



*“A community of excellence that ignites passions, ambitions and aspirations”*

## **Governor Monitoring Guidance**

***Governing bodies are the strategic leaders of our schools and have a vital role to play in making sure every child gets the best possible education. The purpose of governing bodies is to ‘conduct the school with a view to promoting high standards of educational achievement at the school’.***

In all types of schools, governing bodies should have a strong focus on three core functions:

- ensuring clarity of vision, ethos and strategic direction for the school
- holding the headteacher to account for the educational performance of the school and its pupils
- overseeing the financial performance of the school and making sure its money is well spent.

An effective governing body is a source of tremendous strength for the school and helps its leaders cope with major issues and handle change.

In order to ensure that academies are effective in their purpose, governors must carry out monitoring visits with senior leaders on a set schedule that is in alignment with the school’s development planning which encompasses the trust’s priorities. This must be agreed at the start of each academic year. Members on each LAC must be assigned to particular areas and then arrangements with senior leaders/appropriate personnel initiated.

The trust has developed a number of monitoring templates for LACs to use to assist this process. The following stepped procedure has proved to be successful in some schools and it is the recommendation of the trust to use this format.

1. Allocate LAC members to areas of monitoring.
2. Identify the key member of academy staff to carry out the monitoring in partnership with the governor.
3. Send the monitoring template to this member of staff to record their initial responses to the questions and set a date for a meeting.
4. The member of staff should send back their initial responses to the questions prior to the meeting.
5. During the meeting, whether actual or virtual, the member of staff can present evidence along side the monitoring form such as samples of work, pupil conferencing, other members of staff for a particular aspect, a tour/learning walk, other supporting documents, etc.
6. The discussions around the questions should be challenging but supportive.
7. This process can support performance management, action planning and being “Ofsted ready” but must not be seen as a part of the official process as that is operational for the academy and trust leaders.
8. Strengths and areas for development should be agreed in partnership.
9. The member of staff can update the form should they wish following the meeting.
10. The governor should then evaluate the experience on the form and send back to the staff member for agreement within a reasonable timescale.
11. The form is then shared with the LAC, Headteacher and trust.
12. This process should be a positive experience and where there are any difficulties the chair of governors and the headteacher should be consulted for further actions.

For further guidance please contact the trust directly.