



ST KATHARINE'S CE (VC) PRIMARY SCHOOL

THE PURPOSE OF A GOVERNOR

What does being a Governor at St Katharine's involve?

The purpose of a Governor is to contribute to the work of the Governing Body in raising standards of achievement for all pupils. This involves:

- providing a strategic overview for the school,
- acting as a 'critical friend' and
- ensuring accountability and the best use of all the resources available to the school.

Responsibilities of the Governing Body include:

- Developing the strategic plan for the school;
- Determining aims, priorities and policies of the school;
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to their age, aptitude and ability, which prepares them for adult life;
- Ensuring the health and safety of pupils and staff;
- Ensuring that the school ethos is maintained;
- Securing high levels of attendance and good standards of pupil behaviour;
- Setting statutory and non statutory targets;
- Monitoring and evaluating the work of the school;
- Appointment of senior staff and ensuring the implementation of a range of personnel procedures;
- Management of the budget and finances;
- Balancing the short term and the longer term interests.

Each individual Governor has a responsibility to work alongside other members of the Governing Body to promote the best interests of the school, including its pupils and staff, as well as the school's wider community.

Although a Governor is appointed by a particular group, he or she is not a delegate of that group. In other words, he or she should not seek to promote the interests of that appointing group, but must always promote the interests of the school as a whole. A Governor may not use their position as a Governor to promote their own personal interests or the interests of their family and/or friends.

The tasks of each Governor include:

- To get to know the school, its needs, strengths and areas for development;
- To attend meetings (full Governing Body and any committee or working group of which he or she is a member - see further below);
- To attend Governor days organised by the school;
- To act as a link Governor - see below;
- To work as a member of a team;
- To speak, act and vote in the best interests of the school;
- To respect and support all Governing Body decisions;
- To maintain confidentiality about confidential matters, including any matter relating to any individual or group of individuals
- To act within the framework of the policies of the governing body and legal requirements;
- To commit to training and development opportunities;
- To contribute in a positive and constructive manner.

Other information about being a Governor includes:

- Meetings of the full Governing Body take place six times a year, normally at 6.30pm for two to three hours - one meeting in the summer may be held during the day with senior staff and involve the consideration of the school development plan and similar issues. Meetings do not take place at weekends.
- There are a number of committees of the Governing Body which deal with specific areas of responsibility. These include the Curriculum & Assessment Committee, the Finance & Premises Committee, the Human Resources Committee and the Public Relations Committee. These comprise three or four Governors and usually meet between three and six times a year at times to suit their members.
- Each Governor is expected to visit the school (normally to attend a class) at least three times a year. In addition a Governor may be asked to volunteer to be a Link Governor for a particular subject so that they can be aware of what is being taught for that subject.
- Governors will be asked to take responsibility (jointly with a member of staff) for reviewing one or more school policies allocated to them and recommending to the Governing Body whether any changes should be made.
- A new Governor will normally be on the Governing Body for a few months before being asked to join a committee, become a Link Governor or take responsibility for reviewing a policy.
- A new Governor may have a "buddy" or mentor Governor on joining the Governing Board.
- Minutes of the meetings of the Governing Body and its committees (except for the Human Resources Committee and other confidential minutes) are available to parents and others (especially potential Governors!) for inspection. Please ask for copies if you are interested.

If you would like further information, please contact Peter Holland (on 01672 870419 or 07900 898809) or Vanya Body (on 01488 686834) or any other Governor.