

Lead (Link) Governors (12 November 2020)

Remit: The primary purpose of the Governing Body is to work for the school's improvement. It does this in the role of 'critical friend' to the school by

- (1) Supporting the Headteacher(s) in determining the strategy and direction of the school
- (2) Properly implementing statutory requirements
- (3) Monitoring, evaluating and actively participating in the School Improvement Plan (SIP) and
- (4) Overseeing the financial performance of the School by making sure its money is well spent.

Link Governor	Name	Remarks
Development of Middle Leaders	Amanda Hawkins	
Finance & Resources	Amanda Hawkins	Committee Chair
Health & Safety Governor	Amanda Hawkins	
Human Resources	Amanda Hawkins	
Information Governance (GDPR)	Amanda Hawkins	
Policies Co-ordinator	Amanda Hawkins	
Premises (Capital Programmes)	Amanda Hawkins	
Sports Premium	Amanda Hawkins	
Treasurer (for Governors' Funds)	Amanda Hawkins	
Vice Chair of Governors	Amanda Hawkins	
Admissions	Chris Lawrence (Rev.)	Panel Chair
RE, Ethos and SIAMs	Chris Lawrence (Rev.)	
Mental Health & Emotional Wellbeing	Gillian Clark	
Designated Safeguarding Lead (BBS)	Graham Sullivan	Position held by Headteacher in Small Rural School
Headteacher Ex-Officio (Blackboys)	Graham Sullivan	
Health & Safety (Co-ordinator)	Graham Sullivan	
Looked After Children/post LAC (BBS)	Graham Sullivan	Held by Headteacher in Small Rural School
RE Curriculum/ RE (Co-ordinator)	Hannah Sullivan	Member of Staff
Chair of Governors	Katharine Rabson Stark	
Early Years (EYFS)	Katharine Rabson Stark	
Forward Planning	Katharine Rabson Stark	Working Party Chair
Literacy	Katharine Rabson Stark	
Training	Katharine Rabson Stark	
Designated Safeguarding Lead (FFS)	Lisa Pestell	Position held by Headteacher in Small Rural School
Headteacher Ex-Officio (Framfield)	Lisa Pestell	
Looked After Children/post LAC (FFS)	Lisa Pestell	Held by Headteacher in Small Rural School
Curriculum	Richard Arthur	Working Party Chair
Humanities	Richard Arthur	
Science	Richard Arthur	
Finance & Resources	Sam Butler	Committee Vice Chair
Premises (Maintenance)	Sam Butler	
Spelling, Punctuation, and Grammar	Sam Butler	
RE, Ethos and SIAMs	Sarah Cottingham	Working Party Chair
Safeguarding (Blackboys)	Sarah Cottingham	
Safeguarding (Framfield)	Tjadine Ullman-Carp	
Data & Performance	Tjadine Ullmann-Carp	Working Party Chair
Maths & Problem Solving	Tjadine Ullmann-Carp	
New Governor Mentor Co-ordinator	Tjadine Ullmann-Carp	
Equality & Diversity	Zoe Holland	
Pupil Premium	Zoe Holland	
SEND and Vulnerable Children	Zoe Holland	Working Party Chair

Lead (Link) Governors and Lead Governor Appointments

1. **Lead (Link) Governors will be appointed annually.**
2. Lead Governors will review appropriate Policies and, where so permitted, adopt the Policies **on behalf of the Governing Body.**
3. Any individual to whom a governor monitoring responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the Monitoring Visits Policy.
 - a. To monitor an identified area on the School Plan or a statutory function of the Governing Board and report to the Governing Board, ensuring the challenge and support of the committee the monitoring is replacing is captured. It is expected that a minimum of 3 monitoring visits will be made to the school during the year, unless school circumstances necessitate more. A visit does not necessarily have to take place during the time when students / pupils are in school, and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.
 - b. To meet with the lead professional within the school to gain an understanding of the scope of the area / target and the activities the school is conducting to achieve success.
 - c. To ensure holding to account by the questions which would have been asked as part of a committee meetings are undertaken within the visit with the answers documented.
 - d. To undertake any necessary training (in or out of school) to enable effective monitoring of the areas / subject.
 - e. To monitor the progress of school activities towards the priority milestone or duty.
 - f. To evaluate the extent of success at the end of the set timescale. All visits to the school will be arranged with reference to the Head teacher / Executive Leader and in accordance with the Governor Visits policy. Reports will be submitted for approval by the Head teacher and the Chair within the school within 1 week of the visit, and then be lodged with the Clerk of governors for distribution as soon as possible, at least 7 days before the next Governing Board meeting.

