

Upon Election

Upon election to the Governing Body you will be welcomed by the Chair of Governors who will explain your role and introduce you to the other members. You will be expected to attend a Governor Induction training course at a mutually convenient time and be given access to the Governor shared documents which includes a Governor's handbook and planner. There are a number of websites which may give you additional assistance.

We have also introduced a buddy system where you will be allocated an experienced Governor to guide you through the first months. He/she will be able to explain responsibilities and the sometimes baffling education 'jargon' that is referred to along the way.

You will be given the Code of Conduct for Governing Bodies which describes the level of commitment required and, more importantly, the need for complete confidentiality when performing this role.

Beneficial Skills

Every individual seeking to be elected to the Governing Body will have different skills to bring.

Here are a few examples of useful skills and experience any Governing Body would find useful:

Communication	Listening	Mediating
Financial Planning	Innovation	Contracting Services
Legal	Team working	Premises Management
Project Management	Public relations	Personnel Management

All aspects of the work are both interesting and worthwhile and are vital in the continuing support of our school.

The role is also very beneficial on a personal level in developing and strengthening personal skills and abilities. It is a role that is looked on favourably by employers and is a definite strength on anyone's CV.

If you are looking for a challenge and feel you have something to offer then join this hard working Governing Body in assisting our Head Teacher and staff in striving to maintain the high standards of our school.

It is a fantastic role to dedicate your time to.

You can make a difference.

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Redbourn Infant & Nursery School

'So You Want to be a Governor!'



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Loving Learning, Respecting All

SO YOU WANT TO BE A GOVERNOR

This leaflet is aimed at giving anyone considering applying to become a Governor at Redbourn Infant and Nursery School, an insight into responsibilities and expectations. It will, we hope, encourage you to take on a sometimes challenging but extremely rewarding role in supporting our school.

The Governing Body is responsible for ensuring the quality of education provision for the school. Together with the Head Teacher it sets the school's aims and policies, and makes decisions on how to spend the budget. The Head Teacher is responsible for day-to-day management, but she works in partnership with the Governors. Governors come from all sections of the community: parents, staff at the school, the world of business, representatives of local councils and churches – in fact, anyone. There is always a need for enthusiastic and committed people to serve as Governors. You don't have to be an 'expert' – only able to get on with others and to work as part of team. You'll also need some spare time – typically up to 50 hours a year (4 hours a month) – to go to meetings (up to 10 each year in the evening, before school in the morning and perhaps some during the school day) and to read papers. It is also important that you are able to visit the school to see it in full operation. There are plenty of free training courses available to help Governors with their responsibilities and a skills audit is maintained to support you.

The Role of a School Governor

There are three main roles

The Strategic Role

- Ensures the school has clear aims and values
- Focuses on raising standards of achievement
- Helps make decisions on the direction of the school through the school development planning process
- Ensures the school's resources are directed to its priorities.
- Ensures policies are in place and are reviewed when necessary.

The Critical Friend Role

- Recognises and celebrates the achievements of the school
- Knows where the school is not achieving as well as it could
- Provides support and encouragement when strategies to bring about improvement are being explored
- Strikes an appropriate balance between support and challenge

The Accountability Role

- Governors must be prepared to account for the school's performance and to explain its decisions and actions to anyone who has a legitimate interest.

Our Governing Body

Our Governing Body is made up of 12 members; the Head Teacher, 2 Parent Governors (who are elected by the parents), 1 LEA Governor (appointed by the Local Education Authority), 1 Staff Governor (elected by the staff) and 7 Co-opted Governors. Full Governing Body meetings are held once every half term in the evenings with the exception of the final meeting in the summer term which takes the form of a Working Together Day.

In addition to this the Governing has two committees and you will be expected to serve on at least one of these.

The Curriculum Committee monitors and supports the school curriculum and pupil achievement.

The Resources Committee has responsibility for Finance, Personnel, Health and Safety and Premises.

These committee meetings are every half term prior to a full Governing Body meeting to allow for an update to be given.

The full Governing Body has a chair, a vice chair and a clerk.

On joining the team you will be linked to a specific area and class. These areas can be subjects such as English, Mathematics, Science, Computing or areas such as Special Educational Needs, Child Protection, Health and Safety, Governor Communication etc.

Each Governor is expected to visit the school at least once a term to meet their subject leader and discuss their area in relation to the School Development Plan. These visits are recorded in a standard format and a log is kept in the Head Teacher's office.

Many of our Governors are also regular visitors to their link classes and provide support through volunteering on school trips, at Forest School or reading with the children.