

## Role of the Local Governor: QEGSMAT

To be read in conjunction with the QEGSMAT Scheme of Delegation. This document draws on elements of the Department for Education Governance Handbook 2020 and the National Governance Association Code of Conduct for Governing Boards 2021.

### Responsibilities

A Local Governor will:

- Uphold the charitable objects of the Trust as set out in the Articles of Association
- Adopt and implement policies and procedures as determined by the Board of Trustees
- Adopt, implement and review school level policies and procedures on a regular basis

Strategic Functions	Key Responsibilities	Relevant Documents and Activity	Typical Inputs/Questions
---------------------	----------------------	---------------------------------	--------------------------

To develop the Pupil Premium and Sports Premium Strategies with the Headteacher

Sports Premium Strategy  
  
Catch Up Plan

Strategic Functions	Key Responsibilities	Relevant Documents and Activity	Typical Inputs/Questions
		<p>b) QEGSMAT SEND Policy and school procedures</p> <p>Lead SEND Governor meets regularly with the SENCo to monitor the operation of procedures and to check the progress of relevant pupils/students</p> <p>Findings are reported to each Local Governor Committee or equivalent</p> <p>School Diversity Audit and Action Plan</p> <p>Equalities information, accessibility plan and statement</p> <p>These documents are published on the school website</p> <p>Governor visits to school to observe how staff are meeting their obligations</p>	

Strategic Functions	Key Responsibilities	Relevant Documents and Activity	Typical Inputs/Questions
			<p>Governors should have a copy of the Health &amp; Safety Policy</p> <ul style="list-style-type: none"> <li>• Are there strategies in place to support staff and students?</li> <li>• How is Health &amp; Safety managed in the school?</li> <li>• Review of reported accidents and near misses and actions to reduce risk</li> </ul>

Performance:

1. Monitoring the educational performance of the school and progress towards agreed targets

To support and challenge school leaders to account for improving pupil/student performance by asking the right questions. To ensure the quality of teaching and learning is consistently of a high standard

Self-Evaluation Form  
 AIP  
 Pupil Premium Strategy  
 Catch up funding plan  
 Sports Premium Strategy  
 Pupil attainment and progress data  
 Behaviour data  
 Attendance data  
 Analysis of gaps between groups

Governors may focus on:

Strategic Functions	Key Responsibilities	Relevant Documents and Activity	Typical Inputs/Questions
---------------------	----------------------	---------------------------------	--------------------------

Strategic Functions	Key Responsibilities	Relevant Documents and Activity	Typical Inputs/Questions
			<ul style="list-style-type: none"> <li>• What is the behaviour strategy?</li> <li>• Who is responsible?</li> <li>• What are the resources required; do we have them?</li> <li>• How is behaviour monitored and evaluated?</li> <li>• What are the success criteria?</li> <li>• When will the procedures be reviewed?</li> <li>• What are our key strengths in this area?</li> <li>• What could we do better?</li> </ul>
Pupil and Student Attendance:	<p>To ensure that procedures are in place to maximise pupil and student attendance</p> <p>To ensure appropriate pastoral support is available</p> <p>To ensure the SMSC development of the students is promoted</p>	<p>Attendance data (including persistent absence)</p> <p>Pastoral support arrangements</p> <p>School council/student voice reports</p> <p>Anti-bullying procedures</p> <p>Governor visits</p> <p>Pastoral curriculum</p> <p>Governor observations in school and discussions with staff and pupils/students</p>	<p>Are there strategies in place to improve attendance, e.g. are students/pupils clear about when they are deemed late, e.g. in the building or in tutor groups, classroom etc.?</p> <p>Are parents/carers called, if so, how soon after the register is taken?</p> <p>Do Governors know who the Attendance Lead is in the school?</p> <p>Are there procedures in place to improve attendance?</p> <p>What is the attendance target?</p>

Strategic Functions

Strategic Functions	Key Responsibilities	Relevant Documents and Activity	Typical Inputs/Questions
<p>Overseeing financial performance, by:</p> <p>1. Ensuring financial resources are efficiently, effectively and economically targeted at educational priorities</p>	<p>To monitor spending against the budget with the Headteacher</p> <p>To review budget plan and understand any significant budget variances</p>	<p>AIP</p> <p>PP Strategy</p> <p>Catch Up Plan</p> <p>Sports Premium</p> <p>Budget Plan</p>	<p>What is the impact of our spending on our educational priorities?</p> <p>Are we achieving value for money?</p>

*Approved by QEGSMAT Trust Board 13/12/2021 electronically*