

# Terms of Reference for the Community, Staff and Parental Links Lead Governor at West Hill Primary School

Agreed at the meeting of the full governing board on: 4<sup>th</sup> November 2020

Review date: Autumn 2021

Name of the Community, Staff and Parental Links Governor/Trustee: Lee Jordan

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)
- Data Protection Policy (Statutory)
- Freedom of Information Publication Scheme (Statutory)
- Statement of the school's Ethos and Values published on school website (Statutory)
- Home School Agreement

## 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    **R** Make Recommendations to Full Governing Board

The community, staff and parental links lead governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	<b>D</b>
To assist the headteacher and Senior Leadership Team (SLT) in promoting good relationships and communication with parents and the wider community.	<b>D</b>
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.	<b>R</b>
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.	<b>D</b>
Report back to parents, pupils and staff the results and the changes governors and trustees make as a result of listening to their views	<b>R</b>
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.	<b>R</b>
If the school has a home-school agreement in place review the agreement and seek input from stakeholders (pupils, parents and carers, staff) to inform changes in the document.	<b>D</b>

Act as a champion for well-being and mental health for both staff and pupils. Analyse responses to the staff wellbeing survey to help understand the key issues in the school, and use information from the survey to assess the impact of any measures being taken to support staff wellbeing.	<b>D</b>
Monitor key aspects of mental health and emotional wellbeing and be aware of what is being done to promote a positive environment for children and young people. Identify how the school ensures timely identification, support and mentoring of vulnerable children and young people who may benefit from targeted support.	<b>D</b>
To keep the board up to date with work undertaken by the Community, Staff and Parental Links Governor through regular (at least termly) written reports supplied to the FGB.	<b>D</b>
Contribute to the development of the annual surveys for parents, staff and/or pupils (as applicable). Analyse the responses from the survey(s) and report to the board.	<b>R</b>
Ensure that members of the board and staff are aware of the code of conduct when using social media.	<b>D</b>
Monitor and evaluate work life balance issues for staff, the SLT and members of the board. Review the school's use of job share arrangements, part-time working, flexible working, and staff workload to see if strategies are effective.	<b>D</b>
Monitor levels of staff absence and the reasons for absence to identify any potential areas of concern.	<b>D</b>
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.	<b>R</b>
To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled. Including reviewing and updating the Data Protection Policy and the Freedom of Information Publication Scheme, in consultation with the DPO. Monitor that the DPO has provided appropriate training for staff, governors and the school can demonstrate compliance with Data Protection Law.	<b>D</b>
Seek confirmation from the DPO that the school (or MAT) is registered with the Information Commissioners Office (ICO) as a Data Controller.	<b>D</b>
Working with the DPO, ensure that governors/trustees are aware that responsibility for compliance with data protection legislation lies with them and that they are kept informed about all key issues arising for the schools from the legislative changes and understand how to effectively monitor and review compliance.	<b>D</b>
Liaise with the Data Protection Officer (DPO) to monitor and evaluate any data breaches and near misses to identify any changes in practice required. Ensure that any notifiable breaches are reported to the board.	<b>R</b>