

Job Description: School Governor



This is a voluntary post and is not paid.

DFE Guidance suggests that Governors should be prepared to commit ten to twenty days per annum in total towards the effective governance of a school.

Reporting Arrangements

Accountable to the rest of the governing body.

Purpose of the Post:

This role contributes to the work of the governing body in raising standards of achievement for all pupils. This involves providing strategic direction for the school, providing advice and on occasions, sensitive challenge to ensure a progressive improvement in standards across the school.

Governors are accountable for the strategic direction and the performance of the school. Therefore they have a responsibility to work collaboratively with other members of the governing body, the staff and pupils of the school, the school's wider community and, where they are representatives to their particular constituency, (parents, staff, teachers, etc.) Although some governors may represent particular constituencies, they are not delegates of that group and should reflect the best interests of the school as a whole in all decisions.

Responsibilities include:

- Developing a strategic direction and plan for the school
- Supporting and challenging the Head teacher and senior leadership of the school
- Determining the aims and priorities of the school
- Approving key school policies
- Setting statutory and non-statutory targets
- Monitoring and evaluating the work of the school
- Leading at least one statutory area (e.g. curriculum, pay, SEN, Pupil Premium)
- Strategic management of the budget
- Appointment of staff and ensuring implementation of personnel procedures
- Ensuring Health and Safety of pupils and staff
- Securing high levels of attendance and good standards of behaviour
- Ensuring all children have access to a broad and balanced curriculum
- Adhering to the School Governing body Code of Conduct
- Acting as a 'critical friend' to the school

Tasks include:

- Attending four whole governing body meetings per annum (two in the autumn term and one per term) and two termly meetings of subcommittees. In addition, other subcommittees and meetings as required noting that some of these meetings will be evenings
- Prepare for meetings by reading papers beforehand and take their fair share of work/positions of responsibility
- Get to know the school: its needs, strengths and areas for development
- Work as a member of a team
- Speak, act and vote in the best interests of the school as one perceives them
- Represent the perspectives of constituencies, where appropriate
- Respect all governing body decisions and to support them in public
- Become familiar with the rules of school governance
- Act within the framework of the policies of the governing body and legal requirements
- Take responsibility for and participate in training and development opportunities appropriate

Follow guidance from the Department for Education (DFE) which suggests commitment will be between ten to twenty days maximum per year.

Key Values

All governors are expected to meet the Seven Principles of Public Life, defined by the Nolan Committee in 2013:-

1. **Selflessness:** Holders of public office should act solely in terms of the public interest.
2. **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity:** Holders of Public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.
6. **Honesty:** Holders of public office should be truthful.
7. **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.