

## BECOMING A GOVERNOR AT KATHARINE LADY BERKELEY'S SCHOOL

One of the aspects of being a governor that can be difficult is the time commitment required. It is only fair, therefore, to spell out as clearly as possible what is involved.

I would expect:

1. Attendance at all/most of the full governing body meetings. At present, there are five 'normal' meetings/year plus a long term planning meeting in January, a medium term planning meeting in February and the Academy AGM in February. These all last for a maximum of two hours, although there are always papers to read (about an hour).
2. Participation in at least one committee of the governing body. These cover the following areas:
  - Teaching & Learning
  - Community & Wellbeing
  - Health & Safety
  - Finance & Staffing

These last a maximum of two hours and each has 4/5 meetings/year. Again, there are usually papers to read for each meeting.

3. Become the 'link' governor for at least one subject area or aspect of school life. This involves a minimum of one annual visit to the department concerned and the production of a one-side report for the governing body.
4. Attend at least some of the open school events through the year such as prize giving, concerts, plays, carol service etc in order to show support and be part of school life.
5. Take part in occasional panels of three governors that are required to consider exclusions and staff disciplinary matters. (Not all governors are available to do this at present which is fine as it is occasional and can be covered by others)

In addition, we try to follow quite a structured induction which involves spending an hour with myself, an hour with the Head Teacher, a short meeting with the clerk and attendance at a GCC governors' induction programme (one day) although if necessary the latter can be done by e-learning. These can all be arranged at mutually convenient times.

At the moment, the meetings of the full governing body and most of the committees take place at 5.00pm on Wednesdays. While the day is fairly fixed, the governing body have agreed that the time could go back to 6.00pm, if necessary, to allow new governors to attend. (You will appreciate there is a balancing act between convenience for governors and the fact that the staff involved have been on site since very early in the morning).

I hope this is helpful – it is not meant to put you off, just to be honest about what the commitment involves.

Gillian Hayward  
Chair of Governors  
September 2016