



Governor Visits: Re-establishing Governor Links

Head Teacher: Mr M Brown
Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
Policy Date	November 2021		
Review Date	May 2022		
Review Period	6 months		
Lead Person	Head Teacher	Matthew Brown	
Prepared by	Head Teacher		
Verified by	Vice Chair of Governors	Matthew Brown Janet Phelps	
Approved by	Chair of Governors	Stuart Fitz-Gerald	

The Governing Body of Blackfen School for Girls adopted this Policy in December 2021. It is a temporary replacement for the Governor Visits Policy which has been suspended due to COVID constraints. Both policies will be reviewed in May 2022.

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Blackfen School for Girls, Governing Body: Re-establishing Governor Links: Policy and Procedures

1. The Governor Visits Policy is due for review in November 2021. During the pandemic it was not possible or appropriate to follow the usual schedule of face to face termly meetings between governors and their link partners in the School. In order to reflect the change in circumstances and the School's policy and procedures at the time the Governing Body introduced the document 'Maintaining Links during the Pandemic' as an interim measure.

2. Although the major disruption caused by the pandemic is hopefully over, the existing Governor Visits Policy still does not reflect current reality, so this new document – Re-establishing Governor Links - has been agreed as a statement of policy and practice pending a return to 'normality'. The document will be reviewed on a regular basis and adapted to reflect current working practice and the Governor Visits Policy will be suspended until at least May 2022.

3. The Head Teacher has now advised that it would be acceptable for all link governors to begin to re-establish their links by contacting their link partners. A list of links is attached. Governors should make contact with their link partner(s) in order to obtain an update on the responsibilities and priorities of the staff concerned. It is suggested that:

- **Governors should make contact with their link partners by phone or email to try to arrange a short (30 minutes' maximum) virtual meeting (via Teams) or a telephone call. Ideally this should be done before the February half term (week beginning 14 February 2022), even if the actual meeting takes place after half term.**
- Governors should explain to their link partner(s) that the purpose of the proposed conversation/virtual meeting is for governors to be updated, and to show support for staff.
- Governors should emphasise that, aside from the meeting/conversation arranged, they do not wish their link partner(s) to do any extra work in preparation.
- Each governor should give their link partner, in advance, a short note of the key areas that they would like to have feedback on during the meeting – keeping to essentials.
- The aim of these meetings is to give the governor concerned an up to date overview of their link partner's current role and responsibilities, and to gain an idea of what are the priorities for that member of staff and their faculty or special interest area.
- Governors might also wish to mention to their link partner the ways in which the Governing Body, albeit through remote means, has kept itself abreast of developments and activities in the School and during lockdown. Particular attention has been paid to safeguarding/child protection, SEND, Pupil Premium, careers education and mental health and wellbeing.
- Finally, it would also be useful for governors to ask their link partner(s) about the extent to which the latter's role might have changed as a consequence of the pandemic, and the impact on them personally of having to work under very testing and difficult circumstances for such an extended period of time.

If any governor preparing to resume their link(s) feels in need of support, information or guidance, please **contact Janet Phelps, Vice-Chair or Stuart Fitz-Gerald, Chair of Governors and they will be happy to assist.** janetp@blackfen.bexley.sch.uk and stuartf@blackfen.bexley.sch.uk

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Reporting

4. One of the most useful ways in which the Governing Body obtains information about what is going on across the School is for governors to report on their discussions with their link partners. Whether those discussions involve newer or more experienced governors, they are of equal value. It is really important therefore that, following conversations with their link partners, governors should **write some brief notes for Matthew Brown and Stuart Fitz-Gerald** and send them via Nicole Rogers so they and the Governing Body can keep abreast of governor link meetings. Please use the format attached.

Return to face to face meetings

5. Governors will be advised as soon as face to face meetings with link partners can be resumed.

Contact

6. Governors who do not have the email address for their link partner should contact the Head Teacher's PA, Nicola Rogers on: nro@blackfen.bexley.sch.uk

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Report on Governor Link Meeting

This form should be completed when governors have meetings/conversations with their link partners and sent to Matthew Brown and Stuart Fitz-Gerald.

Date and time of meeting (virtual or by phone?):

Name of Governor:

Staff member concerned:

Main areas covered during the conversation/meeting

Governor's observations:

Follow up action points:
(including date of the next meeting)

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Faculty and Leadership Links

FACULTY LINKS		
FACULTY	LINK GOVERNOR	HEAD OF FACULTY
English	Ms J Phelps	Miss E McCarthy
Maths	Mr S Fitz-Gerald	Mrs J McMahon
Science	VACANT	Ms M Gough
Vocational	Ms D Moore	Mrs I Terry
Humanities	Mrs C Townsend	Mrs N Doyle
Expressive Arts	Mrs J Andrews	Mrs H Magrowski
Learning Communities	Mrs J Andrews	Ms S Cascarino
Social Sciences	Mrs L Twiner	Mrs G Laryea-Daniels (temporary)
Sixth Form	Ms D Moore	Miss K Brewer

LEADERSHIP LINKS	LINK GOVERNOR
Miss L Hand	Mr S Fitz-Gerald
Miss F Minnis	Ms J Phelps
Miss K Hayford	Mrs C Townsend
Ms L Blatch (temporary)	Mrs C Townsend
Mr A McGee	Mr S Fitz-Gerald
Miss N Hoad	VACANCY
Mr S Neil	Mr W Stone
Ms S Cascarino	Mrs J Andrews
Miss K Brewer	Ms D Moore