

# STONE C.E. PRIMARY SCHOOL



## Guide to being a School Governor

choosing to become a Governor  
of the C E Aided Primary School.

I hope this helpful handy booklet will enable you to gain a little insight into the educational issues and your role and responsibilities as a Governor.

We wish to support you fully during your time as a Governor and develop a trusting, working relationship that encourages discussion, decision-making and the best opportunities for our learners through a shared vision.

Please remember that help is always on hand and if there is anything you do not understand, please ask (we have a terrible habit of using abbreviations and words that are specific to education and often forget they mean nothing to the 'outside world!').

We will be happy to explain anything.

Thank you again for giving up your time and supporting our school.

**Amanda Johnston  
Headteacher  
Brighstone C E Aided Primary School**

### **a Governor means:**

“To provide a strategic view”  
“To act as a critical friend”  
“To ensure accountability”

### **Key Words:**

Deciding  
Determining  
Helping  
Monitoring  
Exploring  
Actioning  
Promoting  
Supporting  
Reporting

You will receive on induction pack from the Local Authority explaining in detail procedures, training, etc.

### **Training and Development:**

We would strongly recommend that as a new Governor you attend an induction course as soon as possible which are either held for the Carisbrooke cluster or may be a whole governing body training session.

Please contact the Development Governor who will be happy to help.

### **Development Governor:**

Nathalie Jackson can be contacted by  
email: [nathaliev@tiscali.co.uk](mailto:nathaliev@tiscali.co.uk)

Try and attend a development course once every two terms—it is only one night, but can make all the difference!

### **Brighstone Primary is effective through a Vision to aspire to...**

- Professional Leadership
- Shared vision and goals
- An effective learning environment
- Pupils learn and achieve in different ways
- High expectations
- Positive praise and reinforcement
- Monitoring and evaluating
- Rights and responsibilities
- Parents are actively involved
- A learning community that makes a difference

### **An effective Governing Body means...**

- Working as a team
- A good relationship with the head teacher and staff
- Productive time management and delegation
- Effective and purposeful meetings
- Knowing the school
- Visiting the school
- Being an important part of the school

### **What makes a good School Governor?**

- You care about improving children's educational attainment
- You want to contribute to the local community
- You want to work as part of a team and can value the contribution made by different people
- You accept you might need training
- You are willing to ask questions
- You are open to ideas and willing to learn
- Visit your class link at least once a term
- Be willing to prepare for and attend meetings in order to help the school effectively

## School Governors do?

- Promote high standards of educational attainment
- Set targets for pupil achievement
- Take general responsibility for the conduct of the school
- Manage the school's budget, including deciding how many staff will work there and their pay
- Make sure that the curriculum is balanced and broadly based, in particular that the National Curriculum and religious education are taught, and report on pupils' achievement in National Curriculum assessments and examination results
- Participate in the appointment of senior staff (including appointing the head teacher) and regular staff conduct and discipline
- Draw up an action plan after an inspection by the Office for Standards in Education (OFSTED)

## What will I get out of being a School Governor?

- The knowledge that you have played a part in improving children's education and supported the school's staff
- A chance to develop new skills and to practice existing ones, such as chairing meetings, speaking in groups, asking questions, making suggestions and appointing staff
- A chance 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 and about school governance

## Contact with the School

It cannot be emphasised too strongly how important it is for governors to have regular contact with their school. Simply attending a governors' meeting each term and perhaps one formal visit in a year is not really sufficient - even though you are not paid for any of these duties and many of you will have other full-time commitments! Some further examples of how you can make such contacts are given on the next page.

## Other Contacts

### As a Helper

- To be an additional adult helper on school trips
- To help in school perhaps listening to children read, helping in the library, etc
- Assist in extra—curricular activities, e.g. football/chess club etc, participating in Brighstone School Association (BSA) activities and perhaps running your own stall at the Christmas fair!

### Supporting School Functions

Supporting the school in the many events that they will put on during the school year, not necessarily as a VIP, but to show support, interest and encouragement.

- Topic presentation events
- Sports days and sports matches
- Open days for parents and prospective parents
- School plays, Christmas functions, etc
- Leaving events (when invited)
- Special assemblies or events, e.g. carol service

### Governors Events

Regular participation in governors' activities, which include:

- Full governing body meetings
- Meetings of committees or working parties of which you are a member
- Governor training events
- Social events such as staff/governor get-togethers
- Other staff/governor contacts where organised, e.g. participation in a joint development day or a shorter joint meeting.

We recommend that you should try and visit on a half-termly (i.e. 6 times per year) basis and to keep in touch with your class. E-mail is good or a postcard from your holiday.