Governor Role Description

**Role of a school governor**

To contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by:

* setting the school’s vision, ethos and strategic direction.
* holding the headteacher to account for the educational performance of the school and its pupils, overseeing the financial performance of the school and making sure its money is well spent.

**Activities. As part of the governing board team, a governor is expected to:**

1. Contribute to the strategic discussions at governing board meetings which determine:

* the vision and ethos of the school
* clear and ambitious strategic priorities and targets for the school
* that all children, including those with special educational needs, have access to a broad and balanced curriculum
* the school’s budget, including the expenditure of the pupil premium allocation
* the school’s staffing structure and key staffing policies
* the principles to be used by school leaders to set other school policies

2. Hold the senior leaders to account by monitoring the school’s performance; this includes:

* agreeing the outcomes from the school’s self-evaluation and ensuring they are used to inform the priorities in the school development plan
* asking challenging questions of school leaders.
* ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
* acting as a strategic governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority

3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (continuing professional development), and suitable premises, and that the way in which those resources are used has impact.

4. When required, serve on panels of governors to:

* appoint the headteacher
* appraise the headteacher
* set the headteacher’s pay and agree the pay recommendations for other staff
* hear the second stage of staff grievances and disciplinary matters
* hear appeals about pupil exclusions

The role of a governor is largely a thinking and questioning role, **not a doing role**.

A governor does NOT:

* write school policies
* undertake audits of any sort – whether financial or health and safety – even if the governor has the relevant professional experience
* spend much time with the pupils of the school – if you want to work directly with children, there are many other valuable voluntary roles within the school
* fundraise – this is the role of the PTA, the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
* undertake classroom observations to make judgments on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
* do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board needs to consider and rectify this

In order to perform this role well, a governor is expected to:

* get to know the school, including visiting the school occasionally during school hours and gaining a good understanding of the school’s strengths and weaknesses
* attend induction training and regular relevant training and development events
* attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
* act in the best interests of all the pupils of the school
* behave in a professional manner, as set down in the governing board’s code of conduct, including acting in strict confidence

Chair’s Expectations

* Strategic Governor responsible for meeting termly/annually with school counterparts.
* Meetings can be either be face to face or online but ideally face to face where possible.
* Governor to prepare a short report to present to the Full Governing Board.
* Report to be shared with Clerk one week before FGB so that Clerk can share reports with Governors prior to the meeting.
* All Governors are expected to actively engage at meetings and prepare some questions on any provided documentation at least **48 hours** prior to the meeting. This will apply for committee and FGB papers.
* When policies are shared with Governors on TEAMS, Governors to ensure a return comment is sent back to Clerk so that Policies can be signed off.

**The Role of the School Governor**

**Strategic Leadership**

Setting direction: Ensuring school has a clear vision articulated in a written statement and a strategy in place to achieve this. Focus on strategic challenges, the detail of which should be set out in a school improvement plan.

Culture, values and ethos: The board should set and safeguard an ethos of high expectations of everyone in the school community. This should include high expectations for the behaviour, progress and attainment of all pupils and conduct, professionalism of staff and Governors.

Schools ethos promotes the fundamental British values of democracy.

Ensure there is a whole school approach to safeguarding.

Decision making: Having an individual to take leadership responsibility for the organisations safeguarding arrangements. There should also be a governor or committee with an oversight of school’s arrangements for SEND.

Governors must ensure they understand the full diversity of the cultural and religious context of the school and the community is serves.

Robust decision making also takes account of risk and that governors retain ultimate oversight of the risk register.

The governors should be assured by the Head Teacher that adequate risk assessments are conducted and protective measure are in place to reduce risk to children and staff.

**Accountability**

Robust oversight: Governors and committees must meet regularly enough to discharge their responsibilities. Governor meetings must take place at least three times a year.

Accountability for educational performance: Hold leaders to account for improving pupil and staff performance.

Rigorous analysis of data: At least one governor with the skills to understand and interpret the full details of the educational performance and the financial data available.

Accountability for financial performance: Governors oversee financial performance and make sure money is well spent. At least one governor with specific, relevant skills and experience of financial matters.

**People**

Code of conduct for Governors.

Governors are required to have an enhanced criminal records certificate from the disclosure and barring service.

Training and development. Governors’ are responsible for identifying the induction and other ongoing training and development they need.

Development and succession: succession planning arrangements in place so that any changes in Chair does not impede the boards effectiveness.

Publishing information about individuals. Must publish details on website about each person to include any relevant material business interests.

**Compliance**

Ensure curriculum is balanced and broadly based.

Responsibilities for the curriculum is shared between Senior Leadership Team, Governors and the Local Authority.

Relationships, Sex and Health Education. Relationships education and health education is compulsory for all primary pupils. Ensure a policy is in place.

Religious Education. Ensure RE is taught.

Collective Worship. Must provide a daily act of collective worship.

Staff and performance management. Board have responsibilities under employment law and also under the Equality Act 2010. The board may delegate responsibility to Head Teacher with the exception of:

* Selection panel to appoint Head Teacher.
* Making sure that Head Teacher benefits from any statutory entitlements.
* Respond to any concern from Local Authority about performance of Head Teacher.
* Establish procedures for the regulation of conduct and discipline of staff, staff grievance procedures and dealing with capability of staff.
* Making sure that sufficient persons who interview job applicants have completed safer recruitment training.

Safer recruitment. Governors must have regard to requirements and important information set out in Keeping Children Safe In Education (KCSIE).

School must publish their strategy for their schools use of the Pupil Premium on the website.

Governor responsibility for drawing up a Charging Policy.

Pupil wellbeing. Governors have a statutory duty to promote well-being.

Be aware of compliance with Ofsted and request for complaint information for the purpose of an investigation.

Whistleblowing. Governors responsible for agreeing and establishing this. At least one member of staff and one governor who other members of staff can contact with concerns.