

1. St Hugh's School: Governor Roles

In line with current recommendations the Governing Body comprises four types of Governors:

- Local Authority governors
- Parent Governors
- Community Governors
- School Based Governors (Head Teacher, Teaching staff representative, non-teaching staff representative)

From among these governor types the governors select individuals to specified roles. In addition, Governors volunteer to be the Link Governor for a range of specialist areas within school.

- Chair
- Vice-Chair
- Sub-Committee Chairs
- Class Buddy Governors
- Buddy Governors (mentor support for each other)

All Governors serve for a term of 4 years. Governors volunteer annually to serve on a specific Committee. In deciding which Governors will sit on each committee the full governing body are mindful of needing a relatively equal number of governors on each sub-committee and of relative skills and experiences of governors. Governors in specific roles serve in this capacity for a period of 1 year. Governor roles are reviewed each year and reassigned where necessary or appropriate. The Chair, Vice Chair and Sub-Committee Chair roles are elected roles.

The Chair is responsible for:

1. Ensuring that the Governing Body's affairs are conducted in accordance with the law;
2. Reporting to the Full Governing Body any urgent action taken on behalf of the Governing Body, making sure it is fully explained and supported;
3. Ensuring that meetings are run effectively, people are encouraged to contribute, and decisions are taken when necessary and minuted;
4. Facilitating a team approach to governance by recognising and using people's strengths, delegating effectively, and clarifying objectives;
5. Working closely and collaboratively with the Head Teacher, making time to listen to concerns and give constructive advice;
6. Working together with the Head Teacher and Senior Leadership to develop effective school policies;
7. Carrying out any duties delegated by the Full Governing Body;
8. Visiting the school regularly, attending school functions or ensuring governor representation at school;
9. Working cooperatively with the Local Educational Authority as needed;
10. Being accessible to other governors, staff and parents;
11. Using time effectively, including developing and implementing a plan of the year's meetings and a timetable for action and reports.

The Vice-Chair is responsible for:

1. Supporting the Chair of Governors in their responsibilities
2. Standing in for the Chair of Governors as needed and upon request of the Chair
3. Ensuring that meetings are run effectively, people are encouraged to contribute, and decisions are taken when necessary and minuted;
4. Facilitating a team approach to governance by recognising and using people's strengths, delegating effectively, and clarifying objectives;
5. Working closely and collaboratively with the Head Teacher, making time to listen to concerns and give constructive advice;
6. Working together with the Head Teacher and Senior Leadership to develop effective school policies;
7. Carrying out any duties delegated by the Full Governing Body;
8. Visiting the school regularly, attending school functions or ensuring governor representation at school;
9. Working cooperatively with the Local Educational Authority as needed to support the Chair;
10. Being accessible to other governors, staff and parents;
11. Using time effectively, including supporting the development and implementation of a plan of the year's meetings and a timetable for action and reports.

Chairs of Committees are responsible for:

1. Ensuring that meetings are run effectively, people are encouraged to contribute, and decisions are taken when necessary and minuted;
2. Facilitating a team approach to governance by recognising and using people's strengths, delegating effectively, and clarifying objectives;
3. Working closely and collaboratively with the Head Teacher, making time to listen to concerns and give constructive advice;
4. Working together with the Head Teacher and Senior Leadership to develop effective school policies;
5. Carrying out any duties delegated by the Full Governing Body;
6. Visiting the school regularly, attending school functions or ensuring governor representation at school;
7. Being accessible to other governors, staff and parents;
8. Ensuring full minutes are reported back to Full Governing Body.

Class Buddy Governors are responsible for:

1. Reviewing, monitoring and evaluating class practices to ensure a focus on learning for all.
2. Maintaining an understanding of students school experiences triangulating with other knowledge known to quality assure practice.
3. Understanding the challenges and strengths of an individual class.
4. Participating in regular visits to school to speak with and support relevant responsible staff/listen to students read and be visible/interactive in school life.
5. Maintaining knowledge and understanding of the relevant issues and perspectives of the staff responsible for the class group.
6. Reporting findings to the Full Governing Body, of celebration or concern.

Subject Areas are monitored by Improving School Performance Committee:

1. Understanding the whole school approach to learning in the specific subject area;
2. Reviewing, monitoring and evaluating curriculum based practices to ensure a focus on learning for all.
3. Maintaining an understanding of the links between the subject area and the school development plan.
4. Understanding the challenges and strengths of the school in the subject area.
5. Participating in regular visits to school to speak with and support relevant responsible staff often integral to termly learning walks.
6. Maintaining knowledge and understanding of the relevant issues and perspectives of the staff responsible for the given year group.
7. Reporting findings to the Full Governing Body through the minutes of the termly relevant meeting.

Other specialist area Linked Governors (e.g. Health and Safety, Medical Needs, Safeguarding) are responsible for:

1. Reviewing, monitoring and evaluating relevant policies and practices to ensure they are up to date, thorough and effective.
2. Participating in regular visits to school to speak with and support relevant responsible staff.
3. Maintaining knowledge and understanding of the relevant issues and perspectives of the staff regarding the specialist area.
4. Reporting findings to the Full Governing Body through the minutes of the termly relevant meeting.

Buddy Governors are responsible for:

1. Being available to new Governors to support Governor development.
2. Offering support, advice and guidance to New Governors as necessary.