



# Knowing What You Need to Do

## **It is vital that governors are able to carry out their role effectively.**

Governors need to be able to show that they understand the strengths of the school, as well as any challenges and what is being done to address them.

Individual governors may have the responsibility for monitoring specific objectives in the School Development Plan or for subject or faculty areas. You will need to understand what information is available to you and what questions you should be asking.

When governors approve the school budget, they should ensure that they have included support for their own work within it. You can use the table over the page to identify and demonstrate that governors have considered their own needs and capability to carry out their tasks.

A “Training Link Governor” or a nominated governor should have responsibility for ensuring that the governing body has the right skills and knowledge to carry out its statutory functions effectively. The governing body is accountable for the budget, for standards in the school and for ensuring that pupil and parent views are taken into account.

Governor Development Services provide a range of courses to help you carry out your statutory and other roles and responsibilities.

The Training Link Governor should:

- Regularly review the relevant knowledge and skills of the group (see Training Needs Analysis);
- Assess the training needs of the group and individuals;
- Inform governors about suitable training, including on-line training (Modern Governor) and information sources;
- Encourage governors to undertake training and report back to the governing body;
- **Identify and share with governors how the training will be used to support governing body improvement;**
- Monitor the governor training budget;
- Maintain and update appropriate resources;
- Support the induction of new governors;
- Monitor governor training, evaluate its effectiveness, and report regularly to the governing body;
- Produce an Annual Training Report for the governing body;
- **Ensure that governor training and development needs are part of the School Development Plan.**

The following table can be used to help you and your governing body decide what training would be beneficial and support governing body development.

Training Needs Analysis
Strengths – We are good at:
Areas for development – We could be better at:
My role on the governing body is:
Courses I will attend this year to support my role:

