



Children's Services

The Role of a Staff Governor (under The School Governance (Constitution) (England) Regulations 2012) 2018

Introduction

This booklet is part of a series explaining the roles of the different types of governors in Central Bedfordshire Schools.

Central Bedfordshire Council values the contribution made by you and all governors to the success of its schools and recognises the time, energy and commitment that all governors give to their schools.

Governing bodies are an integral part of school leadership, setting the ethos of the school, driving continuous improvement, supporting, challenging and holding to account the head teacher and other members of the school leadership team by negotiating stretching targets for improvements in standards and monitoring progress towards them and overseeing the financial performance of the school and making sure its money is well spent.

Your role as a governor is strategic and will continue to evolve to meet the needs of children in the 21st Century. Increasingly, schools will need to work in partnership and collaborate and the focus of our governing bodies will be in delivering outcomes for children in the wider community.

In March 2012, Central Bedfordshire Council formally adopted a renewed Education Vision for Central Bedfordshire. The renewed vision takes account of the new educational policy context created by the coalition government but retains the spirit and ambition of the Council's original vision.

This clears the way to develop approaches to raising attainment and improving learning, teaching and leadership which are based on shared high expectations, working through strong, accountable partnerships and commissions creating school-led improvement and the systematic capture and transfer of successful practice.

We support all governors by offering advice and resources on various aspects of governance and a subscription to a high quality training programme which includes face to face training and a suite of on-line training modules. See our website:

<http://www.centralbedfordshire.gov.uk/school/governors/being.aspx>.

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Categories of school governors

The current model of governance in schools is a stakeholder model; people who are representative of all those groups which have a vested interest, or a stake, in the effective delivery of education and care in a school have a voice in how their schools operate. The primary consideration in the appointment and election of new governors should be the skills and experience the governing body needs to be effective.

Governing bodies are made up of (under The School Governance (Constitution) (England) Regulations 2012):

Parent governors	Local Authority governor
Staff governor	Partnership governors
Co-Opted governors	Associate members
Foundation governors	Headteacher

Within certain limits, governing bodies are free to determine their own size and membership. The constitution of the governing body is set out in its Instrument of Government. Regulations specify that a school must have at least 7 governors and must include the following:

- At least 2 parents governors
- The headteacher unless he/she resigns the office of governor, in which case it remains vacant
- 1 staff governor
- 1 local authority governor

In addition, the governing body may appoint as many co-opted governors as it considers necessary (providing that the requirements are met in relation to governing bodies of foundation and voluntary schools). Those eligible to be elected as the staff governor may also be appointed as co-opted governors so long as their number, when counted with the headteacher and the staff governor, does not exceed one third of the total membership of the governing body.

Additional requirements for foundation and voluntary schools:

Foundation school or a foundation special school which does not have a foundation

The governing body must also include at least two (but no more than one quarter of the total) partnership governors.

Foundation school or a foundation special school which has a foundation but which is not a qualifying foundation school

The governing body must also include at least two (but no more than 45 per cent of the total) foundation governors.

Qualifying foundation school

The governing body must also include such number of foundation governors as to outnumber all the other governors by up to two.

Voluntary aided school

The governing body must also include such number of foundation governors as to outnumber all the other governors by two.

Voluntary controlled school

The governing body must also include at least two (but no more than one quarter of the total) foundation governors.

In calculating the number of governors required in order to comply with this regulation, the number is to be rounded up or down to the nearest whole number.

Role of the governing body

The governing body is the strategic leader of the school and has a vital role to play in making sure every child receives the best possible education. This is reflected in the law, which states that the purpose of maintained school governing bodies is to 'conduct the school with a view to promoting high standards of educational achievement at the school'. In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- c. Overseeing the financial performance of the school and making sure its money is well spent.

These functions are reflected in regulations that came into force in September 2013 and in the criteria Ofsted inspectors use to judge the effectiveness of governance in schools.

