



Introduction

This document outlines key steps and content to support you in your new appointment to Governor of Tower Hill School – welcome!

Governor Role

Governors support the school in its aim of providing the best education for the children in its care (consistent with but not limited by national guidelines) through encouragement, provision of resources and appropriate challenge. Governors should be prepared to both support and challenge the school – the concept of a “critical friend”.

Chair & Buddy

The Chair of Governors will meet with you and explore the role of governor; ensuring that you are fully aware and comfortable with what is expected. You will be paired with an experienced governor who will be your primary contact during your induction, supporting you by sharing their experience and guiding you through your first FGB (Full Governing Board) & committee meetings.

Things to Set Up

Via Clerk	Provide to Office	Office to Initiate	Training to Book
<input checked="" type="checkbox"/> GovHub account <input checked="" type="checkbox"/> Governor Services account	<input checked="" type="checkbox"/> Headshot & Bio for wall & website	<input checked="" type="checkbox"/> DBS check <input checked="" type="checkbox"/> TH email account <input checked="" type="checkbox"/> School website Gov LogIn for historic records pre 2019/20 <input checked="" type="checkbox"/> Lanyard for visits	<input checked="" type="checkbox"/> Induction for Governors from Hants GovServices

Foundation Reading: About the School

Reach out to your buddy for latest versions where there is no link provided

- [School Website](#)
- [Latest Ofsted Report](#)
- Latest Headteacher’s Report
- Latest Self Evaluation (annual requirement to self evaluate against same criteria as Ofsted)
- Leadership & Learning Partner (LLP) Report (LLP review of self assessment)
- Current School Improvement & Development Plan (SIDP)

Foundation Reading: About Being a Governor

- Gov Induction Training ([eLearning module](#)); Types of Governor ([Parent](#); [Staff](#))
- Safeguarding & KCSIE – Keeping Children Safe in Education ([eLearning module](#))
- [Governor Handbook](#)
- Latest Governor Annual Report (school website/ governance)
- [Standing orders for the FGB](#) (sets out structure; roles & responsibilities of the FGB)
- Terms of Reference for each committee: [F&P](#) (Finance & Planning); [Premise](#); Pay Committee
- [Understanding Finance eLearning](#)



Gov Hub

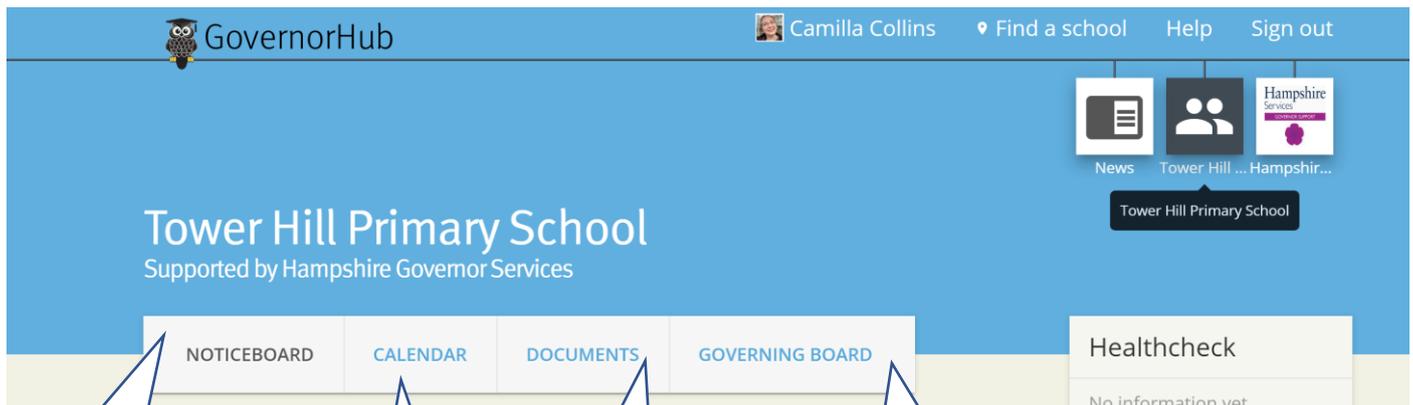
Governor Hub is a central portal for key governor related information. The major navigation icons are in the top right of the screen:



News: relevant governor educational info & news. Includes upcoming FGB & committee meeting dates

Hants: Gov Services updates; booking training; governor updates & Hampshire School Communications

The central icon is Tower Hill specific info and has 4 major parts highlighted in the grey bar:



Noticeboard: relevant meeting updates and notifications are posted here and will link to your TH email

Calendar : key meeting dates

Documents: key documents in relevant files by FGB; committee; policies etc

Governing Board: list of governors and their roles & committee memberships

Congratulations - You've covered the groundwork & are all set for your first FGB meeting.



