



St Peter & St Paul

CofE Primary School

Governing Body Policy on Governor Development 2018 - 2022

(This policy has been drafted having regard for the school's Christian ethos.)

	Date	Signed
Agreed by Staff:	March 2018	Mr Mark Carlyle Head Teacher
Agreed by Governors:	March 2018	Mrs N Ford Chair of Governors
Lead:	Strategic Leadership Committee	
Review date:	March 2022	

Our School Mission Statement

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

Governing Body Policy on Governor Development

“The governing body improves its own performance through appropriate development activities or training” (OFSTED Handbook, features of a good governing body).

Rationale:

If the governing body team is to be effective, its members need the right knowledge, skills, understanding and attitudes. The aim is not to make every governor a “Super Governor” but to enable all governors to contribute to successful governing bodies, by developing and pooling their skills. Training and development are obviously vital if this aim is to be met.

Aims:

This policy aims to outline how the governing body will take responsibility for its own development, with the aim of making it more effective in its role of promoting high standards at the school.

It is also designed to encourage and enable all governors to take responsibility for their own training and development and to ensure that training and development meets the needs of the governing body as a team. It is intended to help the governing body to plan its training and development in a systematic way.

Key Principles:

- Individual governors and the governing body as a team need to develop their knowledge, skills and understanding on a continuous basis if they are to carry out their role effectively.
- All governors must take responsibility for their own development.
- Development includes formal externally-provided training, but can also include focused school visits and/or meetings with staff, reports from the Head Teacher and/or other staff, reading and Internet research.
- Individual governors come from a wide variety of backgrounds, with diverse knowledge, skills and understanding. Development needs will vary accordingly.
- Individual governors' circumstances vary considerably and this affects the extent to which they can participate in development activities. Expectations must reflect this.

Role of the Governing Body:

- The Governing Body will discuss an agenda item on governor development/training at least once a term. Over the course of a year, issues will include:
 - assessing the development needs of the governing body and of individual governors;
 - planning the Governing Body's and individual governors participation in training;

- reviewing the availability of internal learning opportunities.
- The Governing Body will ensure that all new governors receive appropriate induction, including:
- written information about the school and the Governing Body;
 - a “mentor” or “buddy” governor who will contact the new governor before the first meeting and will make themselves available to answer any questions the new governor may have during their first six months in office;
 - LA or other accredited induction training for new governors;
 - an induction meeting with the Chair of the Governing Body or the Link Governor to introduce and review important documentation and to discuss training needs.
- The Governing Body will ensure that all governors who take on particular roles, for example membership of a committee or leadership of an area, are encouraged to develop and keep updated the knowledge, skills and understanding required for that responsibility.
- The Governing Body will ensure that, pooling the knowledge, skills and understanding of its members, it keeps up-to-date with legislative and other changes affecting its work.
- The Governing Body will ensure that a record is maintained at school level of all training and development undertaken by governors.
- The Governing Body will appoint a training link governor (TLG) to:
- co-ordinate governors’ assessment of their development needs;
 - co-ordinate the maintenance of a record of governors’ training and development;
 - ensure that governors are aware of the training and development opportunities which are available;
 - liaise with the MAT and other TLGs/Chairs of Governors on governor training issues/opportunities.

The TLG will normally have at least one year’s experience of being a governor when he/she is appointed.

Where a governor ceases to carry out the role of TLG or is due to leave the Governing Body, he/she will arrange to handover any relevant materials and records to his/her successor.

Role of Individual Governors:

- Individual governors are expected to support this policy, for example by:

- participating in a regular analysis of their training needs (A 'Governor Training Needs Assessment Form' and a 'Governor Training Needs Assessment Return' which may assist in this process are attached to this policy as Appendix A and B respectively);
 - being prepared to attend training courses in order to ensure their and the Governing Body's ongoing development.
- Individual governors can expect their individual circumstances and training needs to be taken into account when the governing body plans its participation in training.
- Particular responsibilities, e.g. to attend a particular training course, cannot be allocated to individual governors without their permission.

Monitoring the Policy:

The Strategic Leadership Committee will consider how this policy is operating in practice on an annual basis. In particular, they will consider:

- whether the policy is being followed and whether it is operating smoothly;
- whether governors are participating in training as planned.
- whether the previous year's training and development has made governors more confident and effective in their roles.

Period of Review:

This policy will be reviewed every four years.

Appendix A:

GOVERNOR TRAINING NEEDS ASSESSMENT FORM

*This form is for your personal use, to help you to identify your governor training needs.
Please use the results of this assessment to complete the attached return
and give that return (not this form) to your Training Link Governor.*

Name: Date:

Please assess your training/development needs using this scale:

1 = confident

2 = fairly confident but could benefit from an update/more specialised training

3 = some understanding, but need to know more

4 = need basic training

Issue		Score				Comment
1.	Overall role and responsibilities	(please circle)				
1.1	Understanding our role	1	2	3	4	
1.2	Visiting lessons	1	2	3	4	
1.3	Communication with parents/staff	1	2	3	4	
1.4	Handling complaints	1	2	3	4	
1.5	Monitoring, evaluation and self-review	1	2	3	4	
1.6	Using performance data	1	2	3	4	
1.7	Development planning	1	2	3	4	
1.8	Target-setting	1	2	3	4	
1.9	Inspection	1	2	3	4	
1.10	Policy-making	1	2	3	4	
1.11	Role of link governor (literacy etc)	1	2	3	4	
1.12	Acting as Chair	1	2	3	4	
1.13	Other (please specify as "comment")	1	2	3	4	
2.	Resources issues	(please circle)				
2.1	Finance/budget	1	2	3	4	
2.2	Personnel policy and pay	1	2	3	4	
2.3	Performance Management	1	2	3	4	
2.4	Health and Safety	1	2	3	4	
2.5	Premises	1	2	3	4	
2.6	Other (please specify as "comment")	1	2	3	4	

3.	Curriculum and pupil issues	(please circle)				
3.1	Balance and breadth of curriculum	1	2	3	4	
3.2	Inclusion	1	2	3	4	
3.3	Special Educational Needs	1	2	3	4	
3.4	Race Equality	1	2	3	4	
3.4	Particular subjects (please specify as "comment")	1	2	3	4	
3.5	Pupil health/welfare	1	2	3	4	
3.6	Child Protection	1	2	3	4	
3.7	Pupil behaviour	1	2	3	4	
3.8	Pupil exclusions	1	2	3	4	
3.9	Other (please specify as "comment")	1	2	3	4	

Appendix B:

GOVERNOR TRAINING NEEDS ASSESSMENT RETURN

Please use this form to outline the governor training you think that you or the full governing body (or a committee) need to receive and return it to your Training Link Governor.

Name: **Date:**

What training/development do you want to receive over the next 12 months?

Topic	Who might provide the training/development, e.g., LA or school?

Is there any other training which you think should be considered for the whole governing body or for a committee of the governors?

Who should receive the training?	What would the topic be?	Who might provide the training (e.g., LA or school)?

Document History

Version	Date	Comments
Issue 1	March 2018	