
Governor categorisations – role differences?

Parent	Elected but not representing
Staff	Elected but not representing
Headteacher	Ex – Officio (ie, by virtue of position)
Co-opted	Invited by Governing body according to skills requirement
Local Authority	Appointed by Governing Body by request of the Local Authority
Associate	Invited by Governing Body to join committee for period of time. Limited voting

Statutory / DfE recommended roles

- Chair
- Vice-Chair
- Committee chair
- Clerk / governance professional
- Headteacher appraisal (maintained schools)

- Safeguarding
- Special needs
- Health and safety
- Finance
- Data
- Governance development
- Careers



Consider job sharing

Link governor roles

- Provide focus/oversight of specific areas/subjects
- Detailed understanding of data related information
- Meet with subject leaders
- Feedback to other governors
- Ensure policy implementation is taking place
- Assist in driving school improvement
- Development of stakeholder relationships

What governing boards and school leaders should expect from each other

- Governance is strategic and management is operational - distinction needs to be clearly understood, so that governors do not involve themselves in day to day management.
- Governors are there to govern, not to carry out other work within a school on a pro-bono basis.
- School leaders must not be micro-managed.
- Governing bodies should concentrate on matters related to strategy and school improvement, delegating to school leaders those tasks which are operational (for example, drafting policies, making judgements about teaching quality, and recruiting and deploying staff below senior leadership level).
- Governing bodies, in partnership with the school leadership team, should determine/articulate a clear vision for 3–5 years' time. This should lead to the identification of the key strategic priorities that will drive the agenda of governing body meetings.
- Senior leaders will be responsible for ensuring the strategy is delivered.