

A FEW TIPS TO HELP YOU IN YOUR ROLE

As a governor you will be supported by your Chair, Head Teacher, fellow governors and clerk. There will no doubt be various training opportunities open to you but we have put together a few tips that you might find useful:

General:

- Meet and chat to your fellow governors; you are all there as volunteers to support your school and shared experience will be invaluable. Many schools 'buddy' new governors with an experienced governor and you might like to ask your chair about this.
- Your clerk is there to support **all** members of the governing body so do not hesitate to contact him/her with any questions or concerns.
- If your school is a member of ASGB, take advantage of the benefits of membership including updates and access to the National Governance Association website www.nga.org.uk
- Make yourself familiar with the role and responsibilities of a governor as set out in your committee booklet.
- Most governors are invited to join a committee which helps share the work of the governing board. You may have a particular skill/experience which makes this an easy choice but if not, you might like to arrange to attend different committee meetings as an observer before deciding where your interest lies.

Training:

- It is recommended that all new governors attend induction training. You should be made aware of the options available to you and how to book. Check with the chair/clerk if not.
- Whether we like it or not, data is all important in schools and used as a basis for allocating staffing and resources. Once you are comfortable in your role, ask about data training. Many schools organise a trainer to come into school to take governors through their own data.

Meetings:

- Attendance at meetings is extremely important. If meetings are not quorate, no decisions may be made and everyone who has attended will have done so for no real purpose. Put meeting dates in your diary and if you cannot attend, please let your clerk or chair know in advance.
- Papers for meetings are set out in advance either by email, post or via the school portal. Take time to read them before you attend the meeting. Make a note of anything that you feel is unclear and most importantly, be ready with any questions/challenge for any items on the agenda. If appropriate, you may wish to alert the chair/clerk that you will be raising an issue in advance of the meeting.
- Do not hesitate to ask for clarification about anything discussed in the meeting at any point in the meeting. If you haven't understood something, the probability is that there are other governors who feel the same. Speak up!

Question and Challenge:

- Governors are there to raise standards for all the children in school. Your role is to challenge and question the Head Teacher if this is not happening. Data is all important as it helps you to understand the progress and attainment of the different groups of children in school (SEND, Pupil Premium, girls, boys, ethnic groups etc.). Again, the message is Speak up!

Suggested Reading:

NGA, 2018, Welcome to Governance, NGA

Adamson, S, 2016, Start Here: What New School Governors Need to Know, Adamson Publishing

Adamson, S, 2017, The School Governor's Yearbook 2018, Adamson

Marriot, D, 2017, Challenge 2017: How Governors Can Challenge School Leaders Effectively, Adamson Publishing

A'Bear, M, 2016, Effective School Governance, Key Guides