

## LINK GOVERNOR GUIDELINES

### GENERAL

1 The Link Governor scheme is a means by which Governors and School Staff can work together in a mutually supportive way. Link Governors have a delicate role to play but should not be intrusive or judgmental. However, staff should welcome constructive comments.

2 The links fall into 3 broad areas:

- a. School/Faculty/Leadership links.
- b. Policy links.
- c. Risk Management links.

### SCHOOL LINKS

3 **Role.** The role of Governors who have school links is to:

- a. Provide a link between the Governing Body and staff.
- b. Provide a link between the Governing Body/school and parents/community.
- c. Undertake relevant training/development.
- d. Liaise regularly with relevant members of staff.
- e. Visit classes to get a 'feel' of the School and of any particular areas for which they are the link.
- f. Monitor and evaluate the provision and use of relevant resources.

4 **Leadership Links.** The school links and committee chairs also have natural links to the members of the Leadership as follows:

Chair of Governors:	Headteacher
Ofsted Link:	Deputy Head (Academic)
Safeguarding Link:	Deputy Head (Pastoral)
Chair Finance, Audit & Risk:	Bursar
6th Form Link:	Head of 6th Form
Middle School Link:	Head of Middle School
Lower School Link:	Head of Lower School
Examinations Data Link:	Assistant Head (Assessment)
Chair Pay & Staffing:	Assistant Head (CPD)

5 **Faculty Links.** The role of faculty links is to provide regular contact and advice where relevant to the faculties which are: Maths & Science; Humanities; English; Foreign Languages; Art, DT & Music; Sport & PE.

6 **Specific Links.** The following links have specific duties/appointments as follows:

- a. **Ethos; Statutory Inspection of Anglican Schools.** Held by the governor appointed by the Chapter of Salisbury Cathedral.
- b. **Examinations Data.** Meet Assistant Head (Assessment) in mid-September and discuss his/her analysis of examination results and consider if there are any significant trends. Comment on the Headmaster's analysis of examination results at the first Governing Body meeting of the academic year.

- c. **DfE Data.** Analyse school performance data in April and present findings to the first Governing Body meeting of the year.
- d. **Curriculum.** Two governors are invited to attend the Heads of Department Meeting specifically for items concerning the curriculum.
- e. **Staff Appraisal.** Report to the Pay & Staffing Committee on the appraisal system.
- f. **Safeguarding Link.** To scrutinise and sign the annual Wiltshire Council Safeguarding Audit. Each term to scrutinise and sign the Single Central Record (of recruitment) in order to confirm that all safer recruitment checks have been carried out and are evidenced.
- g. **Careers Link.** To visit the School once every academic year in the Summer term to review provision and report back to the Governing Body at the early Autumn term meeting when the Annual Report on Careers and University destinations is presented. Additionally, to review the careers policy annually.

## **POLICY LINKS**

7 Governors with policy links have responsibility for the annual review of the named policies in liaison with a member of the Leadership Team.

8 Before a governor is requested to review a policy, it will have been reviewed in draft by a member of the leadership team sometimes in conjunction with another member of staff. Therefore, the governor's review may usefully be that of a layman, although specific knowledge of the subject will be an advantage.

9 Policies will normally be amended using 'Track Changes' in order that the changes may easily be identified by the governor and relevant committee. It will normally be appropriate for the whole policy to be reviewed by the Link Governor but only significant amendments to be further considered in committee.

10 The review should be conducted by consideration of whether the policy meets the following criteria:

- a. Does it add value by providing relevant information?
- b. Is it contrary to any Statute?
- c. Does it support the ethos of the School?
- d. Is it clear, jargon free, concise and contain only information relative to the title?
- e. Does it cover the subject comprehensively?
- f. Would clarity be aided by any complex sections being removed to an Annex?

## **RISK MANAGEMENT LINKS**

11 Governors with risk management links have responsibility for the periodic review of the named risks in liaison with a member of the Leadership Team.

12 Before a governor is requested to review the management of a named risk, it will have been reviewed by a member of the leadership team and possibly other staff. There is a template for the review, which will have been prepared using 'Track Changes' so that proposed updates can be easily identified. The governor will then present the findings to the relevant Committee for approval.

13 Questions for consideration:

- a. Is the risk still valid?

- b. Is it correctly described?
- c. Is the scoring correct (in absolute terms and in comparison with others)?
- d. Are the mitigation, management and controls appropriate?
- e. Is executive action needed?
- f. Is board level action needed?

14 LT member is to edit the table above on “track changes” where appropriate then submit the document to the link governor for review and discussion if needed. Governor will confirm with reviewing committee that risk has been reviewed and highlight any matters needing governor involvement.

### **ALLOCATION OF ROLES**

15 The Company Secretary maintains a master table of link roles, which is reviewed and updated regularly by governors.