



## GOVERNOR LINK ROLE PROFILE

RISK & COMPLIANCE

AGB



# THE ROLE OF AN AGB LINK GOVERNOR

A key role of the AGB is providing support and challenge to hold senior leaders to account for the performance of the school. This cannot be achieved by any one governor alone. It needs each governor on the board to have a specialist area, where they build their knowledge & understanding, and can more closely offer this support and challenge. With each governor on the board working on their specific areas we ensure each key area does have scrutiny by the Board.

## **As a link governor you will be required to:**

- Act as the lead governor for the AGB in this area
- Monitor the performance of the subject/provision through scrutiny of board papers but also importantly through meetings with the link staff member for your area. It is recommended that you meet with them 2 or 3 times a year, face to face or via video call. Visits should have a clear focus around the improvement plan for the area. Guidance for how to arrange, complete and completing a visit form is available [here](#).
- Monitor the implementation of the school's performance and improvement strategy in your link area using information such as school data, outcomes, questioning staff and pupils etc.
- Make sure the school has suitable and relevant policies in place for your link area
- When reading papers, pay particular attention to the data relevant to your area and ask questions accordingly
- Support and challenge the member of staff who is responsible for your link area(s). To prepare for this, refer to governor questions resource and resources such as 'Governor Hub'.
- Keep the governing board informed about your link area(s), and act as a link between governors and staff
- Develop knowledge in their specialist area and take part in relevant training

## **Be the link to the Governing board**

Your job is to act as the link between governors and staff, and to report to the board on things like:

- Subject/provision delivery
- How the subject/provision links to the school improvement plan (SIP) and contributes to pupils' learning
- Progress and challenges facing the subject/provision
- The impact of the subject/provision on pupils
- Upcoming relevant information such as activities, focus days, important deadlines, workshops etc.

## **What you should focus on**

- Understanding the Schools current performance in your link area
- Understand the statutory requirements or Ofsted framework requirements for your area and challenge if they are sufficiently in place
- Understand and challenge any decisions made around these areas; i.e why does the school insist on language GCSE for all pupils, or why does school spend Pupil Premium money in that way
- Know the plans to improve the area/provision in the school
- Ensure your knowledge of the quality of delivery and impact for pupils in your link area

## **Ways to monitor**

- Regular meetings with the relevant staff member(s) (this can be via teams or in person)
- Visits to the school to see subject/provision in action and culture within the school
- Review performance data from school through AGB reports, as well as reviewing information from external and internal reporting such as QA reports and Ofsted reports
- Attend meetings which give you first hand observations of the application of policies, procedures and culture within the school such as GDCs, staffing disciplinarys and complaint hearings.
- If relevant seek feedback through talking to pupils or looking at parent and staff surveys

# ROLE PROFILE

## RISK & COMPLIANCE LINK ROLE

### DUTIES & RESPONSIBILITIES

Compliance and risk management are key to ensuring the success in your school. Risk management should be an essential part of governance and leadership and an integral part of business planning and decision-making processes. Compliance with statutory obligations and Health & Safety ensure schools are safe for our pupils, staff and the wider community.

As the Risk & Compliance link Governor you will:

- Ensure that the school has an appropriate risk register in place which is monitored and regularly updated, with agreed actions being taken.
- Be the voice at AGB meetings who ensures relevant risks are identified and understood, and that appropriate mitigations are planned and monitored
- Ensure the school is identifying and mitigating against any future potential risks i.e., school workforce planning
- Review the schools internal and external audit reports and ensure the school are addressing non-compliance. Current reports include termly Safer recruitment audit, annual compliance audit, bi annual safeguarding report (to be reviewed with the safeguarding in governor)
- Ensure the school website is compliant (Through compliance report provided to AGBs)
- Ensure that the school has an appropriate statutory policies in place and policies are regularly reviewed (Through compliance report provided to AGBs)
- Ensure the school is compliant with its statutory staff training including; Health and Safety, Data Protection, Cyber security and Safeguarding (Through reporting provided to AGBs)
- A significant area of risk & issue for schools is Finance. Although this responsibility, scrutiny of school budgets and challenge on strategies to address this sits with the Board of Directors Finance Committee, there is a need for the AGB and you as link governor, to have a high-level awareness of the school Finances and the impact of this on the Academy.
- Be the voice at AGB meetings who considers financial implications, risk and compliance in initiatives, changes and news
- Ensure all governors (including new starters) have completed their statutory safeguarding, cyber security and data protection training

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## RISK & COMPLIANCE LINK ROLE

### MEETING SUPPORT

#### **AGB Workbook/Policies:**

At each AGB meeting, the Headteacher will prepare and present a workbook which covers every aspect of the school. The areas are broken down into different tabs on the excel workbook.

When reading this document, your focus should be on the areas which relate to your link Governor Role and you should come prepared with questions to ask about the information on the relevant tabs.

- **Risk & Compliance relevant tabs:** Compliance tab, Schools Risk Register

#### **Academy Policies**

It is important that each policy the AGB sign off is reviewed fully by Governors to ensure that the policy is in line with the strategy and vision for the school. Each policy should be assigned to a particular link governor so that more detailed review can be complete by that governor. Your Link governor role is specifically linked to;

- **Policies:** First Aid Statement

#### **Good Questions to ask in Governor Meetings & through Governor visits:**

1. Who has fed into the risk register to ensure it covers all angles? How do leaders identify future potential risks? How often is the risk register reviewed and updated?
2. What risks identified on the risk register are causing you most concern and what mitigation is in place?
3. How do leaders monitor compliance to ensure a safe environment for the school community?
4. What barriers or challenges does the school face with compliance? How are you planning to overcome these?
5. How do the school ensure that all staff complete statutory training, especially those harder to reach Part time staff and mid-day meal supervisors and new starters?
6. When planning your budget, how do you ensure money is well spent, and that expenditure is linked to the school improvement plan? Do you foresee any challenges in remaining within your budget this academic year? How do you ensure you get the best value for money so there is as much funds available to support pupils?

# RESOURCES

## TRAINING RESOURCES

[Video: Financial Performance – Lee Miller](#)

Overseeing the financial performance of the schools, making sure Trust money is well spent.

## USEFUL RESOURCES

[Governance handbook](#)

*Page 32 - 35 accountability for financial performance and sources of financial tools and data.*

*Page 101 – 107 financial accountabilities for academies and overview of school funding.*

[A Competency Framework for Governance](#)

*Page 16 – 18 financial frameworks and accountability and financial management and monitoring.*

[Website publishing requirements and your role | The Key Governance \(thekeysupport.com\)](#)

[Statutory and mandatory risk assessments | The Key Governance \(thekeysupport.com\)](#)

[Health and safety: role of the link governor | The Key Governance \(thekeysupport.com\)](#)

[UK GDPR: What Governors need to do to be compliant](#)

[How to review your first aid policy | The Key Governance \(thekeysupport.com\)](#)