



Committees are usually responsible for:

**Curriculum
Finance
Premises
Personnel**

Sometimes Governors need to call statutory panels and ad hoc working groups e.g. if there was a pupil exclusion or a staff disciplinary case.

Some Governors with an interest or expertise in a particular area can choose to be a Link Governor for this area e.g. Literacy, Numeracy, ICT, Special Educational Needs, Behaviour. Other Governors choose to link with certain classes or year groups, sometimes visiting during the school day.

How will the meetings run?

The meeting will follow the agenda which lists the topics that will be covered. Governors can ask for an item to go on the agenda. The meeting may finish with Any Other Business when you may be able to raise an item (although it is good practice to inform the Chair of these issues prior to the meeting). After the meeting the Clerk will send you the Minutes. These are a record of what has been discussed and agreed, and are confidential until signed by the Chair.

What happens if you can't attend a Governing Body meeting?

In order for a Governing Body meeting to take place and for governors to make decisions, at least 50% of the filled governor posts need to attend (for committees, 3 governor's need to attend).

It is therefore important that governors attend meetings regularly. If you cannot attend a meeting, please give your apologies to the Clerk, Chair of Governors or the Headteacher.

Governor Helpline

LBC Governor Services run a confidential governor helpline to advise on any legal or procedural issue but also to clarify or discuss any other governor issue (Tel: 01582 548017)

How do I find out more about being a Governor?

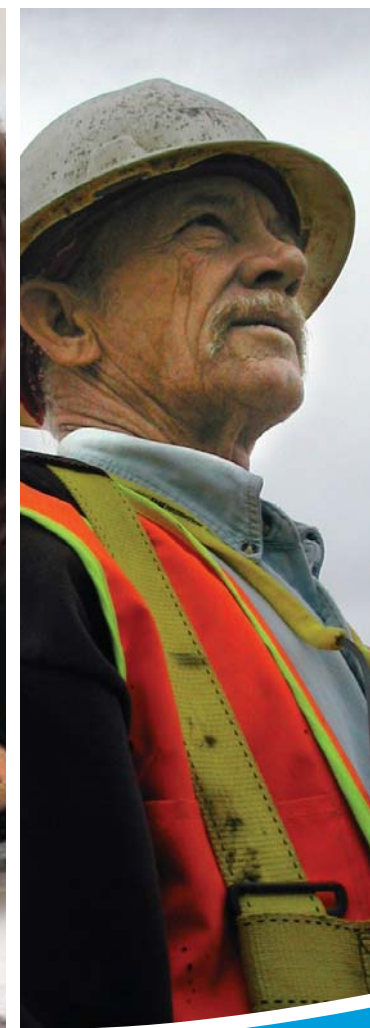
- Attend the LBC new Governor Introductory Briefing
- Ask the Chair to arrange for a Governor mentor
- Ask the Clerk for a 'Governors Guide to the Law'
- Look at the LBC Governor pages for other leaflets in this series, and also for links to other useful websites

Come back and make a difference



Now you are a Governor

Luton



For further information contact:
Luton Governor Services – 01582 548017
or:
www.luton.gov.uk

GOVERNOR SERVICES

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Now you are a Governor

Introduction

Welcome to the role of School Governor and thank you for the commitment you have shown so far to help the young people of Luton receive the best education we can provide for them.

As a member of the Governing Body, you will share responsibility for the important decisions that shape your school's direction and character.

The Headteacher is responsible for the day-to-day management of the school while the Governing Body ensures policies and procedures are in place and the school is making good progress.

Governors work as a team for the benefit of their school; they have no individual power and therefore it is important that there are good relations between Governors, the Headteacher and the Staff.

Governors represent different groups of the community:

Staff Governors

Teaching and non-teaching staff are elected by colleagues to attend meetings where they are asked to express their opinion, not the joint view of the staff. Headteachers can choose to be governors and their space is reserved on the Governing Body.

Parent Governors

These are elected by parents to express their views in discussions and to vote according to their own views.

Local Education Authority (LEA) Governors

These are appointed by the LEA. They are nominated by the local political members.

Foundation Governors

These are normally appointed by either the Diocese, the local church, or by some other foundation body.

Partnership Governors

These exist only in Foundation Schools. The Governing Body appoints them after seeking nominations from parents.

Community Governors

Community Governors are invited to join the Governing Body by the current governors. Elected members of the Borough Council cannot be community governors. Anyone employed by the school for less than one third of normal hours can.

Sponsor Governors

These can be appointed by the Governing Body in recognition of their provision of substantial financial assistance or services to the school. Governing bodies can appoint up to two sponsor governors, but may choose not to have any.

Associate Members

These can be appointed to serve on one or more committee and attend full Governing Body meetings. They do not have Governor voting rights but may be assigned some voting rights in the committees.

Named positions on the Governing Body

The Chair of Governors

Governors elect a Chair of Governors for a period of 1 – 4 years. The Chair is responsible for running the meetings, ensuring that the agenda is covered and all Governors have a chance to contribute. Normally decisions are made by the Governing Body, committee or individual with delegated power. However, if an immediate decision has to be taken the Chair may have the power to do this.

Vice Chair of Governors

Deputises for the Chair in their absence.

Chairs of Committees and Panels

Are responsible for the running and reporting back of their committee.

Training Link Governors

Inform all Governors of training opportunities.

Clerk to the Governor

Clerks are not Governors. They circulate paperwork, take minutes and advise on points of law and procedural issues.



Governing Body Meetings

Governing bodies meet once a term in a full Governors meeting.

Committees will usually meet once a term before the main meeting so they can report back. You will be given the dates of meetings for the year ahead in order to plan your attendance.

Before the meeting you will receive:

An agenda
A Headteacher's report
Committee reports
Other information

It is a good idea to read these papers before the meeting so you can think of any questions you might like to ask.

The full Governing Body need not take every decision. They may delegate some of their functions and powers to the Head, to an individual Governor or to committees that the Governing Body sets up.