

Talbot Specialist School

Lead Governors

Terms of Reference

Each governor must have at least one lead role, roles may be shared.

Lead Governor Roles are:

Teaching and Learning	Finance
Safeguarding	Student Health and Wellbeing
Health and Safety	Human Resource
Curriculum	Extended Learning
Parent Engagement	Student Council
Governor Development Plan and Training	Teaching School Alliance
ICT	

Lead Governors will monitor an identified target on the School Development Plan or a statutory function of the governing body and report to the governing body.

It is expected that a minimum of 3 visits will be made to the school during the year with regard to this role.

Other forms of communication such as telephone calls emails etc may be substituted for one or more visits. A visit does not necessarily have to take place during the time when students are in school, and could be just as effective as a meeting between governors and the lead professional at the end of the day as mutually agreed.

All Lead Governors are

- To meet with the lead professional within the school to gain an understanding of the scope of the target and the activities the school is conducting to achieve success
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject
- To monitor the progress of school activities towards the target or duty

All visits to the school will be arranged with reference to the Head teacher

Visit reports will be no more than 1 side of A4 in length (not including any data), be submitted for approval by the Head teacher and/or any lead professional within the school within 2 weeks of the visit.

Each lead governor will provide a brief report for the Termly Full Governors Meetings, these will be circulated in the form of a Governor Activity Report 7 days prior to the meeting date.

All reports will be put on the Governors site of the school MLE and be presented to the Standing and/or Full Body meeting