**Introduction**

The Chair of Governors has a heavy workload in running the GB and the Link Governor role can help significantly. When the GB is running well it is able to fulfil its main role of helping the school to continuously improve. The Link Governor plays a vital role in 'linking' the GB to appropriate areas within the school. The department for education has also produced a Governor’s Handbook (2017), which outlines the roles and responsibilities of the GB. The link visits not only enable the GB to provide much of the evidence required for Ofsted, but also ensures governors can get to know the school in detail. This in turn helps the GB provide support to the Headteacher.

Link governors are an effective way of helping the GB to understand, oversee, monitor and develop specific areas within the school. A very brief outline has been proposed for each of the link roles.

**Annual plan for Link visits for governors: (also please refer to the GB Annual Meeting schedule and structure)**

**Annual plan for Link visits for governors:**

* **Autumn term:**

Year Leaders Core curriculum – Maths and English

SLT – SDR plan and structure review Target & performance, Pupil Premium

H&S/ Environment Communications/ Website

Community / Groups etc Extended services (B/fast club and afterschool provision)

Feedback to SLT Policy reviews

**Attend school events – for example ,Christmas performance, activities**

* **Spring term:**

Year Leaders Subject Leaders – Maths, English, MFL, PE, Computing

Learning walk Assembly

Playground observations Staff room talks

Classroom visits Lunchtime Observations

SEND HIU

School council Feedback to SLT

SLT Attainment, Pupil Premium

**Attend school events – for example, swimming gala, school choir etc.**

* **Summer term:**

Subject leaders – curriculum planning Subject leaders – Geography, History, RE/SACRE, Creative Arts

Review data – attendance, results

Review against SDP – achievements and progress – SLT

Review Status/ actions and policies from Link visits

Resources – tour premises agree planned maintenance and agreed budgets

Communications –website, questionnaires (staff and parents)

**Attend school events – for example, school leavers performance and presentations, sports day**

**Link governor roles**

Whilst some of the roles outlined below are seen as good practice, it is up to the GB to decide which link roles are most important in supporting the school to continue to develop.

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|  | **Link Governor Role** | **Outline of the link governor role** | **Named person / group assigned to the link role** | **School link** |
|  | Child protection / looked after children  Safeguarding | * To ensure that the governor responsible has attended the relevant training and is aware of any updates as they occur via HT or reports at GB meetings | Emma Moore | Paul Hooper HT  Tonia Pancucci |
|  | Health and safety  LAC | * To ensure that the relevant training has been attended by the link governor * To meet with and liaise with the relevant staff involved with implementing the health and safety policy * To be aware of any action required to ensure that the health and safety policy is upheld, current and relevant to the needs of the school and those that use it | Diana Monkhouse (Chair)  Resources governors | Kevin Teasdale  Ayse Mehmet |
|  | Equalities. This will include the Disability equality scheme (DES) and accessibility policies  SEN | * To be aware of the DES and accessibility policies * To liaise with the school lead on Equalities on a termly basis and to ensure that an annual report is provided as outlined in the policy to governors * SEN link to liaise with relevant school teachers re SEN policies and procedures * To liaise with relevant link governors re SEN issues and pupils targets/attainment * To provide GB with up to date information re SEN provision * To understand how the school identifies and monitors a pupil with SEN | Diana Monkhouse (Chair)  Emma Moore  Other governors subject to availability/ skills | Tonia Pancucci |
|  | Recruitment / schools staff profile | * To liaise with the HT termly, or more often if   the need or vacancies arise, regarding recruitment and proposed developments /changes in the staff profile of the school   * To liaise over governors’ involvement with the recruitment process ensuring availability of members to short list / interview etc. | Diana Monkhouse (Chair)  Francine Brody (Vice Chair)  Other governors subject to availability | Paul Hooper HT  SLT/ SBM  Ayse Mehmet  Interview panel as required |
|  | Pupil Premium | * Review performance * Budget spend and allocation * Policy * Effectiveness and interventions * Gap analysis | Donna Ford  Resource governors | Paul Hooper HT Tali Bonner  PP Champion |
|  | Year Leaders | * To meet with the key stage leaders to discuss targets and outcomes throughout the year * To consider attending meeting of KSM | Curriculum governors | All Year leaders |
|  | Maths | * To be aware of the relevant learning and teaching strategy | Dawn Burton | Amy Riley  Lesley Anne Brown |
|  | Reading and Writing | * To meet with curriculum leaders and take an interest in your link area | Francine Brody | Tali Bonner |
|  | EYFS & Continuous provision | * To be aware of local and national developments / updates | Janet Morris | Sam Pepper |
|  | Wider Curriculum and remote learning |  | Isobel Clift  Curriculum governors | Paul Hooper |
|  | Communication | * To update all relevant literature for governors * To update website with relevant governors information * To update prospectus and any other literature as appropriate * To raise the profile of governors with parents, children, staff and other relevant users | Governors subject to availability | Paul Hooper HT  Kevin Teasdale  Ayse Mehmet |
|  | School environment and catering |  | Resources governors | Paul Hooper HT  Kevin Teasdale  Ayse Mehmet  Catering company |
|  | Wellbeing  Extended day / Out of hours use and PTA/other extracurricular school activities and groups | * To liaise with all groups who support the school, encouraging them to liaise with all interested parties as and when appropriate * To meet regularly with the relevant groups * To encourage governors to become involved in relevant school activities such as school fairs / extracurricular activities | Jen Stanley  Resources and other governors subject to availability | Louise |

Following a school link visit, the report form below should be completed and sent to the person you have been linked to at the school for comments. Once the report has been agreed, the report should be sent to the chair of GB, headteacher, clerk of governors and a copy handed in to the school office as evidence for Ofsted. Additionally, governors are asked to give feedback at the next relevant GB meeting.

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| **Date / Term** |  |
| **Name of report author** |  |
| **Name(s) of Contact** |  |

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| **Objectives** |
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| **Summary** |
|  |
| **Details** |
|  |
| **Review points / Agreed action points** |
| **­** |
| **Additional observations** |