



# Weekly Benson Bulletin

## 24<sup>th</sup> March 2017 No 23

[www.archbishop-benson.cornwall.sch.uk](http://www.archbishop-benson.cornwall.sch.uk)



### Message from Mrs Giblett

Ofsted Attendance Grades		
96.5% + <b>High</b>	96.1% - 96.4% <b>Above national average</b>	95.5% - 95.9% <b>In line with national average</b>
94.0% or below <b>Low</b>	90% or below <b>Cause for concern</b>	85% or below <b>Persistent Absence</b>

### Attendance

Our whole-school attendance rate for this week was 96.6%.

Congratulations this week to **1Kynance** who were top of the attendance table with 100%. *Well done!*

### Vacancy for a parent governor

We currently have a vacancy for a parent governor on the Governing Board, which is open to all parents and guardians of children in this school. Being a governor will afford you the opportunity to help shape and guide the strategic vision and direction of Archbishop Benson School. We really value and welcome parental involvement and would be very open to discussing how you might be able to add your weight to our efforts.

Along with the advert and the application pack for this parent governor vacancy, we attached at the end of this newsletter a useful NGA (National Governors' Association) document entitled "What Do Governors Do". All of these documents will also be on the school website. If you have any questions please feel free to contact the school on:

[secretary@archbishop-benson@cornwall.gov.uk](mailto:secretary@archbishop-benson@cornwall.gov.uk) or contact us through the school office.

### Year 6 London Trip

I am sure this week that your thoughts and prayers, like ours, have been with the victims of the London terrorist attack and their families. It is, of course, inevitable that at times of great shock and sadness there is a need for a period of reflection and re-evaluation, and it is right that we pause and do the same.

In the light of events in London this week the staff and Governing Board will be reviewing all aspects of the Health & Safety around our Year 6 London Trip in June. We will be availing of County guidance. Once that is done, we will communicate further with the parents of the pupils going

on the trip and there will be an opportunity for them to speak to staff and the Health & Safety Governor in respect of any concerns or questions they may have. A similar review will be carried out in respect of the London trip planned for June 2018 for the current Year 5 in due course. We thank you for your patience and understanding

### Truro High School Bake Off Competition

Well done to all our budding bakers in Years 5 & 6 who took part in the THS Bake Off. The children had to create and then bake 6 uniform bread rolls. We were very impressed with the range of rolls which were truly delicious and which made the task of judging even harder. Thank you to the children listed below for their culinary creations:

*Dulcie P, Emilia J, Florrie G, Jack A, Kaelyn G and Hannah E*

Well done to Dulcie P, in 6FT, whose garlic and herb rolls earned her a place in Round 2 of this competition on April 28<sup>th</sup>. We wish her well in her preparations.

### Comic Relief Joke Winners!



Congratulations to *Poppy H, Lily-Belle S, Lily I, Arthur H* who won the Cornish Mutual joke competition. They had a lovely morning at the Cornish Mutual offices with children from other schools. They had photos taken by the West Briton and also recorded their jokes for Radio Cornwall to be broadcast this evening between 7pm-8pm.

### PlayPod in Action

If you would like to see images of the PlayPod in action as well as find out a little more how it works, then please go to the Sports Premium page of the school website. About half way down the page you will find a recent assembly powerpoint which celebrates the launch of the Playpod and shows how the scrap is being used to create happier children and a truly enriching play environment.

*Mrs Helen Giblett*

### Childhood illness - extra vigilance requested

We have a child returning to our school who has a compromised immune system and is more vulnerable to disease and illness, therefore it is important that you do not send your children to school if they are unwell. For example, if your child has an infectious disease (such as the measles, chickenpox or flu), your child should stay at home until no longer contagious. For more information about how long an illness is contagious, please contact your GP.

We would also appreciate it if you would notify the school office immediately if your child has an infectious disease. This will allow us to notify the parents of this child.

We appreciate your cooperation. Please do not hesitate to contact me if you have any questions.

