

GUIDANCE FOR LINK GOVERNORS

GENERAL

1. Link Governors have a delicate role to play but should not be intrusive or judgmental. However, professional teaching and support staff should welcome constructive comments.

SCHOOL LINKS

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

- a. Provide a link between the Governing Body and teaching staff.
- b. Provide a link between the Governing Body/school and parents/community.
- c. Undertake relevant training/development.
- d. Liaise regularly with relevant teachers.
- e. Visit classes to get a 'feel' of the School and of any particular school areas for which they are the link, eg 6th Form.
- f. Monitor/evaluate the provision and use of relevant resources.

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

Chair of Governors: Head

Ofsted Link: Deputy Head

Chair Finance & Audit: Bursar

6th Form Link: Head of 6th Form

Middle School Link: Head of Middle School

Lower School Link: Head of Lower School

Exam Data Link: Assistant Head (Assessment & ICT - Mr Harmsworth)

Chair Pay & Staffing: Assistant Head (Appraisal etc - Mr Rogers).

4. **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.

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

a. **Ethos & SIAS (Statutory Inspection of Anglican Schools).** Held by the Governor appointed by the Chapter of Salisbury Cathedral.

b. **Exam Data.** Meet Mr A Harmsworth in mid-September and discuss his exam result analysis and consider if there are any significant trends. Comment

on the Head's exam result analysis at the first Governor Body meeting of the academic year.

c. **DfE Data.** Analyse school performance data from Raise On-line in April and present findings the first Governing Body Meeting of the calendar 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. **Child Protection 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

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

7. Before a governor is requested to review a policy, it will have been reviewed/ amended 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.

8. 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.

9. 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 Bishops?

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?