Key activities of the governing body:

- Understand the school – pupil attainment and progress; pupil behaviour, attendance and safety and teaching quality and staff development
- Set the school's strategic direction – the vision, ethos and values; set priorities for school improvement and consider governance structure
- Commission action – agree improvement targets and strategies; agree allocation of resources and agree how to monitor and review progress
- Performance manage school leaders – appoint headteacher and support their leadership; hold school leaders to account for progress and ensure financial probity and efficiency
- Ensure governing body is fit for purpose – clarify role and purpose; review constitution and ways of working and ensure members have the necessary skills

The governing body of a community, a community special and a maintained nursery school is a corporate body. A corporate body has a separate legal identity from that of its members.

The staff governor contributes at the strategic level and then follows through, implementing the decisions made as a member of the staff team. Sometimes, this can be a challenge and not always easy, however, the role can provide an interesting and rewarding dimension to work.

Staff Governors

Teaching and support staff who, at the time of election, are employed by either the governing body or the local authority to work at the school under a contract of employment, are eligible to be staff governors.

Staff governors are elected by the school staff. They cease to hold office when they cease to work at the school.

Clear expectations of role and conduct should be communicated and agreed upfront. If no candidates are forthcoming, the position on the governing body remains vacant and an election should be held as soon as an eligible candidate is identified.

A staff governor represents and is elected by the staff in your school; they have equal status in the responsibility they share with all members of the governing body (with some exceptions – see Note below). Staff governors have:

- an interest in all the children's futures
- a desire to make a difference
- a willingness to accept responsibility
- an ability to work in a team, ask questions, listen and learn

The role of the staff governor is to operate as part of the governing body to provide strategic leadership and to hold the headteacher to account. Although a staff governor has a responsibility to communicate the views of the staff to the governing body and to keep staff informed as far as possible, a staff governor's role is not to represent staff or stand alongside the headteacher in being held to account by the governing body but

Note:

- staff employed at the school cannot hold the office of Chair or Vice Chair of the governing body but they may chair committees
- staff employed at the school must withdraw and not take part in discussions relating to the appraisal or pay of any school employee. This does not apply to the headteacher who should be involved in discussions about staff pay but not about their own pay (any governor needs to withdraw if they have a pecuniary or other interest in any item under consideration by the governing body)
- staff governors cannot take part in the headteacher's appraisal

- the headteacher cannot be a member of any staff dismissal or staff dismissal appeal committee or the pupil discipline committee which the governing body chooses to establish
- staff in schools cannot be a Local Authority governor. In addition, if they work in school for more than 500 hours in a school year they cannot be parent governors.

As an effective staff governor you:

- help to decide the priorities for improving the school
- work in partnership with the headteacher, senior leadership team and other staff to help other governors' understanding of the working of the school
- share your aims to make a difference in the interest of all the children's futures
- work as a team with the governing body
- make yourself aware of the range of range of staff opinions and present these to the governing body where appropriate
- prepare for meetings by reading papers beforehand
- have an equal right to participate and to state your views whilst respecting the views of others
- take responsibility for your own learning and development as a governor including attending training
- attend full governing body and relevant committee meetings promptly, regularly, and for the full time
- read relevant briefings and newsletters for governors
- promote the interests of the school in the wider community
- be loyal to the decisions made by the governing body
- report back to colleagues the decisions made by the governing body, when appropriate
- respect the confidentiality of governing body affairs
- declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial; this may include discussion of potential staff redundancy (see also pages 5 and 7) or consideration of parental complaints
- have regard to promoting accountability for the actions and performance of the governing body

Support you can expect from the Local Authority

The LA provides support through training and other resources for members of governing bodies. Access to the following is available:

- induction training – all governors are expected to undertake induction training within the first 6 months of their appointment, as a minimum requirement
- a comprehensive, high quality training and development programme aimed at supporting improvements in leadership, management and governance; all training is free of charge to the individual governor or associate (schools may be charged separately for training for associate members)

- courses designed to develop and update knowledge around finance matters and governors and associate members with responsibilities for safeguarding, special educational needs, Health and Safety and succession planning will find courses that will support them in their work.
- an extensive collection of e-learning for governors and associate members in schools that subscribe to the LA training programme
- a newsletter, Governors' Essentials, which is provided monthly via email; an archive of back copies is available on the governors' section of the Central Bedfordshire Council website
- the governors' website with a range of resources
- telephone support from governor services: contact: 0300 300 8105

Your Training Link governor can provide more information about governor training and induction.

