

Governor Role Description

Governing is a job – it just isn't paid! It is perhaps even more important for voluntary jobs than for paid ones to be clear about the parameters, expectations and limitations. It is important that the job description allows Governors varying types of commitment – there are many different ways of being a successful governor.

Responsible to: Chair of Governors

Governors are expected to:

- Attend meetings
- Visit the School
- Serve on a committee
- Be attached to an area of the school's work as a Link Governor
- Participate in executive decisions of the Governing Body
- Undertake training and development
- Work within an agreed code of conduct
- Represent the school within the local community
- Represent the local community on the Governing Body
- Maintain confidentiality as required

The purpose of the post is to contribute to the work of the governing body in raising standards of achievement for all pupils. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability. The individual governor has a responsibility, working alongside other members of the governing body, to the staff and pupils of the school, the parents and the school's wider community. Although some governors may represent particular constituencies they are not delegates of that group.

Responsibilities include:

- Developing 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
- Appointment of staff and ensuring the implementation of a range of personnel procedures
- Management of the budget
- Securing high 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, which prepares them for adult life
- Ensuring the health and safety of pupils and staff

Tasks include:

- Getting to know the school: its needs, strengths and areas for development
- Attending meetings (full governing body, committees and working groups)
- Working as a member of a team
- Speaking, acting and voting in the best interests of the school as one perceives them
- Representing the perspectives of constituencies, where appropriate
- Respecting all governing body decisions and supporting them in public
- Acting within the framework of the policies of the governing body and legal requirements
- Committing to training and development opportunities

What criteria are used when selecting a governor?

Interest or background in education
Appropriate availability
Good communication / interpersonal skills
Ability to work as part of a team
Undertaking to participate in the governor's training programme
A desire to support the school
Other relevant experience

What is the code of conduct?

Governor conduct is underpinned by the following key principles:
To act in the best interests of the school – this may require balancing short and long term issues, school and community issues, etc.
To work as a member of a team at all times and be loyal to collective decisions made by the governing body
To recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body
To understand that no governor can act alone except in exceptional circumstances prescribed in the regulations – the power of the governing body rests in it acting as a single body

Governors must:

Respect confidentiality
Listen to and respect the views of others
Express their own views clearly and succinctly
Take their fair share of work / positions of responsibility
Know, understand and work within the prescribed regulatory framework
Report any evidence of fraud, corruption or misconduct to an appropriate person or Authority

And should:

Prepare for meetings by reading papers beforehand
Take responsibility for their own learning and development as a governor, including attending training
Attend meetings promptly, regularly, and for the full time .

DBS checking procedures**How long a term do Governors serve?**

All Governors serve for 4 years from the date of their election or appointment. Parent Governors serve out their term even if their child leaves the school in the meantime. Teacher Governors and the Staff Governor end their term if they cease to be employed at the school. How does the Governing Body carry out this work? Even though they have overall responsibility, Governors cannot possibly be expected to carry out all this themselves. It continues to be the job of the Headmaster and the staff to carry out all the detailed work of running the School. The full Governing Body sets the policies it wants the School to follow and checks that this is done. There are a number of committees on which both Governors and staff serve and where the work of both groups can be brought together. Governors may choose which committees to join.

How much time will it take?

The Governing Body meets at school twice a term in the evening for about two hours and all Governors are expected to attend. The committees meet once each term, before the main GB

meeting for about an hour and all committee members are expected to attend. In addition most Governors take a general interest in the School and attend school events and activities like Open Days, concerts, stage productions, etc. Named and Class Link Governors make their own arrangements to meet with their contacts about once a term.

How are Parent Governors elected?

Parents are asked to put their own names forward to be a Parent Governor or support the nomination of someone else. If there are more than two nominations for each position an election by secret ballot is held, when all the parents of pupils at the School will have the opportunity to vote.

Who is qualified to stand for election?

Any person who is the parent or legally appointed guardian of a registered pupil at the School. An Enhanced DBS check is required for all School Governors

Who is NOT qualified to stand for election?

DISQUALIFICATION FROM MEMBERSHIP OF A GOVERNING BODY

- aged 18 or over at the date of this election or appointment;
- **not** the subject of a bankruptcy restriction order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking 17 accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- **not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustees Investment(Scotland) Act 2005 from participating in the management or control of any body;
- **not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- **not** barred from any regulated activity relating to children;
- **not** subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- **not** disqualified from working with children or from registration for child-minding or providing day care;
- **not** disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- **not**, been sentenced to 3 months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming governor;
- **not**, received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- **not**, at any time, received a prison sentence of five years or more;
- **not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- **not** refused and will not refuse an application being made to the Disclosure and Barring Service (DBS) for a check, formerly known as CRB.