*Mrs Power*

### Music Recital

At 2.15pm on Thursday 30<sup>th</sup> of March a **selection** of instrumentalists will be performing from guitars, brass, woodwind and strings in our Spring Recital. The school choir will also be sharing a sample of the songs they have been working on this term. Instrumentalists who are invited to perform have been given a letter to inform parents of their involvement. We look forward to your presence and the support at our second recital this academic year!

For any questions, please contact Ms MacDonald.

### Family Learning



After the Easter holiday, we will be offering a fantastic Outdoor Learning course for families in YR, Y1 and Y2. This course is for both parents and children and will run on Wednesday mornings for 4 weeks. The sessions will include lots of activities and ideas to engage children in the outdoors, there is even a visit included. The course is **free** and spaces will be limited so if you are interested please see Mrs Power as soon as is possible. As always, child care for younger siblings can be funded. For further information and dates, please see the poster below.

## CLUBS

The following clubs are **CANCELLED** next week:

**Boys Drumming Group  
Netball**

### Year 4 Boys' Football Matches v Truro Prep School



On Tuesday 21<sup>st</sup> March, our Year 4 A and B boys' football teams went to Truro Prep School to play our annual football fixtures. It was a fantastic afternoon's football in some very changeable conditions. The games kicked off in bright sunlight before the heavens opened and it became freezing cold and wet! The adults could shelter under the trees but the boys had to brave it and carry on.

Our A team played some brilliant football, with our front three of Oscar, Jack J and Louis linking up very impressively to create numerous chances. Captain Jack B was solid and influential in central midfield and our defenders of Sam and Alastair were strong and confident. Rory completed the line up with an assured performance in goal. The final score was 4-0 to Benson. Oscar scored two goals, including a fantastic free kick. Jack J scored the other two, the first finishing a fine team move and the second from distance.

Our B team match was an excellent, very closely fought battle. In what was the first ever competitive match for several of our players, Benson played well and improved as the game went on. Superb goalkeeping from our captain, Darwin, and excellent defending by Henry, Ameen and Alfie P kept us in the game in the first half. We also created chances of our own, with Ryan in particular going close. Jago's movement up front was excellent and our midfielders, Ryan, Keby, Matthew and Jack, played well. In the second half, Truro Prep scored early. We then searched for an equaliser, creating several chances but not finding a goal. Then in the last few minutes, our midfield won the ball and passed to Henry just past the half way line. Henry then burst past the defence and smashed the goal past the goalkeeper to score the equaliser and a fantastic goal! The game finished 1-1 which was a fair result for such a closely fought game.

Well done to all of the children and a huge thanks to all of the parents who helped drive the children to Truro Prep and supported them in the cold and rain!

## Year 4 Table Tennis Festival



Our Year 4 Players



Alfie and Oscar take on a pair from St Mary's

On Friday 17<sup>th</sup> March, twelve of our Year 4 children went to Penair School to take part in a table tennis festival. There were five schools taking part and it was an excellent and really fun afternoon of table tennis. Some of our players had played lots of table tennis before and some none at all.

The first hour was lots of different activities run by the Penair Sports leaders based on improving different skills linked to the sport and introducing the children to the game and the rules. The second hour was a table tennis doubles competition. All of our 6 pairs did brilliantly and 3 of our pairs won their competitions. Our A team pairs of Alfie and Oscar and Jack and Sam were both unbeaten all afternoon!

### Class Assemblies (Fridays 9am, School Hall)

RP	5th May (NB changed from 12 <sup>th</sup> )
1W	9 <sup>th</sup> June
2L	16 <sup>th</sup> June
5C	30 <sup>th</sup> June
RR	7 <sup>th</sup> July

All parents/carers of the class are invited to come along and watch in the school hall.

### Woodwind lessons (including Recorders)

Please note, lessons will be on FRIDAY next week instead of THURSDAY.

## Year 5 Netball



A team – Ellie-Maeve, Ella, Ellie, Silvenna, Jake, Jayden and Poppy.

