

## **Appendix 2 - Designated Governor role descriptions**

### **Staff Liaison Governor**

The Staff Liaison Governor is expected to:

1. Have a working knowledge of the School and to get to know the majority of members of staff.
2. Perform the role of informal two-way ambassador, ensuring that staff understand – as far as the principle of confidentiality permits – the work of the Board of Governors, and to facilitate the provision of feedback to the Head and the Board of Governors from the Common Room. The Staff Liaison Governor will feedback directly to the Head any matters of interest arising from his/her visit(s), including a meeting with the Head at the end of each visit. Feedback will also be provided directly to the Chairman of Governors.
3. Visit the School at least twice each academic year (and up to once each term), making himself/herself available in the Common Room to meet and talk to members of staff. The date of the visit should be agreed with the Head, and the Chairman of Governors should be informed of the date. The Senior Deputy Head will co-ordinate arrangements for the visit at the request of the Staff Liaison Governor.
4. Remind staff, as appropriate, that the Staff Liaison Governor cannot replace the normal staff management and HR policies and procedures in operation in the School at any time.

### **Accountability**

5. The Staff Liaison Governor is accountable to the Governors through the Chairman of Governors.

### **Appointment**

6. The Staff Liaison Governor is appointed by the Governors and is to be reviewed annually.
7. The Staff Liaison Governor will be a Co-Opted member of the Board of Governors.

These were the terms as agreed by the Governance Committee in February 2018 and endorsed by the Board in March 2018.

## **The Special Educational Needs and Disability (SEND) Governor**

The Special Educational Needs and Disability (SEND) Governor is expected to:

1. Understand the Board's responsibilities under the special educational needs and disability (SEND) Code of Practice.
2. Monitor all aspects of SEN and disability provision and report back to the Board on these.
3. Monitor the progress of pupils with SEND and report back to the Board on these.
4. Assure the Trust ensures that the necessary special educational provision is made for any pupil with SEND.
5. Assure that all pupils with SEND join in with the everyday activities of the School together with pupils without SEND.
6. Report regularly to the Board about issues related to SEN and disability.
7. Assure the School has a suitable and up-to-date SEND information report and policy and that this is published on the website.
8. Ensure the School has appointed a SENCO and they have received appropriate training.
9. Meet regularly with the SENCO and other senior leaders with relevant responsibilities to discuss the Trust's SEND provision, budget and resources.
10. Assure that the School is meeting the needs of pupils with SEN and disabilities.
11. Assure the School is making reasonable adjustments in line with the Equality Act 2010.
12. Ensure SEND is considered in any budget discussions.
13. Attend training on the role of the SEND governor, as appropriate.

### **Accountability**

14. The Special Educational Needs and Disability (SEND) Governor is accountable to the Governors through the Chairman of Governors.

### **Appointment**

15. The Special Educational Needs and Disability (SEND) Governor will be a member of the Academic and Education Committee.
16. The Special Educational Needs and Disability (SEND) Governor is appointed by the Governors and is to be reviewed annually

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

## **The Careers Education Information Advice and Guidance (CEIAG) Governor**

The Careers Education Information Advice and Guidance (CEIAG) Governor is expected to:

1. Assure the Careers Education and Information Advice and guidance policy is up-to-date, complies with legislation, meets best practice and reflects the School's circumstances.
2. Assure that the independent careers guidance provided is presented in an impartial manner, includes information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that the person giving it considers will promote the best interests of the young people to whom it is given.
3. Assure that the School's strategy for careers education and guidance is developed in line with the Gatsby benchmarks.
4. Meet regularly with those senior leaders and other staff with relevant responsibilities to discuss the School's CEIAG provision, budget and resources.
5. Report regularly to the Board about CEIAG matters, and how CEIAG is contributing to the School's strategic priorities and young people's learning and future development.
6. Facilitate as appropriate partnerships with local businesses in support of the School's CEIAG programme.
7. Attend any relevant training for CEIAG lead governors.

### **Accountability**

8. The Careers Education Information Advice and Guidance (CEIAG) Governor is accountable to the Governors through the Chairman of Governors.

