

Terms of Reference for the Lead Governor for Parent & Christian Community Links at St. Martin's CE Primary & Nursery School

Agreed at the meeting of the Full Governing Board on: 18th September 2023

Next review date: September 2024

Name of the Community, Staff and Parental Links Governor: Phil Wales

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

Policies and Documents delegated to this governor

- Complaints Procedure (Statutory) – to include Complaints Against Governors policy

Duties which are delegated to this governor *(Governance Handbook)*

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

D Delegated to Lead Governor/Trustee(s) **R** Make Recommendations to Full Governing Board

The Lead Governor for Parent & Christian Community Links will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	D
To assist the headteacher and Senior Leadership Team (SLT) in promoting good relationships and communication with parents and the wider community, including the Church community.	D
Ensure that the needs of stakeholders are monitored and there is an opportunity for individuals and groups to communicate their opinions and concerns. Ensure that the school (and the board where applicable) regularly consults with staff, parents and pupils, giving them an opportunity to contribute in the development of policies and procedures which will impact on them. Support the board in using parental views to inform the school's self-evaluation and strategic planning to improve the education of pupils. Ensure that parents, pupils and staff have a role in contributing to the board's vision for the school.	R
To monitor the quality and effectiveness of information for stakeholders on the school website, including ensuring statutory policies and governance information appears on the website in a timely manner.	D
Report back to parents, pupils and staff the results and the changes governors and trustees make as a result of listening to their views, e.g., within the school newsletter	R
To ensure a Complaints Procedure is in place, is appropriately reviewed and is monitored to ensure that it is followed consistently. Review any complaints once they have been dealt with (both formal and informal) to identify any common themes. Investigate any changes in practice required and recommend to the full governing board.	R
Act as a champion for well-being and mental health for both pupils and the school community.	D
To keep the board up to date with work undertaken by the Lead Governor for Parent and Christian Community Links through termly written reports supplied to the FGB.	D
Ensure that members of the board and staff are aware of the code of conduct when using social media.	D

To encourage wider networking with other schools in the locality, nationally and internationally to inform and enhance opportunities for children and young people, facilitate staff development and sharing of good practice, moderation of pupils' work, transition processes and benchmarking. To include the Teaching School Alliance, Consortium and East Devon Church Schools Partnership.	R
To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled.	D
To support all governors in reviewing, promoting, and monitoring the Christian Distinctiveness: character, ethos and values of the school.	D
To review processes to promote community involvement and British Values	D
To monitor progress of the SIAMS action plan.	D
To review School website, including statutory information on sports funding, pupil premium and SEND	

Note from The Governance Consultancy Team: The level of delegated decision making given to an individual needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the lead governor/ trustee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the lead governor / trustee and committees or the full governing board. All delegated decisions must be reported to the full governing board.