After winning the Penair Cluster round our Year A team travelled to Penryn to play in the Peninsular finals. 10 Year 6 teams from around the West area battled it out to go through to the County finals. We played a total of 7 games, winning 2-0 against both Illogan and St Johns School, Camborne. Unfortunately we lost against 2 schools, Landewednack (7-1), Trewirgie (1-0) but drew with Perran-ar-worthal and Wendron schools 2-2. For our final game we had to re-play St Johns, Camborne, this time they seemed a much stronger team and our defence had to work really hard, we were drawing 2-2 until the last few minutes of the game where St Johns scored again making the end result 3-2 to them. We eventually finished the tournament in 8<sup>th</sup> place which is a great achievement for our first season of competition. Well done to the whole team and thank you to the parents who drove to Penryn and supported us.

### London trip 2018

Letters have been given out to Year 5 children. Please return slips by Friday 21<sup>st</sup> April so that we can confirm the accommodation booking. Thank you.

### Porthpean Residential Camp, 8<sup>th</sup>-10<sup>th</sup> May

The date for the final payment for the Year 4 Porthpean Camp is Friday 28 April. A new payment item has been added to ParentPay which will allow payments in instalments up to the full amount.

*There will be an information meeting on Thursday 30<sup>th</sup> March, 3.35pm in the school hall.*

### School Summer Fair 2017 – 24<sup>th</sup> June

It is with much excitement that planning has begun for this year's summer fair. The theme will be "A Cornish Summer", fingers crossed for sunshine! FABB are keen to hear from you if you are able to:

- Donate a raffle prize
- Know a business that would be interested in donating raffle prizes.
- Help with planning, however big or small.

Please contact Sarah [sarahzoehills@gmail.com](mailto:sarahzoehills@gmail.com) for more information.

## Uniform

We would encourage you to purchase school uniform via our website. Uniform is then sent home via your child approx 2 working days later.

## Sainsbury's Active Kids

Sainsbury's have started their Active Kids vouchers for 2017. One voucher will be given for every £10 spent. Please ask family, friends and even neighbours to donate theirs to Archbishop Benson School so we can acquire new PE equipment to add to our sporting resources and lunchtime Huff & Puff equipment. We have a collection box in reception. Thank you.

## Stay and Play

Truro Nursery School, in partnership with Archbishop Benson School, offer a Stay and Play session on Thursdays in St Paul's Children's Centre from 9.00am – 10.30am. Play and early learning sessions for families following the early years' foundation stage curriculum for ages 0 – 5 years. Cost is £2.00 per family (up to 2 children). First session is free to new families.



Next Week: *Come and join in the Easter fun!*

## Charity Quiz Night

Friday 31<sup>st</sup> March, 7pm in our school hall in aid of the children's charity CHICKS. £26 per team (max 4 people) to include a pasty. To reserve your team contact David Rogers [davidrogers58@googlemail.com](mailto:davidrogers58@googlemail.com) or 01872 260315.

## Royal Cornwall Museum – Easter

Easter activities at the Royal Cornwall Museum will centre on *Great Little Artists* – 'make and take' your own masterpiece this Easter Holiday.

**All sessions are bookable when you call 01872 272205. Sessions cost £3 per child. Please check the [www.royalcornwallmuseum.org.uk](http://www.royalcornwallmuseum.org.uk) for session dates and times.**

## Dates for Your Diary 2017:

### March

**Sat 25<sup>th</sup>** KS2 Cross Country – Polwhele  
**Thu 30<sup>th</sup>** Easter music concert, 2.15pm  
Year 4 Meeting re Porthpean, 3.35pm

### May

**Thu 4<sup>th</sup>** FABB meeting - 7.00pm in the staff room  
**Mon 8<sup>th</sup> to 10<sup>th</sup>** Porthpean Camp – Year 4  
**Fri 5<sup>th</sup>** Class RP assembly, 9am  
**Fri 19<sup>th</sup>** Yr4 assembly, 9am

## June

**Fri 9<sup>th</sup>** Class 1W assembly, 9am  
**Fri 16<sup>th</sup>** Class 2L assembly, 9am  
**Sat 24<sup>th</sup>** Summer Fair  
**Fri 30<sup>th</sup>** Class 5C assembly, 9am

