Halfway Nursery & Infant School Governors

Non Negotiables

As governors, we all have a duty to undertake our roles in line with the Governors Handbook. The full details can be found on the Sheffield City Council Governors section as well as the Department of Education. These "non-negotiables" are designed to support the formal policies and make sure that we are an effective Governing Body and by no means form a complete list!

- Attend Full Governing Body Meetings each term.
- Attend relevant Committee Meetings each term.
- Undertake training relevant to your role. Complete at least one course each year.
- Attend any full GB training sessions – data training overview to be completed within first year.
- Visit the school a minimum of three times a year to undertake monitoring or familiarisation visits.
- Update the full GB with any monitoring visit feedback and actions required.
- Keep up to date with newsletters, notifications and documents from the Head Teacher (HT), Chair of Governors (CoG) and Sheffield CC Governor Support Team. i.e. Framework for Governance document.
- Develop and maintain a good knowledge of the school.
- Show commitment to supporting the HT and staff in line with the GB Code of Conduct.
- Review committee papers in advance of any meeting and be prepared to ask challenging questions.
- Understand your individual role and responsibilities within the GB.
- Keep CoG and HT informed when unable to attend meetings.
- Check and respond to emails on a regular basis in order to keep informed of urgent updates or required actions.
- Gain an awareness of all school policies and where they can be located. Review and contribute to these where appropriate for your role.
- Adhere to the Terms of Reference (TOR) relevant to the committee you are a member of.
- Understand what the school priorities are and what is contained within the Action Plan relevant to your area of responsibility.
- As a GB, set the strategic direction for the school.
- Ensure the budget is maintained according to the correct procedures.
- Maintain total confidentiality at all times.
- Give the HT & CoG two terms notice if you choose to leave the GB in advance of your leaving date.