



Frequently Asked Questions

Being a Parent Governor at Trafalgar Community Infant School

Are you passionate about education in our community? Are you interested in helping your child's school be the best it can? Would you like to help shape the future of our school? Do you have valuable skills or professional expertise you can offer? Are you committed, willing to question, analyse and learn? If the answer is YES, then please consider volunteering!

Q What is the role of a Governing Board at a school?

As a Governing Board we play a key role in the school by ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

The appointment of a Governor is for a four-year commitment – you can still complete your term of office after your child has left.

Q Will I be responsible for fund raising?

The role of a Governor is not to focus on raising funds for the school – it is to govern the school and provide strategic oversight. We have our Friends of Trafalgar and School Fund initiatives that support raising additional funds for use in the school. You are able to participate in these if you wish, but they are separate.

Q What boards exist and what do they do?

We fulfil our responsibilities through the Full Governing Board and two committees with each governor having an aligned subject/focus area to review through the year.

- Full Governing Board – meets at 4pm and 6pm on alternate meetings, held twice each term.
- Assets and Resources Committee – meets every half term to review financial performance, including outlook for the next year and three years plus oversight of areas such as Health and Safety, wellbeing and staffing.
- Pupil Progress and Curriculum – meets three times a year to review academic progress and oversight of the school improvement plan as well as meeting children and seeing their work first hand

Each of these meetings run approx. 2 hours, with pre-reads and agendas issued in advance

Subject and Focus areas include all our subjects as well as other key topics for example safeguarding, wellbeing, health and safety, SEND and inclusion. A great opportunity to come into school to see our pupils in action and speak with teachers.

Q What qualifications or training do I need?

You don't need any formal qualifications or prior experience – we welcome all voices and backgrounds, bringing an interest in the school and a willingness to learn. Specific training will be given on how to perform the role, along with support from other Board members.

Q How much time will it take?

You will become a member of the Full Governing Board, which meets approx. 6 times a year. These alternate between 4pm and 6pm, and last approx. 2 hours. You will also become a member of one of our sub committees – our Pupil Progress Committee (focused on curriculum) and our Assets and Resources Committee (overseeing effective use of our finances and assets). Time will be needed to attend these meetings along with any pre reading etc.

Each Governor also has responsibility for overseeing a subject (e.g. Maths) or an area (e.g. Safeguarding) where we check in once or twice a year to talk to children and teachers.

There are other opportunities to also support the school through the year (e.g. attending parents evening, manning the bar at the school fete!). We estimate c. 10 hours per term, but this can vary.

Q Will I need time off work?

Some of our meetings are held within school hours. Section 50 of the Employment Rights Act 1996 says that employers must give employees who are school governors 'reasonable time off' to carry out their duties – but they do not have to give time off with pay. You would need to agree with your employer on what is 'reasonable time off'.

Q What will I take away from the experience?

Each of our Governors – Parent or non-parent, join for different reasons and get a variety of new experiences and skills out of becoming a Governor.

The role is varied and can be very rewarding because you are:

- Gaining insight to the school that your child attends – understanding and helping shape decisions that supports yours, and all the children's, time at Trafalgar.
- Developing new skills – e.g. gaining Board experience, learning about education, finances, strategic thinking skills
- Meeting new people
- Contributing to the local community
- Using your personal qualities and skills to help the school, its pupils and staff

Q Do I have to be a UK citizen to be a school governor?

No, you can be a governor as long as you are resident within the country legally

Last updated : November 2025