



**Brocklewood 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
Peter Munro	Chair	Pay and Finance	Pay finance and special needs (SEND)	Louise Harman Kerry Frizelle	None	Trustee for Transform Trust	None	31/9/16	31/9/20	X
Heather Tarrant	Head Teacher	Pay and Finance	N/A	N/A		Parent governor at College House Junior school Chilwell	Head teacher	31/9/16		X
Graham Byers	Vice Chair	Pay	Pay, PP and work life balance	Richard Jones	None	None	None	31/9/16	31/9/20	X
Darryl Gormly	Staff		Health and Safety	Darryl Gormly and Kerry Frizelle	None	None	Member of staff	31/9/16	31/9/20	X
Beata Goblentze	Parent		SMSC	Sally Overton	None	None	Parent of a child in school	25/1/17	25/1/21	X
Jean Faulkner	Community		Safeguarding	Anita Brown	None	SEN for the Local Authority	None	31/9/16	31/9/20	X
Sally Overton	Deputy Head				None	None	Deputy Head of School	31/9/16	31/9/20	X
Sarah Davies			EYFS	Steph Armitage	None	None	Manager of a community nursery	1/10/17	1/10/21	X
Craig Anderson	Community		Behaviour and attendance	Laura Crossland and Rebecca McNally Richard Jones	Declared interest in providing supply staff to	None	Employed by Aquinas who supply agency staff to Transform	11/7/17	11/7/21	X

					Transform Schools		Schools			
Helen Fordham	Transform Trust		Attendance	Debbie Folkes	None	None	Employed by Transform Trust as an Associate Head	1/10/17	1/10/21	X
Len John	Parent	Finance	Finance/Sports Premium	Kerry Frizelle Chris Pinnington	None	None	Parent of a child in school	31/9/16	31/9/20	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).