



Role description: Governor Training

Name of appointed person:	Incumbent from Feb-2023 to date
Area of responsibility:	<ul style="list-style-type: none"> ■ Suggest, advise on the Trustee/Governor training requirements with the Trustees and report as appropriate to the Trust Board ■ Agree and review progress to the Curriculum as per the SIP and in alignment to the School Strategic plan
Generic Duties and responsibilities:	<p><i>Specific responsibilities and expectations for the role; likely to include (but not limited to):</i></p> <ul style="list-style-type: none"> ■ <i>build productive working relationships and establish regular contact with relevant staff, while having due regard to their work-life balance</i> ■ <i>ensure necessary policies and procedures are in place and monitor and evaluate the effectiveness of their implementation</i> ■ <i>arrange focused visits, based on strategic priorities, to the school(s) – normally one visit each term, following an agreed visits protocol</i> ■ <i>report back to the governing board following monitoring visits or discussions with staff by writing a report in the template provided.</i> ■ <i>be well informed and prepared ahead of meetings with staff or the board by reading relevant information, such as policies and data.</i> ■ <i>Attend committee meeting each term. Provide notice to committee chair in advance where possible or after if advance notice is not possible for emergencies if you cannot attend. Nonattendance to 2 meetings in a year unless approved by the committee Chair will be subject to review by Chair and Vice Chair/s of Trustee Board</i> ■ <i>keep the governing board fully informed about issues and actions in the assigned area.</i> ■ <i>participate in personal development to improve skills and knowledge</i> <p><i>Carefully consider how the board will maintain oversight of the area and how the link governor/trustee will feed back to the governing board.</i></p>
Specific Duties and responsibilities:	<ul style="list-style-type: none"> ● <i>Suggest, advise on the Trustee/Governor training requirements with the Trustees</i> ● <i>Regular follow-up on the Trustee training requirements and suggest appropriate training and training providers to trustees</i> ● <i>Coordinate with FD/School contacts to make required training available to the trustees</i> ● <i>Report as appropriate to the Trust Board</i> ● <i>Agree the Curriculum focus areas as per the SIP and in alignment to the School Strategic plan</i> ● <i>Review progress to the Curriculum focus plans in alignment to the SIP and School Strategic plan</i> ● <i>Report as appropriate to the Trust Board</i>

Key staff contacts:	<ul style="list-style-type: none"> ● <i>School Curriculum lead</i> ● <i>FD</i> ● <i>Head teacher</i>
Development and training expectations:	<ul style="list-style-type: none"> ● <i>Mandatory training</i>
Role review date:	<i>Summer Term FGB.</i>

Note to all Trustees:

Link roles do not remove the board's collective responsibility. The governing board should ensure that any area assigned to a link governor/trustee is covered on the agenda of full governing board and committee meetings as appropriate, so that all members of the governing board remain informed of the key issues, strategy outcomes and areas for development, and participate in any relevant decision making.