Assessing & Developing Your Skills

- ☑ Complete the skill [framework](#) and share with the DTG (Development & Training Governor).
- ☑ Review [Competency Framework for Governance](#).
- ☑ Plan your development based on your skills assessment and the courses aligned below.
- ☑ Discuss your fit with the committees with your Buddy and inform the Chair of your preferences.

New to Governance: Essential courses for all governors					
Induction for Governors 1 2 3 4 5 6	Holding Leaders to Account 1 2 4	Understanding Data in Primary Schools 2	Data Masterclass for Secondary Governors 2	Ofsted 5	Understanding the Primary Curriculum 2
Understanding the Special School Governors' Role in Monitoring and Evaluating SEND N 5	Protecting Children 2 5	Understanding Finance in Schools 2	Introduction to Academy Finance 2	Understanding Personnel Matters 2	Understanding the Governors' Role in Monitoring and Evaluating SEND N 5
Leadership Roles: Key courses for those with a designated leadership role					
Development for Chairs 3 4 6	Chairing Matters 1 – Chairs and Headteachers 2 3 4 6	Leading Governance Programme		DTG Meetings 3 6	Clerks' Support Meetings
Chairing Matters 2 – Improving the School 1 2 3 6	Chairing Matters 3 – Leading the Business for Effective Governance 3 4 5 6			Development for DTGs 3 4 6	Development for Clerks
Chairs			DTGs		Clerks
Continued Training & Development: Courses relevant to committee roles or designated governor responsibilities					
Curriculum and pupils					
Effective Use of Pupil Premium N 2 5	Behaviour Management – The Governors' Role 2 5	Relationships, Sex and Health Education in the Primary Curriculum N 5	Early Years Foundation Stage 2 5	Monitoring and Evaluating Safeguarding Culture N 2	
Tackling Bullying in Schools – The Governors' Role 2	Pupil Voice Primary N 2 5	Pupil Voice Secondary N 2 5			
Continued training and development					
Policies – Evaluating their Impact 1 6	Handling and Resolving Complaints 5	Exclusions Practice and Procedure 5			
Finance		Buildings and sites			
Strategic Finance in Schools 2	Academy Finance Workshop 2	School Buildings 5	Understanding Health & Safety in Schools 5		
Personnel					
Performance Management Training 2 3	Safer Recruitment Workshop 2	The Governors' Role in Employment Matters 2	Personnel in Academies: Exercising the Freedoms N 2		

Training & Development Programme Overview
A quick guide to the training and development programme, all courses are linked to the 6 features of effective governance outlined in the [Competency Framework for Governance](#) enabling governing bodies to plan their training, and develop the knowledge, skills and behaviours of their board. Please click on any box to find out more detail about the course and book a place.

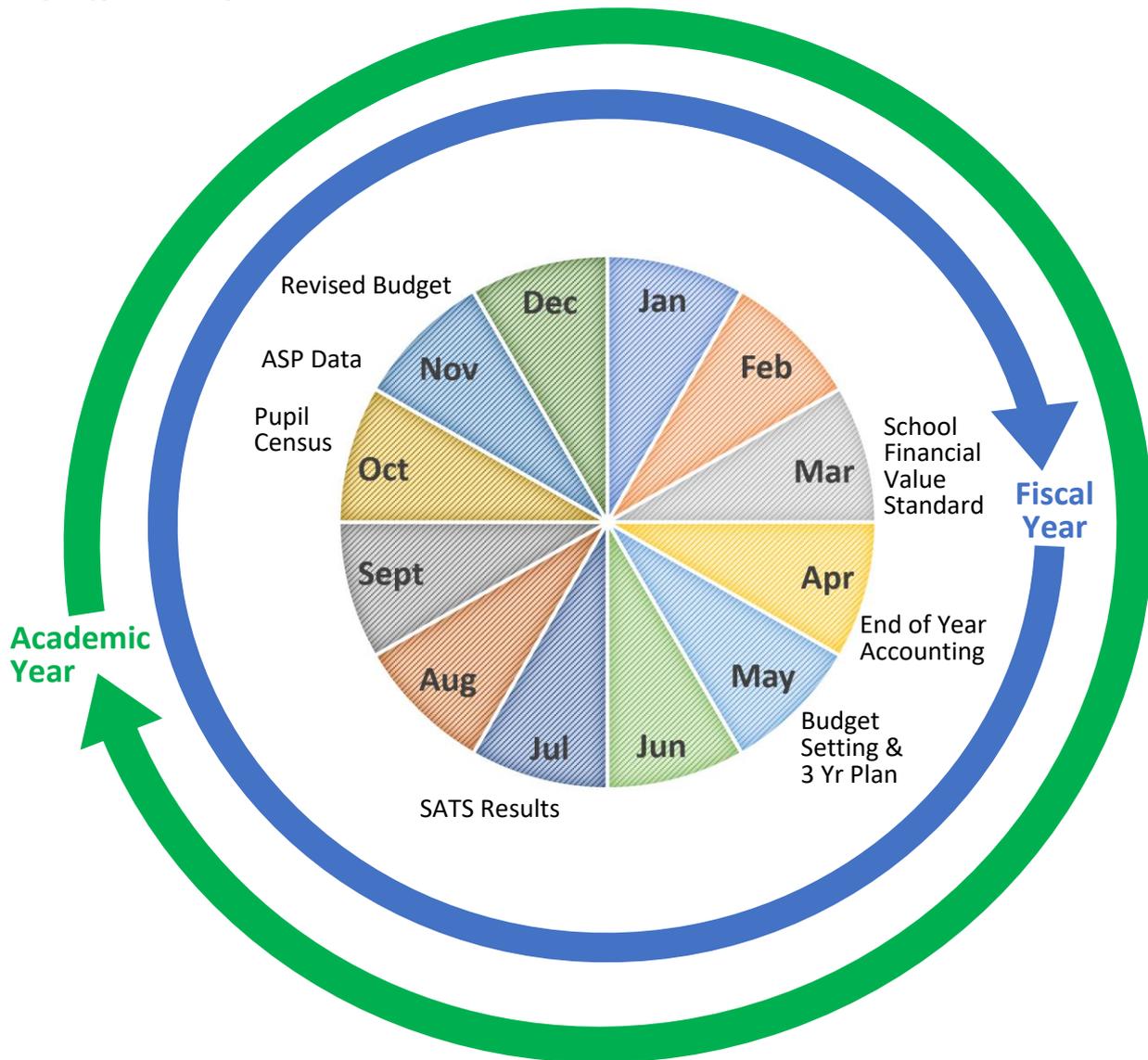
Key: 1 Strategic leadership
2 Accountability
3 People
4 Structures
5 Compliance
6 Evaluation
N New

