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# Starting your role as a school governor.

## Things to do before your first governor meeting

Your first governor meeting may feel daunting, but you don't need to be an expert. Doing some basic research and getting organised will make sure you're best equipped to make a positive impact from your first day in the role.

### Checklist

- Read your school's latest Ofsted report to get an idea of how your school is performing and where it needs to improve. You can find the report on the school's website.
- Check the school's website for details of the school's approach, policies and results.
- Read the paperwork your chair of governors or clerk sends before meetings including the agenda, previous minutes and the headteacher's report. You should also receive the contact details of the chair and other governors along with information on where you can access all the school's policies.
- Check the terms of reference for the governing board.
- Check the list of future meeting dates.
- Refer to the Department for Education's Governance Handbook for detailed guidance.
- Complete any necessary paperwork, which may include a governor declaration form, DBS check and a declaration of interests form.