

An Introduction to Governorship at Kineton Green Primary School

We are delighted that you are considering becoming a governor at Kineton Green Primary. This document is designed to give you an outline of what you can expect if you do decide to take on the role.

The Governors: The school governors work as a team and act as the school's "critical friend". Governors have overall responsibility for the running the school although the day to day responsibility is delegated to the Head Teacher. They give their time to assist with the school's overall management. They are responsible for ensuring that the National Curriculum is taught and that the ratio of staff to pupils is maintained at an acceptable level.

We have 12 governors, 4 are Parent Governors, 1 is appointed by the Local Authority, 5 are Co-opted governors and 2 are Staff governors.

Confidentiality (a) As a governor you would be expected to observe complete confidentiality especially in relation to matters concerning individual staff or pupils. (b) Although decisions reached at Governors' meetings are normally made public through minutes or otherwise, the discussions on which the decisions are based are regarded as confidential. Until the minutes of a meeting have been agreed as accurate and signed by the Chairman no information from that meeting is made public unless expressly agreed to by the meeting. (c) As a governor you would be expected to exercise the highest degree of prudence when discussions of potentially contentious issues arise outside of the Governing Body.

Meetings: The Full Board meets twice per term to receive reports from the Head Teacher and to consider strategic planning for the future. There is also a Management of Assets meeting once per term which oversees all matters concerning finance and the school site and buildings and a Teaching & Learning meeting once per term which deals with everything to do with the curriculum and staff. There is an expectation that you would attend all meetings unless there are exceptional reasons otherwise. We have found that governors attending all meetings ensures that we are all fully informed. Meetings always start on time (6.30pm) and usually last no more than an hour and a half. They are usually held on Mondays. Governors also attend the June Inset day when the School Development Plan (SDP) is produced for the following academic year.

Link Governors: Non-teaching governors who are available to come into school during the day is linked - one governor to each class. These governors visit the class informally once a term to share in class activities, thus getting to know the children and how school works. They also fulfil the role of Subject Link Governor in which they support the teacher with their curriculum responsibilities and monitor the implementation of the School Development Plan (SDP). Normally the Link Governor will stay with that group of children as they progress through the school.

Reading: There is a fair amount of reading matter to keep abreast of, particularly at the start of the school term and just before meetings. Documents such as agendas, minutes, reports etc need to be read before meetings and governors have access to these via GovernorHub. There is also financial and performance data to consider, in the form of commentary, spreadsheets and accounts. It is best if you can follow the information but a governor is not expected to be proficient in analysing data or to be an accountant and training and support are available should you need it.

Training: Governors are encouraged to attend training sessions provided by Solihull Governor Services, wherever possible and/or relevant. In order to share the outcome of such training, Governors circulate a brief summary of outcomes from the training, either by e-mail or verbally at the next Full Board meeting. All new governors undertake a national training for governors, consisting of 3 evenings at weekly intervals, provided by Solihull Governor Services. Ideally a new governor will be willing to learn and put in some time to familiarise themselves with the role, thereby maximising what they can put into and get out of the role. There is a mentor system which new governors can use to assist them in the learning process. In addition, any of the other governors or even, where appropriate, the headteacher will always be willing to answer questions and to give guidance.

A good starting point is some knowledge or connection with the school, but this is not essential. An interest in the education of primary children and in the local community is just as good a starting point.

Governors are welcome to visit the school by prior arrangement and they are particularly welcome at school events such as Christmas and Summer Fairs, Carol Service, concerts etc..

Clerk to the Governors: Mrs Claire Hawkes. We are very fortunate to have the support, expertise and experience of Mrs Hawkes as our Clerk. She undertakes the day to day organisation of governor business. All communication is done by email through dedicated governor addresses.

We hope that this document has helped you in considering whether to become a governor of KG Primary. You can find further information on the following websites:

<http://www.solihull.gov.uk/governors/> <http://www.nga.org.uk/>

<http://www.ofsted.gov.uk/news/good-governance-essential-schoolimprovement>

If you have any questions, please contact the Chair via school (0121 706 3873)

Or via the dedicated governor email: governor@kineton-green.solihull.sch.uk