

Meeting of the University Academy of Engineering School Advisory Board

4.00 pm on Thursday, 21 March 2019
in University Academy of Engineering - Trafalgar Street, London SE17 2TP

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
11.	Link governor roles' update (to review)	3 - 8	AE

Date of next meeting
4.00 pm on Thursday, 9 May 2019

Members: Chris Mallaband (Chair), Veronica Allen, Karen Fowler, Zakir Matin, Lesley Morrison, Tony Roberts and John Taylor

In attendance: Alexander Enibe

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Role of Link Governor

A link governor role involves the following tasks:

- Keeping up to date with that area, and attending relevant training
- Making focused visits to the school
- Acting as a link between a relevant staff member and the school advisory board (SAB), by meeting regularly to discuss the area
- Monitoring and discussing the impact of relevant policies with the staff member
- Regularly reporting to the SAB, and making recommendations where appropriate

Role of the pupil premium Link Governor

- ensuring governors are being involved in decisions about how the pupil premium is spent;
- ensuring the school has published information on its website about pupil premium allocation, its spend and impact, and that parents can find this information;
- meeting regularly with the senior leader who is responsible for overseeing how the pupil premium is spent to monitor and evaluate specific actions that it is funding.

Role of the safeguarding Link Governor

- keep up to date with statutory guidance relating to safeguarding and child protection and any advice issued by the local safeguarding children board (LSCB)
- attend training for safeguarding link governors
- ensure there are suitable and up-to-date policies for:
 - Child protection
 - Staff code of conduct
 - Handling allegations against staff and volunteers.
- ensure the school has appropriate safeguarding responses to children who go missing from education, to help identify the risk of abuse and neglect and help prevent further incidents
- ensure the school has appropriate online filters and monitoring systems in place
- report back to the SAB about safeguarding issues and developments
- encourage other members of the SAB to develop their understanding of their safeguarding responsibilities

- make sure the school has appointed a designated safeguarding lead (DSL) and appropriate deputies
- make sure the school has appointed a designated teacher to promote the educational achievement of looked after children, and that this person has appropriate training
- meet regularly with the DSL to monitor that the school's policy and procedures are effective and all staff, governors and volunteers have had the appropriate level of training (as applicable)
- make sure the DSL has sufficient time, resources and training to carry out their role effectively
- ensure the curriculum covers safeguarding, including online safety
- monitor the single central record (SCR) alongside the DSL to ensure the school carries out the appropriate recruitment checks on staff, governors and volunteers.

Role of the Special Educational Needs (SEN) Link Governor

- understand the SAB's responsibilities under the special educational needs and disability (SEND) Code of Practice
- monitor all aspects of SEN and disability provision and report back to the SAB on these
- monitor the progress of pupils with SEN and report back to the SAB on these
- make sure the school ensures that the necessary special educational provision is made for any pupil with SEN
- make sure that all pupils with SEN join in with the everyday activities of the school together with the children without SEN
- ensure the SAB is up to date about issues related to SEN and disability
- make sure the school has a suitable and up-to-date SEN information report and policy and that this is published on the website
- ensure the school has appointed a SENCO and they have received appropriate training
- meet regularly with the SENCO to discuss the school's SEN provision, budget and resources
- ensure that the school is meeting the needs of pupils with SEN and disabilities
- ensure the school is making reasonable adjustments in line with the Equality Act 2010
- making sure SEN is considered in any budget discussions

Role of the careers/employer engagement Link Governor

- supporting the members of staff at the school who have responsibility for careers guidance by arranging regular meetings

- reporting back to the SAB on how the school's careers guidance is contributing to the school's strategic priorities
- reporting back to the school advisory board on how the school's careers guidance is contributing to pupil's learning
- facilitating the appointment of people from the business community as school advisor
- facilitating partnerships with local businesses.

Role of the curriculum Link Governor

ensures the school advisory board is well informed about issues to do with the curriculum as a whole. This is achieved by:

- taking a particular interest in subjects that have been identified by the SAB or requiring attention and RSE;
- meeting regularly with the relevant curriculum leaders responsible in order to become informed about current policies and practices in the school and know how the subject fits into the school development plan;
- liaising with the relevant curriculum leaders to obtain information on:
 - staff training;
 - condition and availability of resources;
 - curriculum and timetable arrangements;
 - planning, assessment and recording procedures;
 - standards of achievement.
 - quality of teaching
- reviewing with the principal about issues relating to the relevant subjects;
- reporting back regularly to the school advisory board,
- visiting the school to observe practice in order to understand how the subject is taught and any particular difficulties (Note: governors who visit the school should be aware of the governors' Visits Protocol)
- talking to pupils about the relevant curriculum areas;
- supporting the development of parental involvement in the school;

Role of the parent Governor

As an effective parent governor you:

- help to decide the priorities for improving the school
- make yourself available to parents and listen to other parents' opinions and take account of them as you contribute to governors' decisions

- work in partnership with the principal, senior leadership team and cooperatively with other governors to raise standards and improve outcomes for all children
- prepare for meetings by reading papers beforehand
- take responsibility for your own learning and development as a governor including attending training
- attend school advisory board meetings promptly, regularly, and for the full time
- read briefings and newsletters for governors; present a balanced view of issues representing different sections of the community
- promote the interests of the school in the wider community
- be loyal to the decisions made by the school advisory board
- respect the confidentiality of school advisory board affairs
- never promise to 'solve a problem' on your own
- never press your own child's case at the expense of others
- declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial
- have regard to the broader responsibilities as a governor of a public institution in regard to promoting accountability for the actions and performance of the school advisory board.

Role of the health and safety link governor:

- Make sure the health and safety policy is up-to-date, complies with legislation, meets best practice and reflects the school's circumstances
- Make sure that staff know where to find the school's risk assessments and that these are up to date and carried out for all the relevant areas
- Check the school's record of accidents and near misses to look for any patterns which could cause concern
- Make sure accidents are investigated and steps are taken to avoid them happening again
- Monitor how staff are managing health and safety by carrying out an audit of procedures once a year
- Make sure the school has an emergency plan
- Check that school staff receive relevant information from school management about health and safety and that there's a process to inform them of changes
- Make sure that names and work locations of first aiders and first aid boxes are displayed through the school
- Make sure all appropriate health and safety checks are carried out (for example, fire alarm tests)
- Attend any relevant training for health and safety link governors

- Report back to the governing board about health and safety issues and developments

The link governor will **not** conduct any health and safety checks themselves.

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