Stakeholder engagement
Activities for staff

GOVERNANCE FUNCTION		PURPOSES & AIMS	FREQUENCY	POSSIBLE SLT STAKEHOLDER ACTIVITIES	POSSIBLE GOVERNING BOARD STAKEHOLDER ACTIVITIES	PROS	CONS
Governance & structure	**Visibility and status**	Increase governance profile and make clear different status in the organisation	Regular	N/A	Website photos and biogs of governors/trustees with reasons for governing and areas of specialty	Easy – with suitable support from clerk and/or school	None
		Increase governance profile, and understanding of GB role	Regular	Administrative	Attend and speak at assemblies and other similar events	Reach a larger staff audience	Could be time-consuming
	Key messages	Increase governance profile, approachability and understanding of GB role, and deliver key messages (e.g. new HT)	Ad hoc	Supports GB	Termly/annual report on progress of headlines e.g. school strategy, celebration of events,	Easy	Termly is a big commitment, but annually should be the norm
	Staff representation	Constitution designed to ensure staff membership at all levels	Annual	Supports GB	1. Review effectiveness of constitution 2. Performance-manage staff governors annually	Embedding of staff voice in governance	-

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	Recruitment of staff to governance	Recruitment and appointment of suitable staff to become GB members	Annual	Supports GB and the importance of the staff role	Promotion of the importance of the staff governance role and recruitment	Easy – with suitable support from clerk and/or school/trust	The suitable support needs to have a clear understanding of the nature of the role and commitment required so as to manage expectations
Values	**Setting**	To gain views and ideas of staff	Ad hoc	Supports GB/undertakes consultation	Consulting/survey questions/ talking to staff	An effective survey can work well and reach more staff, Face-to-face more time-consuming but allows for discussion	Could be time-consuming
	Monitoring	To see if the values known and being lived… and if the culture reflects these	Ad hoc	Supports GB/undertakes survey	Consulting /survey questions/ talking to and observing staff/	An effective survey can work well and reach more staff. Face to face more time-consuming but allows for discussion	Could be time-consuming
Vision	**Setting**	To gain views and ideas of staff in the development of a new vision or the review of an existing one	Ad hoc	Supports GB	Engage with staff on their ideas for improving the school e.g. through focus groups or events	High profile, great visibility	Can be time-consuming

Strategy / policy	**Monitoring**	To see if vision is shared and supported	Annual	Supports the GB engagement and leads and communicates on aspects agreed with the GB	Staff survey via electronic questionnaire system used by the school e.g. Surveymonkey, Mailchimp	Easy provided that suitable questions are used and system can provide a report summarising feedback	None apart from making sure to draft suitable questions
	Strategy	To inform staff of strategy and how this is being progressed, including celebration of achievements	Annual/ad hoc	Supports GB message	Annual report to staff via website/e-mail/suitable social media	Easy provided kept brief and easy to reach all staff	None
		Transparency, information and accountability and impact of governance	Annual/ad hoc	Supports GB message	Governor/trustee blog with update about the progress of school strategy, future consultation,	Can be done easily in a variety of ways to reach everyone e.g. by email and/ or closed facebook group and/or on website/hard copy	Time-consuming viz if done too frequently
	Policies	To capture staff views and ideas. To report back on decisions made.	Ad hoc	Consulting, using survey if review is required and reporting back	1. Responding to requests for policy review/talking to staff about how policies work day to day. 2. Check parent view obtained effectively	2. Asking questions at GB meeting to check is easy	1. Talking to staff can be time-consuming

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	Strategy & policies	To inform staff about GB decisions which affect their school and shows that staff are being listened to	Regular	Admin support	Publication of GB meeting minutes	Achieves transparency and can show how decisions are taken listening to the views of staff	There is a risk that this may change the level of debate and/ or its reporting, or shift business into confidential items
Monitoring	**SG/H&S/Wellbeing**	1. To see if key policy areas are working in practice e.g. marking/appraisal/HR policies 2. Familiarise with issues that concern staff, gauge level of debate and staff response	Regular	N/A	Visit the school provides opportunity to talk to/ observe staff attitudes and behaviour	Easy – can be part of usual school visits	Need to be clear as to purpose of visits and agree with the headteacher in advance – do not want to risk undermining
			Annual	Annual end-of-year staff survey	Checking that this has happened; at times digging deeper to see how and if effective e.g. by looking at the methodology SLT adopted	Easy	Digging deeper may be time consuming
	Resources		Regular	Annual staff survey	Receive report and monitor issues and themes and planned improvements	Useful regular	Need to ensure that the questions being used are suitable

NGA Learning Link