Working relationships

It is useful for you as a staff governor to agree with the headteacher how you will carry out your representative role. For example, to facilitate an effective working relationship between the staff and the governing body, staff should have access to the agendas for and minutes of governors' meetings. There should also be opportunities for them to be discussed. Be wary of bringing an individual issue to meetings without following the agreed procedures.

As a staff governor, you have a vital role to play in raising the awareness of the role of governors amongst colleagues. You can help to ensure that the school has a governors' visits policy that has the support of both staff and governors and you may be able to encourage governors to take a more active part in school life, for example, by being attached to a particular class, or curriculum area or with regard to a particular aspect of the school improvement plan.

It is important to remember that staff governors and the governing body should not usurp the legitimate line management role of the headteacher. If there are ever concerns that cannot be resolved through discussion and negotiation, staff have recourse to the grievance procedure.

Staff governors can form part of a headteacher appointment panel but would be excluded where:

- there is a potential internal candidate and the staff governor would be eligible to apply for the post if the internal candidate were appointed
- they know the candidate in other than a professional relationship or are directly or indirectly related to the candidate.

Communication and confidentiality

Staff governors should feel free to express their own personal views, it being recognised that these may not necessarily be the views of the majority of staff. As a staff governor, you do not have a mandate to express any views other than your own. Remember you are not a representative of staff, although you should report in good faith any widely held staff views, even if you decide to vote differently.

The work of the governing body is recorded in the minutes which should be made available to all interested parties apart from confidential items and should be made available to all staff, for example, via a notice board copy.

As a staff governor you are free to report any decision in advance of publication of the minutes if you are sure that you are not breaching a confidence of the governing body and that the information you are presenting is accurate and that it is appropriate for you to report the decision. It is helpful to agree specifically with the governing body how decisions can be shared with staff.

Be aware of the sensitivity of governing body meeting discussions and clarify which items can be reported and which items should remain unreported until the minutes of the meeting have been confirmed.

Note - you would be breaching the confidence of the governing body if you reported how individuals voted, comments made by individuals or individual discussions. When reporting on decisions taken by the governing body you should use 'we' and not 'they' as you are part of the decision making group. Even if you personally voted against the final decision you must support the corporate decision making process and take ownership of the outcome.

Allowances for expenses

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor - this does not include payments to cover loss of earnings for attending meetings. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.

Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Term of office

You are elected by the staff as a staff governor for a term of four years unless the school's Instrument of Government has specified a lesser period. Establishing a shorter term of office can make it a more attractive proposition for busy members of staff and it can create an opportunity for more staff to involve themselves in the work of the governing body. The term of office is automatically terminated if/when you cease to be employed by the school. A governor is disqualified from holding office if they fail to attend governing body meetings without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed.

If, as a staff governor, you are absent for some time (for example, on secondment, maternity or sick leave) and do not wish to resign, the governing body could consider inviting staff to suggest another staff member who the governing body could appoint as an associate member. The governing body would determine the voting rights on any committees to which the associate member is appointed.

Nolan principles of public life

1. **Integrity:** do not allow the influence of bodies outside the school to affect your duties
2. **Accountability:** make choices on merit
3. **Objectivity:** submit to appropriate scrutiny
4. **Openness:** only restrict information when the public interest clearly demands this/ data protection
5. **Honesty:** declare any private interest
6. **Leadership:** promote and support these principles by leadership and example
7. **Selflessness:** act always in the public interest, not for personal gain

Contact us:

If you have a question about governance, need support with a problem, or want to share good practice, please contact us:

By telephone: 0300 300 6598: Email: joanna.brown@centralbedfordshire.gov.uk

Information and resources for Central Bedfordshire governors can be found at: <http://www.centralbedfordshire.gov.uk/school/governors/being.aspx>.



A great place to live and work

Contact us...

by telephone: 0300 300 8304

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