**Mon 12<sup>th</sup> to 16<sup>th</sup>** Year 6 trip to London

## July

**Mon 3<sup>rd</sup>** FABB meeting - 7.00pm in the staff room  
**Fri 7<sup>th</sup>** Class RR assembly, 9am  
**Tue 25<sup>th</sup>** Leaver's Reception & Summer Disco

## Term Dates for School Year 2016 /2017

**Mon 20<sup>th</sup> Feb** Children return to school after half term  
**Fri 31<sup>st</sup> Mar** Break up for Easter  
**Tue 18<sup>th</sup> Apr** Children return to school for Summer Term  
**Mon 1<sup>st</sup> May** Bank Holiday – school closed  
**Fri 26<sup>th</sup> May** Break up for half term  
**Mon 5<sup>th</sup> June** Children return to school  
**Wed 26<sup>th</sup> July** Break up for Summer Holidays

**HOLIDAY CAMP**

Cornwall Cricket Centre, TR1 3XX  
3rd - 6th April & 10th - 13th April  
10am - 4pm

**WHERE?** Cornwall Cricket Centre, TR1 3XX  
**WHEN?** 3rd - 6th April & 10th - 13th April  
**TIME?** 10am - 4pm  
**HOW MUCH?** £15 Pre Booking. £20 on the Day  
**WEBSITE:** [www.cornwallcricket.co.uk](http://www.cornwallcricket.co.uk)  
**CONTACT:** [m.kent@cornwallcricket.co.uk](mailto:m.kent@cornwallcricket.co.uk)

The advertisement features a group of children and adults cheering with their arms raised in front of a cricket pitch. A seagull is perched on a red ball in the top left corner. The text is in large, bold, yellow and black fonts.

# T.L.T.C. EASTER TENNIS CAMPS



IN ASSOCIATION WITH

Ryan Fern level 4 coach

AVAILABLE TO CHILDREN

AGED 4-16yrs

DATES

April 3<sup>rd</sup> - 7<sup>th</sup> - 10<sup>th</sup> & 13<sup>th</sup>

VENUE: TRURO LAWN TENNIS CLUB

TIMES

Children 4-10yrs 9am-11am

Children 11-16yrs 11am-1pm

PRICE

TLTC MEMBERS - £7

NON MEMBERS - £11

PER MORNING

FOR MORE

INFO OR TO  
BOOK A PLACE

MESSAGE RYAN

07814533087

# Family Learning

part of Cornwall Adult Education Service  
For Key Stage 1 parents and children

## Explore Outdoors!



4 weeks of outdoor learning together

Starting on

Wednesday 26<sup>th</sup> April, 9:00 -11:00am  
at

**St Paul's Children's Centre**

For more information, please contact Vicki on 07968 992495  
or [vicki.salvidge@cornwall-acl.ac.uk](mailto:vicki.salvidge@cornwall-acl.ac.uk) or speak to Carolyn  
Power here at the school.



# Archbishop Benson Primary School

## Governor Application Form

### Schools need Governors who:

- Are interested in the wellbeing of children.
- Bring appropriate skills and experience
- Will commit time and energy to the work of the governing board.
- Will visit the school during the working day occasionally.
- Will work as part of a team.
- Will attend training .
- Will work for the benefit of the school as a whole, and uphold its values.

### **The key task for governing boards is to promote high standards of educational achievement.**

Governing boards work in partnership with the head teacher and staff of their schools and with the Local Authority. Support is available to ensure that governors have the necessary skills and knowledge. Once appointed, governors have access to a comprehensive programme of training and guidance.

**The completed, signed (electronic typed signature acceptable), form should be emailed to: Lianne Symons [clerk@archbishop-benson.cornwall.sch.uk](mailto:clerk@archbishop-benson.cornwall.sch.uk)**

**Or can be handed into school in a sealed envelope for the attention of Lianne Symons, Clerk to Governors.**

# QUALIFICATIONS AND DISQUALIFICATIONS

## Governors and Associate Members

The Articles of Association of the Academy Trust Company covers the qualifications and disqualifications of governors.

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. This does not relate to associate members.

