



# Baden Powell Primary School



## Being a Governor

- 1. Formal Meetings of the governing body** - the law requires governing bodies to meet at least three times a year but many governing bodies meet at least twice a term.
- 2. Reading** - between meetings, governors need to read minutes of the last meeting, agenda of the next meeting, supporting papers and documents.
- 3. Committee meetings or working parties** - most governing bodies have established committees to undertake various aspects of their work.
- 4. School visits** - when appropriate, governors need to visit their schools regularly - say once a term - to see the school in action.
- 5. Training courses** - governors should aim to keep themselves well informed and up to date by attending relevant courses. You will receive an invitation to attend induction training and data training which are mandatory.
- 6. Staff appointments** - governors may serve on staff appointment panels.
- 7. Pupil exclusions** - governors may sit on panels to consider pupil exclusions.
- 8. Staff resolution and disciplinary panels** - on rare occasions governors may serve on panels to hear staff resolution and disciplinary issues.
- 9. General Support to your school** - concerts, prize giving, plays, fund-raising events etc.
- 10. Your contributions** - the most important quality that you bring is an interest in the school and in the education of young people, together with the skills and knowledge that you have acquired through your life, such as parenting and/or some expertise in a particular area.

Most governing bodies have established committees and appointed link governors to carry out the detail of their work. The areas generally covered by committees are finance, health and safety, curriculum and standards and staffing, and they offer an ideal way to put any particular skills that you have acquired to good use. For example, when appointing governors to the Finance Committee, the governing body must have particular regard to the suitability and experience of the members so if you have experience, for example, of budgeting or scrutinising value for money decisions you would be a most useful addition.

Link governors are appointed by the governing body to take an interest in a particular area of the school such as special needs or health and safety, and to keep governors up to date on the issues. But even if you feel you do not have any particular expertise, don't worry as we offer a wide range of training to help you develop the skills, knowledge and confidence to carry out your duties. Thank you.