

Role	Expectations	Skills/Interests	Gov Name Red = Lead Gov Blue= Support Gov
Finance	Meets Business Manager half termly to review financial status and funding implications on school operations Agree with BM the SFVS return	Ability to understand and analyse financial and budgetary information	Di C Margaret A
Safeguarding	Carry out the annual Safeguarding Audit with staff. Review systems for pre-employment checks. Check Single Central Record annually	Analytical and organised. Available to check records and liaise with staff each term.	Kirsty H Rachel D-H
Health and Safety	Liaise with site staff, HT & Business Manager to ensure correct procedures for site safety & security are in place each term. Carry out annual H&S audit	Knowledge of H&S processes, some site / building experience.	Di C Kirsty H
E-Safety	Meet with E-Safety Co-ordinator and staff, monitor relevant incident logs. Ensure e-safety procedures in line with good practice. Make appropriate recommendations to GB re E-Safety policy	Clear understanding of e-safety issues and risk and latest developments	Kirsty H
Training Liaison Officer	Conduct annual skills audit of governors and use to identify training needs. Encourage and support governors in their Continuing Professional Development	Understanding of GB role and skills required. Good communication skills	Di C
Residential	Carry out half termly monitoring visit in accordance with Reg 33. Follow up annual Residential Ofsted report and action points (with reference to Safeguarding Gov where appropriate	Analytical and organised. Available to check records and liaise with staff	Kirsty H Di C
Website Checker	Initial check in September to ensure all statutory information is published on website. Follow-up checks following additional requirements	Knowledge and ability to access web based information	Hazel R
Pay and Personnel (see also Terms of Reference)	Meet in Autumn term or as required to agree revisions to policy and agree pay scales. Meet with HT as required to discuss and agree staff changes / issues. Monitor anonymised information on pay awards and performance management outcomes to ensure effective systems	Annually and as required	Hazel R Kirsty H Di C
Governors Forum	Attend evening meetings and report back to FGB		Di C
HT Performance Management (see also Terms of Reference)	Three meetings per year to review targets and progress with EHT & External adviser. Liaise with other staff / governors to gather information to support the review	Good coordination skills, analytical, able to spend time in school monitoring and liaising with staff each term.	Kirsty H Rachel D-H Bob W
Pupil Premium	Meet with the appropriate coordinator each term to review provision and policy for Looked after Children, Vulnerable groups, Pupil Premium, SEN, Able Child.	Knowledge and awareness of learning skills. Confident to review data and curriculum provision.	Bob W