

GOVERNOR ROLE DESCRIPTION

Role of school governor

To contribute to the work of the governing body 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

To effectively fulfil the role, staff governors:

- have equal rights with all other governors
- should not participate in discussions where they have a personal interest in the outcome
- should not participate in discussions about colleagues' pay
- follow the agreed procedure for putting items on the agenda
- should feel free to express their own personal views, it being recognised that this is not necessarily the view of the majority of staff
- do not have a mandate to express any views other than their own. However, they should report in good faith any widely held staff views, even if in a vote they decide to vote differently
- try to attend in-service training sessions
- should agree with the rest of the governing body how decisions can be shared with staff (not what was actually said) unless the matter is deemed confidential
- should be aware of the sensitivity of governing body meeting discussions and clarify after such discussions which items can be reported and which items the governing body wish to remain unreported until the minutes of the meeting have been confirmed

As part of the governing body 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 target 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 To 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
 - Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
 - Asking challenging question of school leaders
 - Ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
 - Ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
 - Acting as a link governor on a specific issues, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority
 - Listening to and reporting to the school's stakeholders; pupils; parents; staff and the wider community
- 3 When required, serve on panels of governors to:
- 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 profession 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 – the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
- Undertake classroom observations to make judgements 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 – of there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this

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

- Get to know the school, including a planned visit to the school occasionally during school hours and gaining a good understanding of the school's strengths and weaknesses
- Attend induction training and regular training and development events
- Attend meeting (full governing board meetings and committee meetings) and read all the papers before the meeting
- Act in the best interest of all the pupils at the school
- Behaviour in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence