

LINK GOVERNOR ROLES AND RESPONSIBILITIES



Role	Description
Attendance	<ul style="list-style-type: none"> • Obtain and become familiar with the school's attendance policy • Monitor the attendance of different groups of pupils over time to provide evidence of how pupils are progressing • Understand relevant school attendance data and any correlation with safeguarding, pupil premium and SEND information • Understand how the school's attendance data compares with regional and national figures • Ensure regular monitoring reports are considered by the Board • Monitor the impact of strategies to improve attendance and be prepared to challenge if strategies do not show improvements or have unintended consequences • Meet occasionally with the Headteacher or designated attendance lead to discuss issues around attendance This may be a joint meeting with the safeguarding, pupil premium and SEND link governors. • Challenge the allocation of the pupil premium grant if there is no clear audit trail evidencing appropriate use of the resources • Take an active part in any governing body or committee discussions when the matter of attendance is discussed and decided • Report back to the governing body on the school's application of its attendance policy and any issues that may need to be brought to the attention of the governing body
Equality, Equity and Diversity	<ul style="list-style-type: none"> • Ensure school has designated teacher for equality, equity and diversity • Ensure designated teacher attends appropriate training • Liaise with designated teacher and keep governing body informed about issues affecting equality, equity and diversity • Attend specific training (including INSET by invitation) • Keep abreast of local and national issues affecting equality, equity and diversity

	<ul style="list-style-type: none"> • Ensure governing body is fully aware of the legal requirements placed on it in relation to equalities and community cohesion • Ensure priorities for equality, equity and diversity are considered when reviewing school policies • Ensure relevant policies are updated in line with legislative changes • Ensure governing body receives regular monitoring reports including achievements and complaints • Ensure good practice is celebrated • Report back to the governing body following focused visits to school using agreed protocol on visiting
Governor Training Co-ordinator	<ul style="list-style-type: none"> • Assist in planning of development activities for governors in accordance with the school development plan and priorities, as well as taking account of individual needs • Making use of school development plan, draw up prioritized list of skills and knowledge needed by governing body. Ensure school development plan has section on governor learning and development • Ensure new governors receive school based induction pack, governors handbook and are encouraged to attend Local Authority induction sessions • Ensure effective school based induction procedures for governors are in place • Ensure all governors receive yearly training programme and support booking process if required • Encourage governors to attend training and development opportunities and report back to governing body on value and content (preferably via a standing agenda item) • Ensure decisions are made with regard to training and development Service Level Agreement and ensure that sufficient money is allocated to support governor development • Promote skills/experience audits and training needs audit – especially when inducting new governors • Encourage governing body to undertake an annual self-review • Liaise with other schools to promote joint training sessions • Assist in maintenance of library of resources and information for governors
Health and Safety	<ul style="list-style-type: none"> • Work with schools health and safety representative to make regular termly health and safety inspections of premises • Attend appropriate training (and INSET days on invitation) • Keep governing body informed of health and safety issues • Keep up to date with current legislation relating to health and safety matters received in school or other publications • Assist in monitoring and review of health and safety policy and ensure this is completed annually • Ensure suitable risk assessments are carried out as set out in health and safety policy, that these are reviewed annually and suitable procedures put in place to manage risks

	<ul style="list-style-type: none"> • Ensure procedures such as fire drills are carried out • Ensure regular reports on health and safety matters are received by governing body such as accident statistics, results of health and safety checks • Ensure local authority annual health and safety audit is carried out • Be aware of health and safety implications of matters under consideration by governing body and ensure these are understood before a decision is taken • Report back to the governing body following focused visits to school using agreed protocol on visit
Safeguarding	<ul style="list-style-type: none"> • Liaise with designated teacher (often the Headteacher) on a regular basis and provide a link between staff and governing body • Oversee procedures relating to allegations made against Headteacher (this is not a direct role in undertaking enquiries, criminal or disciplinary investigations but one of liaison, ensuring good communication between all parties and providing information to assist enquiries if requested) • Ensure Local Authority, all staff and governors are aware of name of designated member of staff and nominated governor • Ensure all staff members (including designated teacher) and governors have received training at the appropriate level • Support the governing body to have a greater understanding of child protection/safeguarding procedures and liaise with training and development link governor to secure bespoke training if appropriate • Attend relevant training – including enhanced safeguarding • Ensure school has up to date and robust child protection policies and procedures consistent with Local Authority Safeguarding Board and that these are reviewed annually by governing body • Ensure parents are aware of procedures in place • Ensure governors, via an agenda item, receive regular reports on: <ul style="list-style-type: none"> • changes to policy/procedures • training undertaken within school, • incidents of bullying and racial incidents • number of looked after on roll • number of exclusions • number of children on child protection register • please note that all data provided above should not include any personal information • (many Headteachers will include much of the information above in their termly reports but it would be acceptable to receive the information annually) • Ensure section 175 audit is completed by school and governing body receives action plan • Ensure all staff are aware of relevant policies in place and are familiar with referral process • Ensure all staff receive induction training on child protection appropriate to their role and responsibilities

