

Being a Governor at E P Collier Primary School

Steps to becoming a governor and
how to become an effective governor

Summary of the Steps

Step 1

Respond to the advert for the governor vacancy

Step 2

Read the application guidance and complete the application process

Step 3

Your application will be reviewed and you will be contacted

Step 4

Chair of Governors will speak to you about the role and answer any questions

Step 7

Your progress will be monitored

Step 6

If successful, you will begin the formal induction process

Step 8

You will increase your experience as a governor and finalise your induction

Step 5

You will be advised of the outcome of your application and advised about your appointment

Step 1: Respond to Advertisement

- When there is a governor vacancy this will be advertised.
- The school will make use of various advertising channels and vacancies will be advertised on the school website (except staff governor vacancies).
- The advertisement will make it clear what category of governor is required.

Step 2: Make Your Application

- If you are interested in becoming a governor you must first complete an application process (or nomination process for staff or parent governors):
 - Complete an application form
 - Complete a skills audit form
- The Governing Body asks that you read carefully the Guidance Notes, before completing and submitting your application.

Step 3: Review of Application

- Your application will initially be reviewed by the Chair and/or Vice Chair of Governors.
- If the vacancy is for Staff or Parent Governor a specific nomination and election process will follow (you will be advised of the process).
- For LA governor vacancies the LA will advise you of the nomination process.
- For all other vacancies you will be contacted by the Chair or Vice Chair of Governors.

Step 4/5: Appointment as Governor

- If it is agreed that you are to be appointed as a governor you will receive the following:
 - Formal confirmation that you have been appointed
 - The date your appointment takes effect and the period for which you will be a governor
 - The induction process will then begin (this is a 6-month process; it's not an admin event)
- If you are unsuccessful you will be advised of the reasons why by the Chair or Vice Chair of Governors

Step 6a: Formal Induction - Intro

- Becoming a truly effective governor can take time. You will need to get to know the school. A newly qualified governor (NQG) can take up to two years to fully understand the full working of a Governing Body.
- You will go through various stages of learning and you will need to remain fully committed.
- The Chair of Governors and the Clerk to Governors will lead the process of induction with you, however induction is two-way; you are expected to be pro-active and engaged.

Step 6b: Formal Induction - Contents

- The Clerk to Governors will make contact with you to commence the various induction activities; a checklist will be followed with you. Other activities will be added.
- Within induction you will also be:
 - Informed about upcoming meeting dates and briefed about current governor business and school priorities
 - Given access to:
 - The governor secure area of the website
 - Modern Governor, an online training resource
 - The National Governors' Association website and other resources
 - Information about local governor training and networking events

Step 7: Monitoring Your Progress

- The Chair or Vice Chair of Governors will speak with you during induction to assess how well you are progressing and this will include:
 - Checking that specific induction activities and training have taken place
 - Evaluating training you have undertaken
 - Answering your questions and helping you find further information
 - Checking that you are acquiring the knowledge you need
 - Checking whether your expectations of the governor role are being met

Step 8: Increasing your Experience

- Over time you will start to feel more effective in your role in that you will:
 - Understand fully what it means to be a governor and you will feel like you are actively contributing
 - Be familiar with the school and will be asking the right questions in meetings, as well as making the right challenges
 - Begin to feel able to take on a role or roles within the Governing Body and make a fuller contribution
- **REMEMBER** it takes time to learn and your governor colleagues appreciate this; we want you to invest the time to be a fully effective governor