



Woodstone Community Primary School

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Deputy Headteacher: Miss G Clement

Growing together, Learning forever

Guidance for Prospective Governors

Being a school governor is both a rewarding and challenging experience. Governors provide strategic leadership and work in partnership with the headteacher and senior leaders in schools to ensure that every child gets the best possible education.

The demands on governors and governing bodies have changed dramatically in recent years and this guidance has been written to help aspiring governors understand the expectations and demands of the role.

Becoming a Governor

This guidance is particularly directed at parents and staff members who are thinking of becoming a governor. Hopefully this provides you with a good overview, the commitment required and the expectations of the role. If after reading this you would like to find out any more information please contact Mr Mullins or Miss Clement.

The Role of the Governing Body

The governing body is responsible for the conduct of the school and must promote high standards of educational achievement at the school. In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

In order to do this, governors need to gain knowledge of how their school operates through attending meetings, reading school documentation, analysing data and engaging in regular visits to the school.

The role of the governing body is one of oversight and it is not involved in the day to day management of the school. The headteacher role includes the educational performance of the school and operational responsibility lies with them.

How the Governing Body Works

- The governing body is made up of 12 members from staff, parents and co-opted governors (e.g. people from the local community)
- We hold 5 or 6 full governing body meetings per year and one group training session. The dates for the meetings are set in advance and start at 5:30pm. The next meeting for a newly elected governor is **Wednesday 29th January 2025**. Sub committees are split between all governors and can take place in the day time as well as after school.

- Being a school governor does require a commitment of time. Meetings can take 2 hours as well as time needed for preparing for them. In addition, governors are expected to make visits into school during the working day.
- As a governor you will also be invited to events such as school plays, special assemblies etc.
- There is plenty of training on offer through the Local Authority; some are during the day, others are in the evening as well as a new governor induction which is a full day.
- All governors sign a Code of conduct.

Different governing bodies operate in different ways, but governors will be expected to do far more than merely attend meetings. Effective governors attend the school regularly to see and understand how the school operates. They undertake governor visits for a particular purpose and produce reports for their governor colleagues. Governors will be expected to receive and understand reports from the headteacher and senior leaders so that they can question, challenge and support, thereby improving the quality of the whole educational provision.

The governing body operates a code of conduct which sets an ethos of professionalism and high expectations of governors. You will be provided with this as part of your induction into the school and will be expected to work within it, since a governing body operates as a corporate entity with corporate responsibility.

Skills and Experience

Governing bodies rely on a range of skills and experiences. You will need a strong commitment to the role, the inquisitiveness to question and analyse, and the willingness to learn. Good inter-personal skills, a basic level of literacy in and sufficient numeracy skills to understand basic data are essential.

In addition to the skills outlined above we are particularly looking for governors who can offer time, organisational skills, have a passion to move the school forward and most essential, a good sense of humour.

What is equally important to us is that you have a willingness to learn and undertake whatever training or development activity is needed to fill any gaps in the skills you have to contribute to effective governance.

Training and Support

The governing body is committed to developing the skills and experience of governors to promote success in the role. As a new governor you will attend induction training and a programme of further training to help you fulfil the role.

Newly elected governors are invited into school for a tour along with a chat about expectations and general governing body roles. This is informal and is an opportunity for you to ask questions. There are also many courses available to governors to help them understand their role.

Next Steps

If, after reading this guidance, you are still interested in becoming a governor at Woodstone Community Primary School, please complete the enclosed Parent Governor Election Form and return it to school by **Wednesday 27th November 2024 at 9:00am**. As a governor you will be required to complete a Disclosure and Barring Service (DBS) application.

