

## **Nominated Governor – Training and Development Terms of Reference (2023-2024)**

1. The Training and Development Nominated Governor is appointed by the Full Governing Body.
2. The main function of the Training and Development Nominated Governor is to keep the Governors informed about the individual and collective training needs of the Governing Body. This is so the Governing Body can understand how it can be as effective as possible in carrying out its role.
3. The key contact for the Training and Development will be the Headteacher.
4. The key responsibilities of the Training and Development Nominated Governor are as follows:
  - Keep the Governing Body informed about new courses, seminars and conferences.
  - Help identify the training needs of the Governing Body.
  - Liaise with Training and Development Nominated Governors of other neighbouring Schools to investigate the possibility of running joint training events.
  - Inform Governors Services of any courses the Governing Body would like to arrange for themselves or with a group of neighbouring Schools.
  - To provide feedback to the Governing Body on a Termly basis, normally at the Full Governing Body Meeting, on Training activities.
  - To attend Governor Training Sessions to improve their effectiveness as the Training and Development Nominated Governor.
  - To represent the Governing Body on matters related to Training either individual or collective.
5. It should be noted that it is the role of the Training and Development Nominated Governor is to ensure that the training activities support the strategic direction set by the Governing Body. The Headteacher is responsible for operational matters and the mechanisms for the ensuring that School Staff are provided with Continuous Professional Development as required.
6. These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.