

Link Governor Job Description

The roles of Link Governors in different schools are as different as governing bodies. However, there is some overlap in the tasks carried out by governors who fulfil this role. Below are a number of activities which some Link Governors carry out in the course of their duties. These include:

Training

- Encouraging and developing a culture for continuous training on the governing body;
- Liaising with the LEA who offer an extensive programme of Training and Support;
- Recording governors commitment to training and ensuring feedback to other governors;
- Targeting training to the responsibilities which governors have on the governing body;
- Taking the lead in encouraging ALL governors to attend training;
- Arranging training opportunities by networking with other schools in the pyramid – of the same tier or across the whole age-range.

Induction

- After appointment to make early contact with new governors;
- To ensure that the new governors have an early opportunity to visit the school – before the first formal meeting;
- To ensure that they receive a pack of induction material from the school – to complement the pack received from the LEA;
- To act as a mentor at early meetings or ensure that another governor does this job;
- To ensure that they book in for ‘How Do I Start?’
- To encourage a governor to accompany them to the first training sessions;
- At the first formal meeting, to create informal time for existing governors to meet new governors (e.g. coffee before the formal meeting), provide names on the tables to help new governors to learn the names of their colleagues)

Development

- To ensure that governor development is included in the School Improvement Plan;
- To ensure that the governors take advantage of their Whole Governing Body Training opportunity which was purchased through the Suffolk Package;
- Speaking to Training and Development issues when this item is reached at the full governing Body meetings.

Keeping up-to-date

- Attending Link Governors training sessions (termly);
- Sharing new information as it becomes available (if not included in the Agenda papers);
- Keeping up-to-date with new publications as they are published;
- Acting as a link to the Suffolk Governors’ Forum
- Producing or updating a Governors’ Handbook which explains how the Governing Body organises its work.