



The University of Manchester

CPD Reflective log for Governors

YOUR NAME		DETAILS OF GOVERNING BOARD	
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Name of event/activity	DATE OF ACTIVITY	What was the main purpose of the event/activity?	What did you learn from this?	How will you use this? Any further action?
<p><i>EXAMPLE:</i> February UMSGI network meeting</p>	27 February 2019	<p><i>To network with governor colleagues, hear about various initiatives at the university for schools, discuss how different schools engage with the local community</i></p>	<p><i>The Great Science Share is something my school would be interested in.</i></p> <p><i>My school could engage with a couple of projects the SU is running eg. Student volunteering</i></p> <p><i>Met a governor who is a colleague in my department.</i></p>	<p><i>Pass GSS website information to my Head teacher</i></p> <p><i>Contact Catherine at SU and put her in touch with my school</i></p> <p><i>Meet up for coffee to discuss our roles and share experiences</i></p>
<p><i>EXAMPLE:</i> Finance Committee Meeting</p>	5 March 2019	<p><i>To discuss proposed pupil premium allocation and strategies for expenditure in new academic year</i></p>	<p><i>Reviewed school budget, contributed to discussion on how the pp might be allocated. Better understanding of pupil premium and budgets.</i></p>	<p><i>Can use this experience and knowledge at full governor body meeting next month and also at work team meeting when planning project expenditure</i></p>

How to use this template

The intended use for this template is to record any piece of work or learning you have undertaken as a governor which you feel has contributed to your personal and professional development. This could be knowledge or learning from a staff network event such as a meeting, conference or other internal training.

In addition it can be used to record knowledge, learning or skills gained at a school governing body meeting or training.

Finally it can be used to reflect on a particular piece of work undertaken by the governing body where your input, reasoning, knowledge and skills were influential in resolving an issue or challenge.

Using this document alongside your P&DR

By having a written record of your involvement in various activities and the outcomes and actions pertaining to it, this log will provide a basis on which you can talk about additional skills and knowledge you have gained in your governor role during your review meeting.

For example, there may be skills you are gaining as a governor that you are now demonstrating at work and making you more effective or increasing your confidence when dealing with specific issues. We want governors to be able to talk about new learning experiences to their line managers/Heads of Department during the P&DR so that your skills development can be recorded and your work as a governor can be recognised here at the University.

Please use the template below.

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