### **Appointment**

9. The Careers Education Information Advice and Guidance (CEIAG) Governor will be a member of the Academic and Education Committee.
10. The Careers Education Information Advice and Guidance (CEIAG) Governor is appointed by the Governors and is to be reviewed annually

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

## **The Health and Safety Governor**

The Health and Safety Governor is expected to:

1. Assure the health and safety policy is up-to-date, complies with legislation, meets best practice and reflects the School's circumstances.
2. Assure that staff know where to find the School's risk assessments and that these are up-to-date and carried out for all the relevant areas.
3. Check the School's record of accidents and near misses to look for any patterns which could cause concern.
4. Assure accidents are investigated and steps are taken to avoid them happening again.
5. Assure that staff are managing health and safety effectively and that an audit of procedures is carried out once a year.
6. Assure the School has an emergency (Critical Incident) plan.
7. Check that School staff receive relevant information from senior leaders about health and safety and that there is a process to inform them of changes.
8. Check that names and work locations of first aiders and first aid boxes are displayed through the School.
9. Assure all appropriate health and safety checks are carried out (e.g. fire alarm tests).
10. Meet regularly with those senior leaders with relevant responsibilities to discuss the School's Health and Safety provision.
11. Report regularly to the Board about health and safety issues and developments.
12. Attend any relevant training for health and safety lead governors.

N.B. The designated governor will not conduct any health and safety checks themselves.

### **Accountability**

13. The Health and Safety Governor is accountable to the Governors through the Chairman of Governors.

### **Appointment**

14. The Health and Safety Governor will be a member of the Finance and Estates Committee.
15. The Health and Safety Governor is appointed by the Governors and is to be reviewed annually.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

## **The Safeguarding Governor**

The Safeguarding Governor is expected to:

1. Keep up to date with statutory guidance relating to safeguarding and child protection and any advice issued by the local safeguarding children board (LSCB).
2. Attend relevant training for safeguarding lead governors.
3. Assure the Board has suitable and up-to-date policies for:
  - a. Child protection and safeguarding as referenced in the DfE guidance document 'Keeping Children Safe in Education'.
  - b. Staff code of conduct.
  - c. Handling allegations against staff and volunteers.
4. Assure the School has appropriate safeguarding responses to children who go missing from education, to help identify the risk of abuse and neglect and help prevent further incidents.
5. Assure the School has appropriate online filters and monitoring systems in place.
6. Report regularly to the Board about safeguarding issues and developments.
7. Encourage other members of the Board to develop their understanding of their safeguarding responsibilities.
8. Ensure the School has appointed a designated safeguarding lead (DSL) and appropriate deputies.
9. Meet regularly with the DSL and other senior leaders with relevant responsibilities to monitor that the School's policy and procedures are effective and all staff, governors and volunteers have had the appropriate level of training (as applicable).
10. Assure the DSL has sufficient time, resources and training to carry out their role effectively.
11. Assure the curriculum covers safeguarding, including online safety.
12. Monitor the single central record (SCR) alongside the HR Manager to ensure the School carries out the appropriate recruitment checks on staff, governors and volunteers.

### **Accountability**

13. The Safeguarding Governor is accountable to the Governors through the Chairman of Governors.

### **Appointment**

14. The Safeguarding Governor will be a member of the Academic and Education Committee.
15. The Safeguarding Governor is appointed by the Governors and is to be reviewed annually.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

## **The NQT Induction Governor**

The NQT Induction Governor is expected to ensure:

1. the School is compliant with the Department of Education's statutory guidance *Induction for newly qualified teachers (England): Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies* (revised April 2018).
2. the School has the capacity to support any NQTs.
3. the Head is fulfilling their responsibility to meet the requirements of a suitable post for induction (including where the Head has delegated this responsibility to another member of staff).
4. concerns raised by an individual NQT as part of the School's agreed grievance procedures are investigated in a timely manner so as not to hinder the NQT induction process.

The NQT Induction Governor is also expected to:

5. seek guidance, where required, from the appropriate body (the Independent Schools Teacher and Induction Panel; ISTip) on the quality of the School's induction arrangements and the roles and responsibilities of staff involved in the process.
6. meet the NQT at the beginning and end of the Induction period.
7. receive reports on the progress of any NQTs.

## **Accountability**

8. The NQT Induction Governor is accountable to the Governors through the Chairman of Governors.

## **Appointment**

9. The NQT Induction Governor will be a member of the Academic and Education Committee.
10. The NQT Induction Governor is appointed by the Governors and is to be reviewed annually.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.