

ROLE OF THE GOVERNOR SUPPORT SERVICE

The sole purpose of our Governor Support Service is to provide a comprehensive range of guidance, advice and administrative support to Governing Bodies and Headteachers.

It is our responsibility, amongst other things, for:-

- *To provide help and advice to Governors and Headteachers on the management of regulatory and procedural issues*
- *To provide Governors with up to date, accurate and appropriate information to assist them in fulfilling their role*
- *The preparation and despatch of agendas*
- *To provide quality support to Governors at meetings via the Acting Clerk*
- *To follow up on any tasks requested from governing body meetings*
- *To co-ordinate the appointment of LEA Governors*
- *To establish and maintain a comprehensive database of Governors and Governing Bodies*
- *To liaise with governing bodies on governor vacancies*
- *To prepare and deliver a programme of relevant training events*

Each governing body is clerked by an officer of the Blaenau Gwent Education Department. Clerking duties include attendance at all statutory meetings, taking of minutes and actioning any requests made by governors.