

Thank you for joining the Governing Body of Bishop Wilson Church of England (aided) School.

The following notes are to help you to fulfil your role as a school governor in our school. Please feel free to ask any governor if you are unclear about anything you may come across.

A meeting with the Chair or Vice Chair will be arranged to include an informal briefing on the importance of school governance and highlighting the issues facing our school in particular.

**This should include:**

A tour of the school where relevant

A chance to meet with staff

A list of current school governors including their responsibilities and contact emails

**As a school governor you will be required to complete the following:**

A governor induction training course arranged by Cheshire West and Chester

DBS Check

Safeguarding and PREVENT Training arranged by our school

Skills audit

**We would also need the following forms to be signed:**

Pecuniary Interest Form

Master copy (school office) of 'Keeping Children Safe in Education'

**The school website:**

You will be issued with a log in for the school website plus a school email address which should be used for all school correspondence

The school website has all the statutory information for our school, plus a dedicated governor area where other policies and information can be accessed

**Other useful sites:**

<https://www.nga.org.uk> (National Governance Association including Code of Conduct for School Governors -please read)

<https://www.gov.uk/education/school-governance> (including guide to the law for school governors – please read)

<https://edsential.com/leadership/governors-support/> (Cheshire West and Chester governor support/training – please speak to the school office if you wish to attend a training course listed)

<http://www.chester.anglican.org/schools/> (Chester Diocese board of Education – useful resources and training)

**What you can expect to receive:**

A mentor governor

Provision for Keeping Children Safe in Education document

Previous Minutes from Full Governing Body Meeting

Previous Sub Committee Minutes

Dates for the next full governor termly meeting

Allocation to a sub committee (Resources/Curriculum/Premises)

Dates for sub committee (termly before full governor meeting)

**What to look for on the school website:**

School Development Plan

OFSTED and SIAMS Reports

Staff structure

Policies

Terms of Reference for sub committees

Special Educational Needs (SEN) and Safeguarding information

Pupil Premium information

# Guidance for New Governors