A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing board meetings – without the consent of the governing board – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;

Bodmin Road, Truro, Cornwall, TR1 1BN  
Headteacher: Mrs Helen Giblett  
[www.archbishop-benson.cornwall.sch.uk](http://www.archbishop-benson.cornwall.sch.uk)

### Advert for School Governor

Dear Parent/Carer

#### Parent Governor Election

Archbishop Bishop Benson School is looking to appoint a governor to support our positive and forward looking board in moving the school forwards over the next four years.

To further embed and develop our strong partnership working, we are looking to recruit a parent governor who would like to work with us to lead the school in its quest for continuous improvement. What is important is that you have the skills and commitment to help drive school improvement and the passion and ambition to achieve the best possible education for the children in our school community.

Skills required are:

- An ability to respect confidentiality.
- An interest in education.
- Communication skills.
- An ability to absorb information.
- Tact and diplomacy.
- An ability to work as part of a team.
- An ability to commit up to 20 days of time a year to fulfil the governor role and to be a visible presence/ have a active prolife within the school
- A commitment to equal opportunities.
- An open mind.
- A willingness to undertake training.

The attached NGA document gives further details on the role of a school governor

We are looking to further and strengthen our Governing Board in the following areas:

- Experience of chairing board/governing board or committee

- Previous experience of being a board member in another sector or a governor/trustee in another school
- Understanding of current education policy
- Experience of project management
- Performance management/appraisal of someone else
- Experience of procurement/purchasing
- Experience of premises and facilities management

With each governor appointment, we seek to adjust and balance our range of skills, expertise and experience.

Within our governor application form, applicants are not limited to solely providing information on the skills listed above as we recognise that each new governor could bring something new and different to the Governing Board. However, with each governor appointment, we give careful consideration to adjusting and balancing our range of skills, expertise and experience.

Nominations must be from parents or carers with children at the school on the day that nominations close. If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Friday, 21<sup>st</sup> April 2017. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We thank all applicants, in advance, for expressing an interest in being a governor at Archbishop Benson School.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Giblett', written over a horizontal dotted line.

**Helen Giblett**  
**Headteacher**

## Governing Body Skills Audit Updated January 2016

### Experience, skills and other attributes

Level of experience/skill is rated on a scale of 1 (none) to 5 (extensive)

D = Desirable    E = Essential	D or E	1	2	3	4	5
<b>Essential for all governors/trustees</b>						
Commitment to improving education for all pupils	E					
Ability to work in professional manner as part of a team and take collective responsibility for decisions	E					
Willingness to learn	E					
Commitment to the school's vision and ethos	E					
Has basic literacy and numeracy skills	E					
Has basic IT skills (i.e. word processing and email)	E					
<b>Should exist across the governing board</b>						
<b>Understanding and/or experience or governance</b>						
Previous experience of being a board member in another sector or a governor/trustee in another school	D					
Experience of chairing board/governing board or committee	D					
Experience of professional leadership	D					
<b>Vision and strategic planning</b>						
Understanding and experience of strategic planning	E					
Ability to analyse and review complex issues objectively	E					
Ability to identify problems	E					
Ability to propose and consider innovative solutions	E					
Experience reviewing the impact of new ideas and initiatives						
Ability to learn from failure						
Ability to make difficult decisions in the best interests of pupils						
Change management (e.g. overseeing a merger or an organisational restructure, changing careers)	D					
Understanding of current education policy	E					
<b>Holding the head to account</b>						
Communication skills, including being able to discuss sensitive issues tactfully	E					
Ability to analyse data	E					
Ability to question and challenge	E					
Experience of project management	D					
Performance management/appraisal of someone else	E					
Experience of being performance managed/appraised yourself	D					
<b>Financial oversight</b>						
Financial planning/management (e.g. as part of your job)	E					
Experience of procurement/purchasing	D					
Experience of premises and facilities management	D					
<b>Knowing your school and community</b>						
Links with the community	D					
Links with local businesses	D					
Knowledge of the local/regional economy	E					
Working or volunteering with young people (e.g. teaching/social work/youth/sports coaching/health services for young people)	D					
Understanding of special educational needs	E					

*This is an extract from “Welcome to Governance 6<sup>th</sup> Edition” – the essential guide for newly appointed governors of state schools, published by the National Governors’ Association 2014*

The National Governors’ Association (NGA) is an independent charity that aims to improve the educational standards and well-being of children and young people through supporting and promoting outstanding governance in all state-funded schools, including academies and free schools.

