DIY Guide

**Guidance for School Governors**

**ROLE OF THE DEVELOPMENT GOVERNOR**

All governing bodies are encouraged to have a Training & Development Governor.

The function of the role is to develop skills and build capacity within the Governing Body.

To be aware of the training and development needs of the governing body and ensure that:

* Skills analysis is carried out and gaps identified to influence recruitment and training (example on NGA website);
* Advantage is taken of training and other development opportunities, targeting training at governors relevant to their roles;
* Training records are maintained, and governors share next steps from the training with the board to ensure impact and share learning;
* Capacity within the governing body is such that it is never reliant on one or two people for particular skills or knowledge, e.g. performance management or finance;

To attend Development Governors’ Forums

* To feedback on your governing body’s views about their training needs;
* To learn from the experience of other Development Governors:
* To report back to governing body on forthcoming development opportunities.

Every development governor and governing body will have different ideas about how this role can be developed. The following are only suggestions – it is up to you to select the ones that are most appropriate to your governing body.

**Particular tasks that you may like to undertake could be:**

* Ensure induction process for new governors is in place including offering support to new governors as appropriate e.g. through ‘mentor system’;
* Ensuring that governing body development has a regular slot on the agenda at meetings (example template report);
* Discussing with the governing body the impact that training is having on their effectiveness;
* Keeping a record of the training that has been undertaken (provided by Governor Services);
* Working with the Chair to ensure that the School Development Plan includes a strand on governor development;
* Putting together a handbook for your governing body;
* Identifying and coordinating bespoke governing body onsite training session if required.