

## Rosslyn Primary and Nursery School Governor Roles and Responsibilities 2017 – 2018

Name	Type	Committee	Link	School Contact	Relevant Business Interests	Any Other Educational Settings They Govern	Relationships With School Staff?	Term From	Term To	Docs
<b>Alex Norris</b>	Community	Chair, Progress, Finance and Pay	Leadership and Management and outcomes for disadvantaged pupils	Scott Mason and Catherine Salt	None	None	None	<b>1/11/15</b>		X
<b>Scott Mason</b>	Head Teacher	Progress, Finance and Pay	N/A		None	None	Head Teacher			X
Toni Bonser		Vice Chair	Personal Development and Behaviour	Steve Border (AHT) Nikki Haywood (AHT) Corrine Finch (AHT)	None	None	None	<b>1/11/15</b>		X
Catherine Salt	Staff	Progress and Finance	School SEND lead	N/A	None	None	Member of staff	<b>1/11/15</b>		x
Trish Wilson	Staff	Progress and Finance	N/A	N/A	None	Trust Lead T.A. Associate	Member of staff	<b>1/11/15</b>		X
Sioban Campbell	Community	Progress, Finance and Pay	Safeguarding	Catherine Salt, Jo Repton (Safeguarding Officer)	None	None	None	<b>1/11/15</b>		X
Rachel Melly	Transform Trust	Progress	Teaching Learning and Assessment	Steve Border (AHT) Nikki Haywood (AHT) Corrine Finch (AHT)	None	None	Associate Head for Teaching and Learning	<b>1/9/17</b>		x
Kay Ashurst	Parent	Progress and Finance	Personal Development, Behaviour and welfare		None	None	None	<b>1/9/16</b>		X
<b>Daniel</b>	Transform	Progress and	Safeguarding lead	Catherine Salt,	None	None	Head Teacher	<b>1/9/17</b>		X

<b>Farthing</b>	Trust	Finance		Jo Repton (Safeguarding Officer)			Bulwell St Mary's			
Amy Turner (staff) Maternity Leave										
										x

### What is a link governor?

Although not a statutory requirement, most governing bodies have a **link** governor to act as a link between the school and LA to advise their governing body of training opportunities available and on topical developments within governance.

Generally, you may be responsible for

- helping the governing body identify its training needs
- encouraging individual governors to attend training courses and report back to the governing body
- providing relevant information to the governing body about training matters
- becoming a link for training and development between the governing body and the LA
- helping new governors settle in and make them aware of training opportunities provided by the LA and others
- encouraging all governors to become involved in the work of the governing body and the school
- attending termly meetings organised by (some) LAs for link governors, at which will be given information about the training which is available, and an opportunity to share ideas and experiences with other link governors

The term "link governor" is also used for specific subjects e.g. ICT, Maths, English, RE, SEN, etc. Again, these are not statutory requirements, but are good practice.

It is of course, a matter for each governing body and Head Teacher to plan its own guidelines on the role that it expects the "specific subject" link governor to undertake. A good working relationship between the subject specialist within the school and the subject link governor will enhance the success of this initiative.

As a model, the subject link governor, in support of the subject coordinator or head of subject, could undertake some or all of the following:

- Become informed about relevant documents and legislation; OfSTED criteria for evaluating the subject provision; local and national issues impacting upon the subject.
- Liaise with the subject co-ordinator or head of subject to become informed about staffing arrangements and training; the condition and availability of resources; curriculum and timetable arrangements; special needs provision; reference to the school development plan; assessment and recording procedures for the subject; which visits and visitors are planned.
- Establish and maintain effective lines of communication between the subject co-ordinator and the governing body; report back to governing body meetings.
- Help to keep parents informed via the school prospectus, newsletter, annual parents report and meetings.

### **Although not statutory, what could the role of an SEN governor entail?**

Being a special educational needs governor is about doing your best to make sure pupils with SEN get the help they need to access the curriculum and to participate fully in the life of the school. As an SEN governor, you are the link between the governing body and the school in relation to pupils with SEN. It's your role to help raise awareness of SEN issues at governing body meetings and give up-to-date information on SEN provision within the school. You also help review the school's policy on provision for pupils with SEN and ensure that parents have confidence in this provision.

There's certain basic information that every SEN governor should know:

- how the school identifies children with SEN - make sure you understand how the school identifies a pupil with SEN and what happens once a pupil has been identified;
- how SEN money from LAs is allocated and spent - different LAs organise SEN funding in different ways. You should understand how your LA provides SEN resources and how your headteacher and governing body decide how these resources are spent for all pupils with SEN in your school;
- the school's SEN policy - you should know your school's policy on SEN and make sure it's reviewed regularly. Regular reviews are vital to ensure that the SEN provision reflects the changing needs of the school, its circumstances, and the law; and
- develop good relationships in the school - developing good relationships with the key people involved in the school is essential. It's particularly important to get to know the head and the SEN coordinator (SENCO).