



Kingsholm C of E Primary School and Nursery

Associate Member Role Description

Introduction

Associate members can be a valuable addition to Kingsholm's Governing Body, bringing extra skills and perspectives to the governing body's work.

Associate members can be appointed by the full governing body, to serve on a committee annually, but can be removed at any time.

Although they are not governors, Associate Members are part of governance arrangements of the school, so will be included in the publication requirements for all governors relating to term of office, business interests and attendance record. Associate Members must also adhere to the school's Governor Code of Conduct.

Purpose

Associate Members can be appointed

- if there is a need to fill an identified skills gap
- if there is an individual with a particular expertise who may not be able to commit to a full governing role
- as a prospective candidate to becoming a full governor, to give the board and the individual time to see if they have the necessary skills to become a full governor

At Kingsholm, Associate Members have voting rights on the committees they are appointed to, but not at Full Governing Body meetings, though they are able to attend and contribute to discussions here.

Duties

Support the Governing body strategic responsibilities to:

- determine the ethos, values, and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff, and the wider community are involved, consulted, and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Engage alongside Governors in monitoring and evaluating school performance

Like Governors Associate Members must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account

- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board
- ensuring that there are policies and procedures in place to deal with complaints effectively

Work on Panels and committees

Associate members are elected to serve on the school's Resources Committee and are expected to serve on a limited range of panels

- Associate members may only serve on panels regarding staff discipline, grievances, and recruitment.
- On committees and panels, a vote including associate members will only be valid when the majority of a committee are full governors
- Associate members can serve as a committee chair, but if any vote is tied, they will not have a casting vote

Contribute to the governing body

Associate members should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending meetings, reading papers, and preparing questions for senior leaders in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- sharing their particular area of expertise
- getting to know the school, including visiting the school occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis
- attending school events where possible e.g., Leavers Evening, Christmas events, School Fete etc

Expenses

Associate Members should receive out of pocket expenses incurred as a result of fulfilling their role in line with Kingsholm's Governor Expenses Policy. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings.

Written by	Chair of Governors – Jane Springham
Policy reference material, guidance or link policies	- NGA model governor/trustee role description (2021) - Governing Matters magazine(March /April 2016) R. Kaur 'Associate Members: what's in a name?' - https://www.nga.org.uk/getmedia/6b86ee01-9c8c-4479-9cd6-396145acd6b7/GM-Mar-Apr2016-31-Advice.pdf (accessed 5/11/21)
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