## What does a governor do?

Role of a school governor: To contribute to the work of the governing body in ensuring high standards of achievement for all

children and young people in the school by:

- Setting the school’s vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Chair: ..... Vice chair: .....

Clerk: ..... Buddy/mentor: .....

Activities: As part of the governing body team, a governor is expected to

1. Contribute to the strategic discussions at governing body meetings which determine:

- the vision and ethos of the school;
- clear and ambitious strategic priorities and targets for the school;
- that all children, including those with special educational needs, have access to a broad and balanced curriculum;
- the school’s budget, including the expenditure of the pupil premium allocation;
- the school’s staffing structure and key staffing policies;
- the principles to be used by school leaders to set other school policies.

2. Hold the senior leaders to account by monitoring the school’s performance; this includes:

- agreeing the outcomes from the school’s self-evaluation and ensuring they are used to inform the priorities in the school

development plan;

- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of

school performance;

- asking challenging questions of school leaders;
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies;
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority; and
- listening to and reporting to the school’s stakeholders : pupils, parents, staff, and the wider community, including local employers.

3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise

on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.

4. When required, serve on panels of governors to:

- appoint the headteacher and other senior leaders;
- appraise the headteacher;
- set the headteacher’s pay and agree the pay recommendations for other staff;
- hear the second stage of staff grievances and disciplinary matters;

• hear appeals about pupil exclusions. **he role of governor is largely a thinking and questioning role, not a doing role.**

A governor does NOT:

- Write school policies;
- Undertake audits of any sort – whether financial or health & safety - even if the governor has the relevant professional experience;
- Spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school;
- Fundraise – this is the role of the PTA – the governing body should consider income streams and the potential for income generation, but not carry out fundraising tasks;
- Undertake classroom observations to make judgements on the quality of teaching – the governing body monitors the quality of teaching in the school by requiring data from the senior staff and from external sources;
- Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing body need to consider and rectify this.

As you become more experienced as a governor, there are other roles you could volunteer for which would increase

your degree of involvement and level of responsibility (e.g as a chair of a committee). This document does not cover the additional roles taken on by the chair, vice-chair and chairs of committees.

In order to perform this role well, a governor is expected to:

- get to know the school, including by visiting the school occasionally during school hours, and gain a good understanding of the school's strengths and weaknesses;
- attend induction training and regular relevant training and development events;
- attend meetings (full governing body meetings and committee meetings) and read all the papers before the meeting;
- act in the best interest of all the pupils of the school; and
- behave in a professional manner, as set down in the governing body's code of conduct, including acting in strict confidence.

Time commitment: Under usual circumstances, you should expect to spend between 10 and 20 days a year on your governing responsibilities; the top end of this commitment, which equates to about half a day per week in term time, is most

relevant to the chair and others with key roles, such as chairs of committees. Initially, we would expect your commitment

to be nearer 10 days a year. However, there may be periods when the time commitment may increase, for example when

recruiting a headteacher. Some longstanding governors may tell you that they spend far more time than this on school business; however, it is fairly common for governors to undertake additional volunteering roles over and above governance.

Under Section 50 of the *Employment Rights Act 1996*, if you are employed, then you are entitled to 'reasonable time off' to

undertake public duties; this includes school governance. 'Reasonable time off' is not defined in law, and you will need to

negotiate with your employer how much time you will be allowed.

Expenses: Governors may receive out of pocket expenses incurred as a result of fulfilling their role as governor, and NGA

recommends that a governing body should have such an expenses policy. Payments can cover incidental expenses, such as

travel and childcare, but not loss of earnings.

This document can be adapted for use in recruiting new governors.

[Academies](#) This description can also be adapted to cover the role of trustees. In multi-academy trusts, it will need to be reviewed for members of local governing bodies, which may not have all these responsibilities.

