

DIY Guide for Governors

Knowing Your School

Why do you need to know your school?

How can you promote your school, make informed decisions, contribute to meetings, etc. unless you have information about the school?

As a governor you should:

- Look at the priorities identified in the School Improvement Plan (SIP).
- Visit the school.
- Have access to relevant information on performance.
- Be aware of how the school serves pupils with Special Educational Needs (SEN), and pupils who have English as an additional language (EAL).
- Be aware of events happening in the school. Make sure you have a calendar of events.
- Read and understand the school policies. Review policies regularly.
- Know the documentation you currently produce, eg minutes of meetings, committee terms of reference, etc.
- Be able to compare your school with other schools.
- Be aware of the community that the school serves, and consider how the school contributes to community cohesion.
- Take account of parents' views.....how is this done in your school?
- Be familiar with the content of publications, eg:-
 - School Prospectus (statutory)
 - Plans and policies
 - School newsletter (how widely/wisely is this circulated?)
 - Governors' newsletter (do you have one?)
 - Website (do you have one?)