



Cyngor **Abertawe**
Swansea Council

Governor Welcome Pack

School and Governor Team

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<http://www.swansea.gov.uk/schoolgovernors>

Three Key Roles of the Governing Body

- With the school senior staff, set the strategic plans for the school
- Support the headteacher and staff in the role as a “critical friend” by asking challenging questions about the running of the school and the schools overall performance
- Being accountable to all school partners by fulfilling the first two responsibilities

Core Responsibilities

- Promoting high standards of educational achievement and behaviour
- Setting targets for pupil achievement
- Ensuring that all learners have access to a broad and balanced curriculum
- Determining the aims, policies and priorities of the school
- Determining and monitoring the school’s budget
- Staffing – e.g. staff appointments, performance management
- Providing parents with information regarding the school
- Producing an action plan and monitoring progress following an inspection by ESTYN
- The wellbeing and safeguarding of learners

Types of Governors

Headteacher - A headteacher will be a full member of the governing body of their school unless they choose not to be a governor. If a headteacher decides not to be a governor they are still entitled to attend all meetings of the governing body. The special position of the headteacher governor is important if a good relationship is to be maintained between the head and the governing body. The headteacher will:

- report to governors but also involve governors closely in the running of the school (without, of course, avoiding their own responsibilities);
- be honest, direct and open with governors;
- establish a good rapport with the chairperson of the governing body;
- use simple and direct language rather than technical educational jargon;
- create a climate where governors feel welcome in the school and not just when governors meetings are held.

Parent – Parent governors are elected as representatives of the interests of parents of pupils currently attending the school. A parent governor can continue to serve as a governor until the end of

their four year term of office, even if their child leaves the school during the period. Parent governors may express their personal views at governing body meetings, however it is expected that these views would be representative of the interests of the parents at the school.

Teacher - Teacher governors are elected as representatives of the interests of the teaching staff of their school. Whereas on occasion they may give the views of teaching staff to the governing body, they are equally free to express their personal views and exercise their own judgements when decisions are made, like any other governor. Sometimes the views of a teacher governor will not be those of their headteacher. If this is the case, it is wise for the teacher governor to pay the headteacher the courtesy of informing him or her before the particular issue is discussed in a governors' meeting

Staff - Staff governors are elected from among the support staff (all staff employed at the school other than in a teaching capacity) at the school. They may be staff employed either under a contract of employment or a contract for services at the school. Staff governors may give the views of the support staff to the governing body, they are also free to give their own personal views and exercise their best judgement when contributing to the decisions of the governing body.

Local Authority - Local Authority (LA) governors are appointed by the LA which maintains the school. LA governors may present the LA's views but they are not delegates of the LA and they cannot be mandated by the LA to take a particular view. LAs should publish the process and criteria for identifying candidates for appointment as LA governors.

Community - These governors are invited by other governors to join the governing body and are appointed by the governing body. Community members bring their own experience or skills to the governing body and can act as a link with the community in which the school serves. Community governors usually live or work in the community of the school area and are committed to the good government and success of the school.

Additional Community - An additional community governor is nominated by the community council(s) where a primary or nursery school is situated in an area where there are one or more community councils.

Foundation (voluntary aided schools only) - Foundation governors are members of the governing bodies of voluntary aided, foundation and voluntary controlled schools. They ensure that the school preserves its particular religious character or that it is conducted in accordance with the terms of a trust deed

Associate Pupil - Associate pupil governors (APGs) are nominated from members of the school council from Years 11, 12 or 13 in secondary schools. The aim of APGs is to provide the voice of the school council at governing body meetings and vice versa. They can also be members of the governing body non statutory committees and may vote at committee meetings (not governing body meetings) if voting rights are granted by the governing body.

Typical Governing Body Make-up

* numbers on the left are a larger size governing body and numbers on the right are the smaller size governing body

Secondary

Headteacher
Parent 6/5
Teacher 2
Staff 1
Local Authority 5/4
Community 5/4
Foundation 5/4
Additional Community 1
Associate Pupil 2/1

Primary

Headteacher
Parent 4/3
Teacher 2/1
Staff 1
Local Authority 4/3
Community 4/3
Foundation 4/3
Additional Community 1

Annual Meeting

- Chair will be appointed
- Vice Chair will be appointed
- Committees will be set up
- Instrument of Government is reviewed
- Declaration of Business Interest issued

Statutory Committees

- Staff Disciplinary and Dismissal
- Staff Disciplinary and Dismissal Appeals
- Pupil Discipline and Exclusion
- Admissions Committee (**V.A. schools only**)

Governing Body Meetings

The clerk to the governing body will send out the agenda up to 5 working days before the meeting. This will include the Headteachers Termly Report to the Governing Body and any other papers for discussion/consideration at the meeting.

**School and Governor Team
Contact Details**

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