



Governors' Job Description

Background

All employees of the school are required to discharge their duties within agreed standards and parameters. It therefore seems reasonable to have similar expectations of a Governor, even though theirs is a voluntary position.

Purpose of Position

The purpose of a Governor is to contribute to the work of the Governing Body (GB) in raising standards of achievement for all children, whilst working with an allocated budget. This involves providing a strategic view for the school, acting as a challenging friend and ensuring accountability.

The individual Governor has a responsibility, working alongside other members of the GB, to the staff and pupils of the school, the school's wider community and where they are representatives, to their constituency (parent, staff, teachers, community etc). Although some Governors may be asked to represent a constituency of which they are not a delegate.

A Governor has many responsibilities and they include:

- Helping to develop the strategic plan for the school
- Determining aims, policies and priorities of the school
- Setting statutory and non-statutory targets
- Monitoring and evaluating the work of the school
- Appointing staff and ensuring the implementation of a range of personnel procedures
- Managing the budget
- Monitoring levels of attendance and good standards of pupil behaviour
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability and which nurture the whole child and encourages respect for others
- Ensuring the health and safety of pupils and staff

There are several tasks for Governors to undertake and they include:

- Getting to know the school, its needs, strengths and areas for development
- Attending meetings (Full GB and committees)
- Working as a member of a team
- Committing to training and development opportunities
- Acting within the framework of the policies of the GB and legal requirements
- Speaking, acting and voting in the best interests of the school
- Representing the perspectives of constituencies, where appropriate, and respecting all GB decisions and support them in public.

Personal Specification

Governors have a variety of skills and knowledge but there are a number of **essential** qualities required of any Governor and they should include:

- An interest in the education of all children
- Sound communication skills in listening, speaking and writing
- Assimilation skills to help absorb and make use of wide ranges of information and data
- The capacity to develop specific knowledge and understanding of the school and its community
- A sense of fairness
- A commitment to equal opportunities
- A commitment to safeguarding
- A commitment to securing the best educational outcomes for all children
- Tact and diplomacy
- An ability to work as a member of a team
- An ability to respect confidentiality
- A willing and constructive work ethic to enable them to work with a team of Governors who have some or all qualities
- A commitment to participate in training and self-evaluation

The points below summarise what is expected of each Governor as a minimum requirement

- Attend full GB meetings (3 a year, read agendas, papers and minutes)
- Become a member of committees (we currently have 3), which meet at least once a term, or as necessary and attend those meetings
- Try to attend training sessions as appropriate and remain aware of their own training needs
- Be a '**critical friend**' to the school, ready to offer constructive criticism and support the school community
- Be prepared to visit the school at least once a year within the working day

Code of Conduct

(By which we expect our Governors to abide during their term of office)

I agree to abide by the following principles:

- To act with integrity, objectivity and honesty, in the best interests of the school
- To work as a member of a team (the Governing Body (GB)) and be loyal to collective decisions made by the GB
- To recognise that all Governors have the same rights and responsibilities unless specific responsibilities are conferred on them by the full GB

I know I am expected to:

- Attend meetings promptly, regularly and for the full time
- Prepare for meetings by reading papers beforehand
- Listen to and respect the views of others
- Express my own views clearly and succinctly
- Take my fair share of work/positions of responsibility
- Attend training and take responsibility for my own learning and development as a Governor
- Know, understand and work within legal requirements

I will

- Respect confidentiality
- Support decisions of the GB in public
- Report any evidence of fraud, corruption or misconduct to an appropriate person or authority
- Consent to a confidential Criminal Record check and provide 2 referees to ensure I am not disqualified to be a Governor and to meet child protection requirements