

Governor Role description

Role purpose

Governors work together to carry out their core functions which are:

- ensuring there is clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent
- ensuring the voices of stakeholders are heard

Governors must also ensure that the Governing Board complies with all legal and statutory requirements.

Governors should seek the advice of the clerk to the governing board and other professional advice as appropriate.

Governing Board strategic responsibilities

Governing Boards work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing board is strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the Federation's vision – and agreeing the priorities for the year as outlined in the School Development Plan
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives as outlined in the School Development Plan
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies

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- visiting the school to monitor implementation of the strategic priorities and reporting back to the board
- as a Lead Governor, to also visit the school to monitor that procedures are aligned to policy/statutory requirements in a specific area
- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels and committees

When required, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the work of Governing Board

Governors should ensure that they are making a positive and meaningful contribution to the governing board by:

- attending meetings (a minimum of 6 full governing board meetings and committee meetings as appropriate each year, reading papers and preparing questions for senior leaders in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the schools, including visiting the schools as per arranged governor monitoring visit mornings or other pre-arranged visits to the schools
- undertaking induction training and developing knowledge and skills on an ongoing basis

Expenses

The Federation does not have a process of recompense for Governor travel times etc. However, consideration may be given to a creation of a Governor Expense Policy should circumstances change in the future.