



GOVERNOR SERVICES  
Tel: 912 3218 Fax: 912 1141

[www.cyps.org.uk/governors](http://www.cyps.org.uk/governors)

## Welcome to all new governors

### Thank you

for becoming a Trafford school governor. Your time, energy and commitment will be much appreciated by all concerned.

You will be working as a team with other governors, staff, parents, the local community and the local authority. To do this effectively, you will need to be clear about your role and responsibilities. We will provide training and support for you but, meanwhile this information is designed to help you get started.

Trafford Children and Young People's Service is committed to providing a high quality, efficient and effective service to its schools. With this support Trafford schools can provide children with the best teaching and learning. We need your help to do this, so good luck with your new duties.

A handwritten signature in blue ink, appearing to read "Julie Lawson".

Julie Lawson  
Governor Services  
Manager

### What Governors Do

Governors, the headteacher and the local authority, and in the case of voluntary aided schools the Diocese, are all partners with different roles to play. Together they set a framework in which the headteacher and staff run the school on a daily basis.

The governing body has particular responsibilities, which include ensuring:

- the National Curriculum is provided, including national strategies for literacy, numeracy and Key Stage 3;
- setting the statutory targets for improvement;
- approval of the school development plan – which identifies the school's priorities and details how they will be put into action;
- management of the school budget;
- staff and salaries including appointment of the headteacher and deputy, and reviewing the performance of the headteacher;
- procedures for staff for grievances, discipline and dismissal;
- care and maintenance of the premises, and health and safety matters;
- preparation of an action plan following an OfSTED inspection;
- publication of a school prospectus;
- approval of a discipline policy for pupils.

### Let's Work Together

Some governing bodies have agreed a Code of Conduct, which makes clear what is expected of governors. This could include:

- working with other governors in the best interests of the school;
- attending meetings of the governing body and its committees;
- promoting the interests and objectives of the school in the community;
- stating your own view, while respecting those of others;
- standing by the decisions of the governing body;
- respecting the need for confidentiality of certain items;
- declaring any interests you have in any matter that the governing body is considering;
- recognizing that you are publicly accountable for the governing body's actions and performance;
- taking part in relevant training.

The governing body is a corporate entity, so you, along with your fellow governors share the workload and the responsibility.

Trafford Children and Young People's Service brings together council and health services to improve outcomes for children, young people, their families and schools

## Who's Who in Governing Bodies?

The governing body is made up of governors representing various interests and offering different skills and experiences. They all share a common interest in the success of the school. The categories are:

- parent governors – elected by and representative of parents at the school;
- staff governors – elected by and representative of staff at the school, which includes headteachers, teachers and support staff (headteachers can choose not to be a governor, but they still have a right to attend all meetings);
- authority governors – represent the wider perspective of Trafford Council;
- foundation governors - (aided, controlled or foundation schools only) represent the church or other founder organisations;
- partnership governors – are nominated by staff and parents where a foundation school does not have a founder organisation;
- community governors – invited by the governing body to represent the local community or business and to provide additional skills.

## Useful Department for Education Publications

*A Guide to the Law for School Governors*  
*Roles of Governing Bodies and Head Teachers*  
*Guidance on Good Governance*

## Useful Websites

[www.cyps.org.uk/governors](http://www.cyps.org.uk/governors) Trafford CYPS has pages dedicated to governors.

[www.education.gov.uk](http://www.education.gov.uk) The website for the Department for Education has a section for governors

[www.ofsted.gov.uk](http://www.ofsted.gov.uk) The website for OfSTED where you can find inspection reports on schools and Local Authorities

## Governor Services

We are here to help you. Governor Services, in Trafford, is a small team, headed by Julie Lawson, the Governor Services Manager. It offers governors a wide range of training sessions and support. These include:

- induction for new governors;
- cracking education jargon;
- understanding budget allocations;
- how to interview staff and **much more!**

Each term governors can receive a newsletter containing information about training, changes in legislation and topical issues for governors.

**Governor Services is just at the end of the phone**  
**0161 912 3218 or email [governor.services@trafford.gov.uk](mailto:governor.services@trafford.gov.uk)**

## Your first Meeting

Before your first meeting, you will receive:

- the agenda – items for discussion at the meeting;
- minutes of the previous meeting.

And may include:

- headteacher's termly report;
- minutes from committee meetings;
- other papers supporting items on the agenda.

It's a good idea to highlight any parts you are not clear on and make notes of any questions you have. But do not worry if you have nothing to say at your first meeting. It might be helpful to ask if a more experienced governor could go through the papers with you or tell you how the meetings are normally managed.

## Getting to Know Your School

The headteacher and chair of governors will have most of the information you will need. Consider looking at certain documents to give you a better picture of your school. These could include:

- the school prospectus;
- a plan of the school;
- the school calendar;
- a summary of the school development plan;
- minutes of previous meetings.

