



The Winchcombe School

Governor Review Policy for All School Governors

September 2016

Introduction

The governing body recognises the importance of governors demonstrating their knowledge, skills and required competencies (especially in light of Ofsted's focus on governance and its contribution to school leadership). Performance evaluations also bolster accountability for volunteers and serve as an opportunity to provide effective and more precise feedback than Governors might otherwise receive on an ad-hoc basis.

The intent of Governor review is to be wholly supportive of each individual governor's needs and to assist them in their role.

Frequency of review

- Best practice suggests that governing bodies establish a formal schedule for governor review.
- In light of the voluntary nature of their role, individual governors will be appraised once every two years (and so perhaps only once during a standard two-year term).
- The chair of governors will conduct governor reviews and will in turn be appraised by the vice-chair of governors.

The chair of governors will monitor the performance of governors between reviews and will have informal discussions with each governor every six months or so to find out how they are getting on.

- A whole governing body review will be completed in the year when individual governors are not being appraised. This review will be completed by external assessment (usually through West Berkshire School Governance Improvement).

The review process

- Review is based on a 'picture' of each governor which will include records of attendance at full governing body and sub-committee meetings and training courses attended.
- In addition, review includes a review of contribution to the work of governors (at meetings and elsewhere) and any other contribution the governor has made.
- A [360° feedback template](#) from The Key will be used to complete individual reviews. The Chair of Governors will hold an individual meeting with each governor to conduct and finalise the review. Feedback will be positive and action oriented.
- Supplementary information may also be helpful from a chair of a committee the governor sits on (or a member of it, if the governor is the chair), another governor who does not sit on the same committee, the Headteacher etc.



- As part of the review meeting, governors will be asked the following evidence based questions:
 - How can you demonstrate how well you know the school?
 - How familiar are you with the school's data on progress and attainment?
 - How confident are you in your role as a governor?
 - How confident are you in your knowledge of your link area? (for link governors)
 - In your role as a governor, how confident are you in your knowledge of school strategy and how have you contributed to its development?
 - In what area do you think you need extra training?
 - How do you think we can improve the support we provide to the school?

Personal information and privacy

- The review process focuses on an individual and the outputs from any review are only for the individual governor and not the wider governing body (or anyone else).
- The review process is confidential and feedback on individuals from colleagues, review findings and actions are provided and kept in confidence and stored securely by the Clerk to Governors.