

Overview of school governor responsibilities Updated 20th June 2024

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 Chair - Siobhan Turner 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 Siobhan Turner Anieta Foley Isla Farotto Kelvena Jones Katie Fyrth Anna Joyce Anthony Lamb
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	Holmewood Paris James (Chair) Kelvena Jones Katie Fyrth Tania Fricker (HOS) Maytree Isla Farotto (Chair) Melanie Miah (HOS) Emily Patterson Triangle Siobhan Turner (Chair)

			Marc Newall Effra Anna Jones (Chair) Umar Mahmood Qureshi Anna Joyce Luke Page (HOS) Ethelred Melanie Miah (HOS) Siobhan Turner 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) (5 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)	Siobhan Turner
Safeguarding Governor (statutory role) (5 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	Isla Farotto Anna Jones Marc Newall
Premises / Health and Safety Governor	Conducts a walk around the schools. Review procedures and discuss any key issues.	1 named governor (min)	Anieta Foley

(5 visits annually, one to each school)	Monitors relevant improvement plans relating to this. Meets FBM termly.		
Children's Centres Governor (3 visits annually to Clapham and Brixton Hill Better Start Area - Maytree, Tree House, Clapham Manor)	Obtains a deeper understanding of this area of work. Monitors CC areas of Federation Improvement Plan. Meets Manager 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. Reports termly to GB. Attends termly LA meeting.	1 named governor (min)	Umar Mahmood

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 Usually Chair and Vice Chair for the LNSF	Luke Page PM Siobhan Turner Umar Mahmood Qureshi
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 Siobhan Turner Isla Farotto
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)	Siobhan Turner Isla Farotto Katie Fyrth Paris James Anna Joyce
Complaints (as required)	See Complaints policy	3	Anna Jones Siobhan Turner Isla Farotto

<p>HR panel (disciplinary, grievance, sickness, etc.)</p>	<p>To convene when required. HR provide support to the panel</p>	<p>Minimum of 3</p>	<p>Siobhan Turner Anieta Foley Daniel Burton Isla Farotto Marc Newall Katie Fyrth</p>
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