



PATCHAM HIGH SCHOOL

One Team, One Dream

GOVERNORS' LINKS POLICY

Purpose

GOVERNORS' LINKS POLICY AT PATCHAM HIGH SCHOOL

The purpose of this policy is to set out guidelines for staff and governors on how to create effective links between individual governors and a curriculum or other area of school life.

Each governor will be linked to a curriculum area (subject department) and/or to a specific 'area' of the school, (such as a pastoral or year group, the Gifted and Talented coordinator, the SEN team, admin. staff, etc). In this way the school staff can display their work, and the students' achievements, to the governors, and the latter can gain insight into school life, getting to know both its strengths and the areas for development. This goes to the heart of the three core functions of the governing body as set out by the Department of Education's Governors Handbook:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school, its pupils and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

A key tool to deliver this policy at Patcham High School is the appointment of 'Governor Days' – one in each term.

Roles and Responsibilities

The Headteacher will identify three specific dates – one in each term and note them in the school calendar.

In order to ensure a clear focus, at the first committee meeting of the new school year Resources, Student Support and Curriculum *governors will*:

- Agree the committee's priorities for the year and define the objectives of visits for the next school year around the following areas:
 - Review progress against the School Development Plan (SDP)
 - Ensure effective links are forged/maintained with school leaders, Heads of Curriculum Areas, departments, teaching and support staff
 - Opportunities to gather stakeholder (community, parents, students etc) feedback

Governors will initiate the link by contacting the nominated staff member, introducing themselves and sharing any relevant information around their background, interests and contact details.

Governors will visit during one Governor Day (as a minimum requirement) and at other times as agreed with the staff member.

Governors will meet at 3pm at the end of each Governor Day to share experiences,

learnings and collate questions/suggestions for passing to the Headteacher/SLT for awareness and/or discussion/resolution.

Where ad hoc visits are made, governors will complete a short written report (see Appendix A) and send to the Clerk to Governors for collation with other governor feedback.

Monitoring and Evaluation

The *Clerk to Governors will* present a collated report of feedback at Task Force (Steering Committee) for review and actions agreed with the Headteacher and prioritised as appropriate.

Appendix A – Governor Visit Report

Patcham High School	
Governor Name	Date
Purpose of Visit	
SDP Link (if applic:)	
Observations/Notes	
Evidence Observed/Reviewed (if applic)	
Action Required	
Signed:	

APPENDIX B

Sources of information for governors about the school

- School and departmental development plans
- School Self Improvement Plan
- School Website
- Raise-on-line
- Fischer Family Trust data (FFT)

Ways of finding out more

- Attending departmental meetings
- Participating in lessons
- Shadowing a pupil for whole/part of a day
- Accompanying school trips
- Participating in INSET days
- Talking to staff and students
- Attending assemblies
- Student Voice

Other ways governors can help:

- Taking on a small project with one or more members of staff
- Investigating alternative funding sources
- Helping a group of students
- Admin or drafting tasks that governors can do in their own time: web research, policy revision, editing reports
- Setting up links with the community
- Work experience opportunities
- Representing the department at GB meetings