	<ul style="list-style-type: none"> • Ensure Headteacher and one other governor has undertaken safer recruitment training to strengthen safeguards against employing unsuitable people • Ensure appropriate reporting and recording procedures are in place and staff are familiar with these • Find out how school delivers the Every Child Matters agenda in particular stay safe, being happy and enjoying and achieving. • Ensure relevant school policies have an appropriate link to safeguarding such as: <ul style="list-style-type: none"> ○ Anti bullying ○ Behaviour management ○ Child Protection ○ Allegations against staff ○ Drugs guidance ○ Extended schools ○ Health and safety ○ First aid ○ Internet safety ○ PSHE ○ Physical handling and restraint ○ Racial equality ○ Recruitment and selection ○ Educational trips ○ Sex education ○ Use of photographs and video ○ Use of volunteers and helpers ○ Whistle blowing ○ Work experience • Meet occasionally with the special educational needs co-ordinator (SENCO) and/or other staff responsible for performance data to discuss issues around underperforming groups including those eligible for the pupil premium. This may be a joint meeting with the safeguarding, attendance and pupil premium link governors. • Report back to the governing body following focused visits to school using agreed protocol on visiting
Special Educational Needs	<ul style="list-style-type: none"> • Keep informed about relevant legislation and request to be kept informed about new materials published and distributed to schools • Liaise with SENCO, other governors and staff as necessary • Meet occasionally with the special educational needs co-ordinator (SENCO) and/or other staff responsible for performance data to discuss issues around underperforming groups including those eligible for the pupil premium. This may be a joint meeting with the safeguarding, attendance and pupil premium link governors. • Assist in monitoring/evaluating SEN policy and ensure its annual review

	<ul style="list-style-type: none"> • Ensure all parents are kept informed of schools policy and communication between parents of children with SEN and the school is 2 way • Consider whether governing body decisions will have implications on SEN • Attend relevant training (including INSET – by invitation) • Report back to the governing body following focused visits to school using agreed protocol on visiting
Pupil Premium	<ul style="list-style-type: none"> • Be familiar with the concept of the pupil premium; what it is, why it has been set in place, how it is allocated, how it is calculated, which groups of pupils attract the premium • Obtain and become familiar with the school's pupil premium policy • Know basic pupil premium facts for the school; how many pupils attract the premium, how this figure compares with other local and similar schools, how the money is spent • Understand relevant school pupil performance data that shows progress of different groups over time • Monitor spending of the pupil premium, ensuring the money is spent in identifiable ways to support target groups of pupils • Monitor the impact of pupil premium spending on target groups • Meet occasionally with the special educational needs co-ordinator (SENCO) and/or other staff responsible for performance data to discuss issues around underperforming groups including those eligible for the pupil premium. This may be a joint meeting with the safeguarding, attendance and SEND link governors. • Monitor the attainment of different groups of pupils over time to provide evidence of how pupil premium pupils are progressing compared with others • Challenge the allocation of the pupil premium grant if there is no clear audit trail evidencing appropriate use of the resources • Take an active part in any governing body or committee discussions when the allocation and monitoring of the pupil premium is discussed and decided • Report back to the governing body on the school's use of the pupil premium

Further information:

	NGA	GovernorHub
Attendance	Guide to improving attendance Questions to ask about attendance National Governance Association	How to evaluate your school's absence and attendance figures GovernorHub

Equality, Equity & Diversity	Equality and diversity: a guide for governing boards National Governance Association Equality, diversity and inclusion (EDI) e-learning programme National Governance Association	Diversity, equity and inclusion (DEI): role of the link governor GovernorHub
Health & Safety	Health and safety oversight National Governance Association Health and safety National Governance Association	Health and safety: role of the link governor GovernorHub
Pupil Premium	Questions to ask about pupil premium National Governance Association	Monitoring the pupil premium: role of the link governor GovernorHub
Safeguarding	Safeguarding link governor/trustee role description National Governance Association Essential safeguarding for governors and trustees National Governance Association	Safeguarding: role of the link governor GovernorHub
SEND	SEND link governor/trustee role description National Governance Association SEND governance monitoring tool National Governance Association	SEND: role of the link governor GovernorHub
Governor Training		Governor training and development: role of the link governor GovernorHub

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Related documentation:

- Governing body purpose and responsibilities
- Board of Governors Terms of Reference

- Governor role description