

Overview of school governor responsibilities Updated 10th January 2025

There are 3 tables in this document showing different aspects of the governing body's work and those responsible:

1. Regular meetings of the Governing Body
2. Governors specific responsibilities and monitoring visits to the school
3. Committees/Panels that convene when required

1. Regular meetings of the Governing Body			
Name of group	Focus	Who's involved	Named governors
Full governing body (FGB) 3 per year (1 each term)	See DfE Governance Handbook See Delegation planner	All GB Hilda McNamara (Federation Business Manager FBM) attends	All Governors Chair: Marc Newall Vice Chair: Umar Mahmood Qureshi
Resources Committee (RC) 3 per year (1 each term)	See Terms of Reference Key focus, overview of resources across all schools: <ul style="list-style-type: none"> • Finance • Premises including. Health and Safety • Human resources/staffing • Pay 	Sub-group of FGB Minimum of 6 govs including EHT Hilda McNamara (Federation Business Manager FBM) attends	Chair - Anna Jones Vice Chair - Daniel Burton Luke Page Anieta Foley Kelvena Jones Katie Fyrth Anthony Lamb Ben Fletcher
Individual School Committees (ISC) 3 per year (1 each term)	See Terms of Reference Key focus: <ul style="list-style-type: none"> • School Improvement Plans (SIP) • Achievement of children • Early Years Pupil Premium Plans 	Sub-group of FGB Executive Headteacher /Headteacher/ Head of School Other stakeholders	<u>Holmewood</u> Kelvena Jones Katie Fyrth Tania Fricker (HOS) <u>Maytree</u> Ben Fletcher Melanie Miah (HOS) Emily Patterson <u>Triangle/Effra</u> Anna Jones (Chair) Umar Mahmood Qureshi Katie Fyrth Emily Patterson (HOS)

			Ethelred Melanie Miah (HOS) Anthony Lamb Daniel Burton (Chair) Children's Centre Anieta Foley Marc Newall (Chair) Kelvena Jones
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2. Governors with specific responsibilities - monitoring visits to the school

Each governor will be expected to know about the key strengths and areas for development within the school. During an Ofsted inspection Governors will be asked how they monitor the school's progress towards: reaching its targets in the School Improvement Plans; whether children are achieving well; how the quality of teaching and learning is monitored; what strategies are taken to improve this; and, how the schools are meeting the statutory duties. Governors will visit the schools during the working day where possible to meet a member of staff to conduct their monitoring visit.

Responsibility	School monitoring visit focus	Who's involved	Named governors
Special Educational Needs (SEN) and Looked after Children (LAC/CLA) Governor (statutory role) (4 visits annually, one to each school)	Maintain an overview of SEND and LAC children's attainment and progress and current issues. Monitors relevant improvement plans relating to this. Meet SENCOs.	1 named governor (min)	Marc Newall Anieta Foley (support)
Safeguarding Governor (statutory role) (4 visits annually, one to each school)	Meet to review Safeguarding procedures and discuss issues. Monitors Single Central Record spreadsheet. Attends Child Protection Governor training. Named person if an allegation is made against a member of staff (excluding EHT or Headteacher - Chair of Governors takes this role). Monitors relevant improvement plans relating to this. Meet member of staff.	1 named governor (min) Governors will share responsibility for visits and checks	Marc Newall (CC) Vacant (H) Daniel Burton (Eth) Isla Farotto (M) Anna Jones (Eff)
Premises / Health and Safety Governor (5 visits annually, one to each school)	Conducts a walk around the schools. Review procedures and discuss any key issues. Monitors relevant improvement plans relating to this. Meets FBM termly.	1 named governor (min)	Anieta Foley
Training and Skills Governor (no visits)	Ensures governor effectiveness through the self-review, skills audit (every 2 years), induction and overseeing governor training. Monitors relevant improvement plans relating to this.	1 named governor (min)	Umar Mahmood Qureshi

	Reports termly to GB. Attends termly LA meeting.		
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3. Committees/Panels that convene when required

Committee/Panel	Focus	Who's involved	Named governors
Executive Headteacher's PM Reviewers (2 meetings annually each)	Training from Lambeth strongly advised (not a requirement). 1 meeting each with School Improvement Advisor in the Autumn term to review and set targets for academic year. 1 meeting mid-cycle, each, to review progress.	2 required 3 possible	Anna Jones Anthony Lamb
Performance Management / Appraisal Appeals panel (as required)	Training/advice from Lambeth. Lambeth HR would advise and be present at any panel hearing.	3 (no staff)	Anna Jones Umar Mahmood Qureshi Anthony Lamb
Recruitment panel (as required)	Usually one member to take part in selection process (agreeing advert, JD, shortlisting, interviewing). Minimum of 2 governors (excluding staff) - must complete Safer Recruitment training and complete test. More involvement required for recruitment of EHT/Headteacher.	Minimum of 2 governors (no staff)	Katie Fyrth Vacant
Complaints (as required)	See Complaints policy	3	Anna Jones As required
HR panel (disciplinary, grievance, sickness, etc.)	To convene when required. HR provide support to the panel	Minimum of 3	Anieta Foley Daniel Burton Marc Newall Katie Fyrth Umar Mahmood Qureshi