Preparing for School Visits

- ☑ Ensure that you understand Tower Hill's [Child Protection](#) & [Safeguarding policies](#)
- ☑ Review the [Governor Visits Policy](#)
- ☑ Review [Elearning module](#)
- ☑ Review [Governor Visit Plan](#)
- ☑ Review [Visit Report Template](#)
- ☑ Discuss your SIDP KAD preferences with your Buddy and Chair of Govs.



Key Points in Time



Further Reading

- ☑ [School Prospectus](#)
- ☑ [Governor Allowance Policy](#)
- ☑ [Equalities Policy](#)
- ☑ [Behaviour & Anti-Bullying Policy](#)
- ☑ [e-safety Policy](#)
- ☑ [Whistleblowing Policy](#)
- ☑ [Complaints Policy](#)
- ☑ [SEND Policy](#)



Jargon Buster

Acronym	Definition
AfL	Assessment for learning
AH	Attaining Highly
AHL	Attaining Highly Leader
AHT	Assistant Head Teacher
ARE	Age Related Expectation (National)
AssM	Assessment Manager
CLP	Communication & Language Practitioner
(Core) SM	(Core) Subject Manager (English, Maths, Science,IT)
CPD	Continuing Professional Development
CT	Class Teacher
DHT	Deputy Head Teacher
EM	English Manager
EY	Early Years
Ever 6	Pupil who has been on FSM provision within previous 6 yrs
FSLW	Family Support Link Worker
FGB	Full Governing Body
FSM	Free School Meals
HAM	Hampshire Assessment Model
HIAS	Hampshire Inspection & Advisory Service
HT	Head Teacher
INSET	In Service Training
IPP	Individual Performance Planning
ICT M	I.T. Manager
IRIS	Filming capability for view-back/ in -ear developing teaching practice
KAD	Key Area for Development
KSI	Key Stage I (Yrs 1 & 2)
KSII	Key Stage II (Yrs 3-6)
LCDL	Language & Communication Development Leader
LLP (R)	Leadership & Learning Partner (Report)
LSA	Learning Support Assistant
MM	Maths Manager
NQT	Newly qualified Teacher
PEM	P.E. Manager
PM	Performance Management (Teachers)

Acronym	Definition
PPA	Planning, Preparation & Assessment time (CTs)
PSE	Personal, Social & Emotional (EYFS)
QoT	Quality of Teaching
QT	Qualified Teacher
RWI	Read Write Inc Programme
RING (philosophy)	Relevant, Interesting, Naughty, a bit of a Giggle
SEND	Special Educational Needs and Disabilities
SENDCo	Special Educational Needs and Disabilities Co-ordinator
SIDP	School Improvement and Development Plan
SLT	Senior Leadership Team
SM	Subject Manager
St Mtng	Staff Meeting
T&L	Teaching & Learning
TGL	Talk Group Leader
V-A-K	Visual – Auditory - Kinetic