

# An Induction Guide to Governorship At Edmondsley Primary School

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Thank you for your interest in the role of school governor. We are pleased to welcome you to our Governing Body and to our school.

At Edmondsley Primary School we are very fortunate to have a small dedicated team of governors who are skilled in their role as supporters and critical friends of the school. We believe that effective school governance is at the centre of a successful school and we are doing all we can to promote and develop our governors through our work across the school.

Learning is at the very heart of everything we do at Edmondsley School. We work hard to make sure that all of our pupils find being at our school stimulating and exciting, are curious about the world around them and that they develop the learning and life skills they will need to be happy, successful and confident, as we prepare them for the next stage of their education. Being a governing body member will allow you to shape the education children receive and to make an important contribution to the local community. You may well have lots of questions about what being a school governor entails. We hope this brief guide will help to answer some of those questions. Advice and support will be provided first and foremost by the headteacher but is also available from the Local Authority, who should send you a Governor Information Pack.

Yours sincerely,

*Stuart Hogarth*

Chair of Governing Body

### *Governing body overview*

The responsibilities of the governing body can be described as falling into three complementary areas of work:

**The strategic role** -The governing body acts strategically to raise standards in the school. This involves setting aims for the school and agreeing policies, plans and targets for improvement to match those aims. More specifically, the strategic role is concerned with:

- a. raising standards by setting targets for pupil achievement
- b. establishing high expectations
- c. promoting effective teaching and learning

These decisions will be made collectively by the governing body, though aspects of the detail work may be delegated to individuals or to a committee. No individual governor may act alone without the consent of the governing body.

**The critical friend** - The governing body will monitor and evaluate progress towards the targets and priorities it has set in its strategic role. In this area of its work, the governing body is concerned with:

- a. supporting and challenging the school .
- b. agreeing policies for the conduct of the school and monitoring progress
- c. planned improvements and evaluating the impact of those efforts

**The accountability role** - The governing body accounts for the school to parents and children, the community and the local authority, and it does this by publishing the school's results and explaining the school's strengths. It must be prepared to explain its decisions and actions to anyone with a legitimate interest.

Other specific responsibilities:-

**Curriculum and standards:** This includes ensuring a broad and balanced curriculum is taught that meets statutory requirements and is appropriate for all the pupils in the school, including any with special needs.

**Staffing:** The governing body is responsible for appointing the headteacher and deputy head. The staffing responsibilities also include determining the number of staff, and their pay levels. The governing body will keep under review the staffing policies, including agreeing staff conduct, grievance and disciplinary procedures.

**Premises:** This includes ensuring the premises are safe, properly maintained and suitable and sufficient for their purpose.

**Finance:** The governing body determines how to spend the budget allocated to the school.

Other roles and responsibilities:-

**Specialist roles:** The governing body will select individual members to take responsibility for specific areas of its work, such as special educational needs, literacy, numeracy, or academic subject areas. These are usually referred to as Link Governors. You may be asked to take on one of these roles and you can help to prepare yourself by talking to the chair and to the governor who last held the position and by checking to see what training courses may be available relevant to the responsibility.

**A corporate body:** Governing bodies are corporate entities, this means that the governing body as a whole has a legal identity separate from that of the individual members .In a maintained school individual governors are protected from personal liability as a result of the governing body's decisions and actions. Providing they have acted honestly, reasonably and in good faith, any liability will fall on the whole governing body rather than on individual governors. The local authority has in place indemnity insurance to cover maintained governing bodies should a claim be made.

### **Why be a governor at Edmondsley Primary School?**

- To know that you are playing a part in improving children's education and supporting the school's staff.
- To offer your time, experience and local knowledge in order to assist the school's efforts.
- To get a chance to develop new skills and to practice existing ones – e.g. speaking in groups, making suggestions and being involved in appointing staff.
- To get an opportunity to help other members of the team, perhaps because they are new, are not used to committee work or need help in learning about the school.

No one governor is expected to know it all. The strength of a governing body relies in its ability to attract and capitalise upon the skills and/or qualifications of its members from a wide variety of backgrounds, share out the duties amongst its members and be able to take decisions as a group.

### **Who are the Governors at Edmondsley Primary School?**

As a governor, you are one of a team, the aim of which is:-

- To ensure the school provides the best education for all its pupils.
- To be responsible and accountable for all major decisions about the school and its future.
- To set the school's vision and strategic aims.
- To monitor and evaluate performance.
- To ensure the school is accountable to those it serves