

**Summary of Current Management , Duties and Responsibilities:**

Governor Services is managed through the School Improvement Service (SIS). The SIS manager's role and responsibilities include:

- Co-ordination of professional input into the service
- Establishment of governor training programmes
- Maintaining professional knowledge and expertise
- Ensuring national guidance and legislation is adhered to
- Attending governing body meetings
- Development of professional support
- School Contact Inspectors also offer guidance and support to their schools' governing bodies.

There is one full-time post within the current service. As service administrator the role and responsibilities include:

- To provide administrative support to Governing Services in relation to appointments and general advice to 1500 Governors in Herefordshire schools.
- To provide administrative and procedural advice to Clerks and Chairs of 104 Governing Bodies, especially helping struggling or new clerks with practical advice to enable them to achieve their responsibilities.
- To regularly check websites for legislative updates and determine what is appropriate for distribution to appropriate officer(s).
- To collate and distribute the Governor Training Programme on a termly basis.
- To clerk various committees set up by the Directorate and to advise on procedural issues and keep the terms of reference under review.
- To clerk special meetings of governors where serious complaints have been made and difficult issues have arisen.
- To produce and maintain a list of schools and distribute termly.
- Planning of school terms and holidays in consultation with schools and other L.A's and produce a report for consideration by Scrutiny Committee. Attend meetings of West Midlands authorities.
- To represent the authority on West Midlands COGS and attend regular meetings of West Midlands authorities and report back to officers.
- To update Governing Body guidance notes in accordance with national guidance, statutory requirements or local developments.
- To administer the procedure for the appointment of LA governors following liaison with councillors regarding their nominations.
- To respond to telephone enquiries from Headteachers, Governors, Clerks to the Governors, Chairs of Governors, LA Officers, Elected Members and members of the public providing advice and guidance on procedural and other matters.
- Prepare the termly governor training programme in liaison with the relevant officers and arrange for printing and distribution to all Governors.
- To develop the governors section of the Children's Services website to disseminate

and discuss documentation, data, current issues and events.

- To oversee and administer the mentor programme for new Chairs of Governors and Clerks to Governing Bodies.
- To organise training and briefings, where relevant, for the Improvement and Inclusion Service and Children's Services staff.