



LINK GOVERNOR MONITORING SCHEME

What is a Link Governor?

A Link Governor is a member of the Governing Body who links with a nominated school leader to review a key priority of the School Improvement Plan (SIP).

What is our role?

It is our role to develop a positive and open relationship between ourselves, as the Link Governor and the School Leader. This will be developed through a series of face-to-face meetings. In this way Link Governors can increase their depth of knowledge and understanding of one particular aspect of the SIP through discussion in lay terms, actively providing 'challenge and support' to their staff colleague. It is our role to provide a report of our meetings to the relevant Committee, reporting a summary of our meeting on the agreed Link Governor report form. The Chair of the relevant committee will provide a termly summary report of the work of the Link Governors to the full Governing Body. This scheme will provide essential evidence that governors are fulfilling their role in terms of monitoring and evaluation of the school's performance and improvement.

What training and information is available?

We will include training as a Link Governor in our induction training for new governors. The relevant Committee will take overall responsibility for the management of the scheme. The Headteacher will ensure that staff also understand the roles and responsibilities of governors in monitoring, and fully understand the nature of the scheme.

How often do Link Governors and school leaders need to meet?

Planned meetings should fit into schedules by inclusion in the Governors Strategic Diary. We expect Link Governors and School Leaders to meet not more than twice in a term.

What is the focus of the initial meeting?

The first meeting will focus on building a positive and constructive relationship, with the Link Governor listening, getting to know something of the how and why, the aspirations, successes and difficulties. The School Leader is the professional expert with much to share, and with the responsibility for making things happen. The Link Governors' role will be to listen and ask questions for clarity and understanding.

What about subsequent meetings?

As the relationship develops, and the knowledge and understanding of the Link Governor increases, there will be an opportunity to ask more probing questions, such as:

- *How do you expect this to have an impact on children's achievement?*
- *What are the implications for the quality of teaching across the key stage/school?*
- *What is the impact on the children's learning?*
- *What are the signs of progress and improvement?*
- *What trends are there in achievement year on year?*

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- *How do you know? What is the evidence? This may be anecdotal, from observation, looking at teacher's planning, children's assessments and day-to-day work? How is it recorded? Can I see some?*
- *What happens when children are not making sufficient progress? What intervention programmes are in place? How effective are they?*

These are the kinds of questions that OfSTED will expect of School Leaders. They will also expect governors to understand the answers to these questions in broad terms.

What is the best timing for our meetings?

The Link Governor and the School Leader will decide together the best timing for each visit. This will be based on the dates in the SIP. Each round of visits will be timed so that reports can be passed to the Chair of the relevant Committee by the end of a half term so that these can be discussed at the next meeting.

The relevant Committee will review the reports and draw up a brief report to go the Full Governing Body termly, which summarises the evidence of progress and issues relating to the SIP actions and outcomes provided by Link Governors.

How do we report our meetings?

Using the Link Governor report form, the Link Governor and School Leader will record the focus of the meeting and the key points of their discussion as a summary of the meeting also logging any agreed action to be completed before the next meeting. It is often best to agree the date of the next meeting. Both need to sign the report. If possible, this is best photocopied X 4 after the meeting, with 2 copies retained by Link Governor and School Leader, the original to be left in the school office for the headteacher to be retained in the GB Monitoring File and a further copy to be sent to the Chair of the relevant committee.

What is the expected overall time commitment?

The termly time commitment for undertaking a Link Governor role should not exceed 4 hours which includes the meeting, writing the report plus any agreed follow up visits and action.

This policy to be reviewed as part of a rolling programme of policy review set by the governors.

This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.

Date reviewed by P&C Committee	7 th March 2012
Date adopted by FGB	21 st March 2012
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