

Eversley Governors Roles and Responsibilities 2021/22

Role	2021/22	Responsibilities	Reports To
Chair	Cheryl Headon	<p>To give a clear lead in organising the governing body work inc. planning an annual programme of work, with a timetable for action and arrangement for reports to ensure the governing body meets its statutory requirements.</p> <p>To help the governing board work as a team – by recognising and using people's strengths, delegating effectively, clarifying objectives and using the whole governing body.</p> <p>To create committees and small groups to develop new ideas, work out plans of action and to cover contentious or difficult areas of planning.</p> <p>To define, with the governing board, a clear understanding of the roles of the chair, vice chair, the other governors and the professionals within the school.</p> <p>To build effective partnerships between governing board, head teacher and school leadership team.</p> <p>To lead the governing board in working towards positive outcomes for the school in relation to student's outcomes, relationships with all stakeholders and with regard to lines of accountability (e.g. the LA and Ofsted).</p> <p>To help governors review their work and their effectiveness as a governing board.</p> <p>To lead a process of active succession planning to ensure the board continues to have the people and leadership it needs to remain effective.</p> <p>To stand clearly as an advocate for the school in all relationships with stakeholders and the wider community.</p> <p>To meet with LA and Ofsted inspectors to represent the work of the school and governing board.</p> <p>To ensure governing board meetings are run effectively – that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute, and that decisions are taken when necessary</p>	Governing Body/Local Authority

		To ensure that meetings of the full governing board are minuted and to approve draft minutes.	
Vice Chair	Prafulla Pujara Hadiza Adeyemi	To deputise for Chair as required. To work with the Chair in planning and reviewing work of the governing board. To act as a mentor to new governors. To lead on due diligence of Governor engagement of policies and papers.	Governing Board
Chair of Achievement Committee	Prafulla Pujara	To ensure Achievement Committee meetings are run effectively – that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute, and that decisions are taken when necessary. To ensure that meetings of the achievement committee are minuted and to approve draft minutes of those groups.	Governing Board
Chair of Resources Committee	Michael Florides	To ensure Resources Committee meetings are run effectively – that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute, and that decisions are taken when necessary. To ensure that meetings of the Resources Committee are minuted and to approve draft minutes of those groups.	Governing Board
Safeguarding	Prafulla Pujara	To Liaise with the school's designated child protection lead ensuring policies, procedures, training and single central register are up to date. To complete the annual safeguarding compliance list. To attend safeguarding training on regular basis. To Liaise with the school regarding national changes to safeguarding arrangements, ensure all governors are kept up to date on safeguarding.	Governing Board
Inclusion and Behaviour	Sanah Khan	To know how policies and procedures relating to inclusion, personal development, behaviour and attitudes work in school and ensure they are compliant with statutory frameworks.	Achievement Committee

		<p>To know how pupil premium funding is spent and work with inclusion team in reviewing evidence of impact .</p> <p>To be familiar with current statutory guidance relating to looked after children, SEN and pupil premium.</p> <p>To be familiar with inclusion, behaviour and welfare elements of Ofsted framework.</p> <p>To work with school staff in reviewing progress towards inclusion, personal development, behaviour and welfare targets and actions within school development plan.</p> <p>To keep up to date with national developments that relate to inclusion, personal development, behaviour and welfare.</p>	
Personal Development Lead		To take a lead on overseeing personal development aspects of school life including wider school curriculum, preparation for future success and British Values	Achievement Committee
Quality of Education Lead	James Clements	<p>To take a lead on the governing board's responsibility in holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff.</p> <p>To work with school in reviewing progress towards teaching and learning actions within the school development plan.</p> <p>To be familiar with the quality of education within Ofsted framework.</p> <p>To keep up to date with national expectations relating to teaching and learning.</p> <p>To have a thorough understanding of the school's curriculum, considering the impact of this on children's achievement.</p> <p>To monitor the school's progress against the SIP targets relevant to this role:</p> <ul style="list-style-type: none"> • To embedded the new curriculum across the whole school • To increase attainment & progress for all pupils in reading, writing and maths at the end of EYFS, KS1 and KS2 • To ensure that disadvantaged pupils achieve as well as their peers 	Achievement Committee

Sustainability and Environment	Aimee Jacobs	<p>To work with the school reviewing how this is woven into the curriculum.</p> <p>To work with School Business Manager on how the school operates.</p>	Achievement and Resources Committee
Finance Lead		<p>To take a lead on the governing body's responsibility in overseeing the financial performance of the school and making sure its money is well spent. It is suggested that monthly meetings should take place between HT and Finance lead to secure this.</p> <p>To work with School Business Manager / Head teacher to complete the SFVS.</p>	Resources Committee
Leadership, Management performance and employment lead	Cheryl Headon	<p>To know how the leadership and management of the school operates.</p> <p>To conduct the Headteachers performance management with the support of the Local Authority school improvement advisor.</p> <p>To work with school staff in reviewing progress toward leadership and management elements of school development plan.</p> <p>To work with school leadership on the performance management of staff, and to take a lead on governor involvement with any staff grievances.</p> <p>To be familiar with leadership and management, performance and employment elements of Ofsted frameworks.</p> <p>To keep up to date with national developments in leadership and management, performance and employment, including governance.</p>	Governing Board
Premises and health and safety lead	Michael Florides	<p>To know policies and procedures relating to health and safety.</p> <p>To ensure health and safety policies are compliant with legislation.</p> <p>To work with Designated Health and Safety lead on planning governor health and safety monitoring schedule, reporting of health and safety monitoring and following up of action plans arising from health and safety walks.</p> <p>To be familiar with premises plan and work with school staff in reviewing progress towards actions.</p>	Resources

Pupil link person	Aimee Jacobs	To ensure that the pupil voice is heard by governors.	Governing Board
Parental link person		To ensure that the parent voice is heard by governors. See section 2.4 Governance Handbook https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf	Governing Board
Staff link person	Staff Governor	To ensure that the staff voice is heard by governors.	Governing Board