A link governor is a member of the board identified to lead on a specific area of work, providing support and challenge and reporting back to the governing board. Governing boards should collectively assign link governor roles, with the agreement of the individual taking the role, and reviewed annually.

Link Governor's role

A link governor's role is:

- to take a special interest in a particular area of responsibility
- to keep abreast of development locally and nationally
- to attend appropriate training
- to make focused visits to the school if appropriate
- to report back regularly to the governing board
- to develop positive links with and maintain a visible and professional profile in school.

Training and network sessions are a good opportunity for link governors to network and keep updated with the relevant information. More details of the training available can be found on the individual link governor roles.

Individual Link Governor Roles

The following are key aspects of governance where a link governor role is considered beneficial to the overall effectiveness of the governing board along with a brief responsibility of the role:

- **Careers Link Governor** - to take a strategic interest in careers education and guidance and encourage employer engagement. Governing boards in maintained schools are required to ensure that all pupils in years 8 to 13 have access to independent careers guidance.
- **Data Link Governor** – review and analyse a broad range of information and data in order to spot trends and patterns. Able to make sure that the board has a correct understanding of the school's performance. As well as being able to identify issues that need to be discussed as a priority at a governing board meeting. They may also work with the Headteacher in termly meetings so they can analyse the school's projected improvement in the current years data.
- **Early Years Link Governor** – relevant to all Infant and Primary schools and would include taking a special interest in Early Years Foundation Stage (EYFS), as well as ensuring that EYFS issues remain high on the school's agenda.
- **Equality and Diversity Link Governor** - to eliminate unlawful discrimination, promote equality of opportunity, promote good relations between people in a diverse community, promote community cohesion, and ensure priorities for equality and diversity are considered when reviewing school policies.
- **Finance Link Governor** – review financial planning, positions and reports. Providing information to the board about financial matters when required. They may also liaise with the school business manager and Headteacher.
- **Health and Safety Link Governor** - to monitor health and safety compliance by making sure that the school's actual current practice reflect procedures in the policy, asking staff for risk assessments and checking they're up to date, checking that staff are recording accidents and 'near misses' - look for any patterns that might cause concern, establishing a key performance indicator (KPI) for health and safety to help keep it a high priority and checking the health and safety policy complies with legislation and meets best practice.
- **Health and Wellbeing Link Governor** – understands the risk and protective factors or good emotional health and wellbeing which schools can influence and challenge the school to support these through policies and the school development plan. They may also undertake monitoring visits in the school.
- **Human Resource Link Governor** – involved in monitoring the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates, and checks processes operate fairly.
- **Information Governance Link Governor** – understands General Data Protection and how it affects the school and the governing board. Aware of what the school is doing as a whole to comply with the law and if the school's processes are robust and effective. Able to monitor the ongoing robustness of data protection processes.
- **Pupil Premium Link Governor** - Maintaining an overview of the performance of children eligible for the pupil premium and reviewing the allocation of resources and impact of the pupil premium grant on educational outcomes. Understanding and keeping up to date with the pupil premium plan. Monitoring and ensuring the school meets all legislation surrounding school websites.
- **Safeguarding Link Governor** – ensure the school has appointed and works with a school's designated safeguarding lead (DSL) teacher who promotes the educational achievement of looked after children. Undertake between three to six full visits to the school per year with further single central record checks if required. Written reports provided for full governing board meetings. Request evidence from the DSL that: key areas of safeguarding and procedures have been adhered to; ensures gaps in practice and safeguarding are addressed properly.
- **SEND Link Governor** – understand the governing board's responsibility under the special educational needs and disability (SEND) Code of Practice. Monitor SEN and disability provision, progress of pupils with SEN and report back to the governing board. Work alongside the school's SEN Co-Ordinator (SENCO) to regularly discuss the school's SEN provision, budget and resources. Responsible for making sure the school is meeting the needs for the SEN and disability pupils.

- **Sports Premium Link Governor** – understand the achievements of the school's pupils in PE and sports. They Monitor and evaluate the grant and its impact. Able to update the governing board on any sports initiative competitions or activities with other schools.
- **Training Link Governor** – responsible for working with the clerk to the governing board to understand where skill and/or knowledge gaps exist within the board. To review and identify relevant training and/or recruitment requirements to meet any gaps.