



THE SALISBURY DIOCESAN
BOARD OF EDUCATION

'Working for children, young people, schools and parishes'

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 THE CHURCH
OF ENGLAND

DIOCESE OF SALISBURY

CHECKLIST OF INFORMATION FOR MEMBERS OF GOVERNING BODIES

All members of governing bodies should have the following information:

- The school's instrument of government as required by law.
- The relevant edition of the DfE publication, School Governors A Guide to the Law (together with updates as and when they are written. The most updated version is always available on the DfE website)

In addition it is useful to have:

- A list of the members of the governing body, giving name, type of governor (parent, teacher etc), date of appointment and (if agreed) telephone number.
- The governing body's agreed procedures or standing orders.
- A list of the committees and working parties of the governing body with membership and terms of reference.
- A calendar of governing body and committee meetings; school terms and school holidays and major school events for the current year.
- A copy of the staffing structure of the school, showing names of teachers and other staff, subjects taught and other responsibilities.
- The school's current improvement plan, or summary if one exists.
- The most recent inspection reports on the school, with the action plan for school improvement.
- A list of statutory and non-statutory policies adopted by the governing body and information on how copies of these may be obtained.

For New Governors:

- The minutes of the two most recent meetings of the governing body.
- A plan of the school, if available.
- The name of a suggested "mentor", if the governing body has adopted such a system of support for new governors.